SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
A G E N D A A N D O R D E R O F B U S I N E S S – REGULAR MEETING
Thursday, June 26, 2025

Baden High School - Gymnasium
825 Southwood Drive, South San Francisco, California

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

The Board of Trustees invites the community to participate in this meeting in-person.

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: https://www.ssfusd.org/apps/pages/onlineboardmeeting
(The link will be active shortly before 7:00 p.m. on June 26)

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

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

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Superintendent evaluation.

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

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

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

a. Summer Programs

b. Other

L. PUBLIC COMMENTS

For Items Not On the Agenda:

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

To comment prior to the meeting:
Public comments may be submitted in advance of the meeting through the following link: https://bit.ly/BoardMeeting06262025 beginning at 3:00 p.m. on Monday, June 23, until 3:00 p.m. on Thursday, June 26. These comments will be read by all Board members and posted on the District website's 2024-25 Board meetings at: https://www.ssfusd.org/apps/pages/meetings

To comment in-person during the meeting:
Public comments are limited to one to three minutes per individual (per Board Bylaw 9323). Name/address cards are placed in the back of the room to be completed and given to the secretary. The Board President will call upon individuals in random order who have requested to speak. Each person may only speak once, and is required to address the Board from the podium. The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

Special Meeting Comments:
In accordance with the law, the Brown Act, during special meetings, public comments are limited to only those items on the agenda.

The meeting is recorded and streamed live. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law, the Brown Act. The Board may request staff to respond orally at the meeting or in writing at a future time.

M. INFORMATION ONLY PRESENTATIONS

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

1. ADMINISTRATION

a. Instructional Vision & Professional Learning

Superintendent Shawnterra Moore will provide an overview of the District's Instructional Vision and Professional Learning Plan for the 2025-26 school year.

N. PRESENTATION WITH POTENTIAL ACTION

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PRESENTATION

1. HUMAN RESOURCES

a. Law Enforcement Contacts Summary for 2024-25

Director Ryan Sebers will review the end-of-year law enforcement contacts summary for the 2024-25 school year.

ACTION

1. HUMAN RESOURCES

a. Approval of the SSFUSD and SSFPD MOU 1 – 13

Staff recommends approval of the updated 2025–26 Memorandum of Understanding (version #16) between SSFUSD and the South San Francisco Police Department, reflecting agreed-upon changes.

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

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1. ADMINISTRATION	
a. Minutes of the June 12, 2025 Regular Board meeting.	14 – 52
2. EDUCATIONAL SERVICES	
a. Permission for one staff to attend the CTE conference in Rancho Mirage, CA (Palm Springs), November 12 – 15, 2025.	53
b. Permission for Parkway Heights ASB students and staff travel to Anaheim, CA (Disneyland) for Disney's Youth Education Program, November 12 – 15, 2025.	54
c. Permission for Buri Buri Elementary staff to attend the Designing Engaging Assessments workshops in San Diego, CA, October 19 – 21, 2025.	55 – 56
d. Permission for staff (COSA) to attend the American School Counselor Association (ASCA) Conference in Long Beach, CA, July 12 – 15, 2025.	57
e. Approval of YMCA Camp Jones Gulch Outdoor Education 2026 dates for SSFUSD 5th grade students.	58 – 59
3. HUMAN RESOURCES	
a. Classified Personnel Assignment Order.	60
4. BUSINESS SERVICES	
a. Purchase Order Listing, April 2025.	61 – 68
b. Warrant Register, April 2025.	69 – 105
c. Cash Receipts, April 2025.	106 – 118
d. Declaration of surplus items.	119 – 124
e. Gifts to the District, May 2025.	125 –126
f. Professional service agreements under $25,000.	127 – 128

INFORMATION/DISCUSSION

1. BUSINESS SERVICES

a. 2025-26 District Budget

Assistant Superintendent Ted O will review the updated 2025-26 Proposed District Budget and Multi-Year Projections for 2026-27 and 2027-28.

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ACTION *(continued)*

1. ADMINISTRATION

a. Approval of Agreement with ChildCare Careers, LLC 129 – 141

Staff recommends approval of the agreement between SSFUSD and ChildCare Careers, LLC (CCC) for the 2025–26 program year to provide early childhood education (ECE) teachers and paraprofessionals as substitutes in the amount of $65,000.

b. Approval of Proposal with ANTS After School, LLC 142 – 144

Staff recommends approval of the proposal with America's Next Talented Stars (ANTS After School, LLC) to provide After-School Enrichment structured sports programming during the 2025–26 school year for students in the District Extended Day Activities Program (DEDAP) at Buri Buri, Children's Center at Spruce, and Skyline Elementary, in the amount of $65,320.

2. EDUCATIONAL SERVICES

a. Approval of 2025-26 Local Control Accountability Plan (LCAP) 145

Staff recommends approval of the 2025-26 LCAP and authorization to submit the plan to San Mateo County Office of Education.

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b. Approval of SSFUSD Local Performance Indicators Self-reflection for 2025-26 146 – 166

Staff recommends approval of the District's 2025–26 self-assessment of progress on local performance indicators, aligned with the LCFF State Priorities.

c. Approval of ParentSquare Cost Proposal 167 – 174

Staff recommends approval of the cost proposal for transitioning to and implementing ParentSquare, replacing Remind, for communication services during the 2025-26 school year, in the amount of $36,000.

d. Approval to Renew Agreements with LVNs and RNs 175 – 192

Staff recommends approval of the renewal of agreements with Licensed Vocational Nurses (LVNs) and Registered Nurses (RNs) to support student health services for the 2025–26 school year, in the amount of $707,021.

e. Approval of Agreements for Special Education Interpretation and Translation Services 193 – 237

Staff recommends approval of agreements with agencies to provide interpretation and translation services for IEP meetings, including American Sign Language interpretation, for the 2025–26 school year, in the amount of $900,000.

f. Approval of Agreements with Non-Public Agencies for Special Education Transportation Services 238 – 264

Staff recommends approval to continue working with non-public transportation agencies to fulfill Individualized Education Plan (IEP) service agreements, and to authorize the Assistant Superintendent of Business Services to sign all related Professional Service Agreements (PSAs), in the amount of $2,610,694.

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g. Approval of the ELOP Agreement with the City of South Francisco 265 – 278

Staff recommends approval of the Expanded Learning Opportunity Program (ELOP) agreement with the City of South San Francisco for the 2025–26 school year.

3. HUMAN RESOURCES

b. Approval of CTA Tentative Agreement 279 – 292

Staff recommends adoption of the tentative agreement, dated June 4, 2025, between SSFUSD and the SSFCTA – Children's Center

c. Approval of Contracts with the Youth Services Bureau (YSB) School Counseling, Safe School Advocates Services, and the Alternative to Suspension Program for 2025-26 293 – 314

Staff recommends approval of the contracts for services with the YSB of the YMCA to continue supporting additional counseling at all District schools for the 2025-26 school year.

d. Approval of the Job Description for the Categorical Program Specialist – Classified Represented 315 – 320

Staff recommends approval of the Categorical Program Specialist job description, effective for the 2025-26 school year.

4. BUSINESS SERVICES

a. Adoption of 2025-26 Proposed District Budget 321 – 322

Staff recommends adoption of the 2025-26 Proposed District Budget and the Multi-Year Projections for 2026-27 and 2027-28 and authorizes submission to the San Mateo County Office of Education.

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b. Resolution No. 25-49 for Education Protection Account Funds 323 – 326

Staff recommends adoption of Resolution #25-49: To receive and disburse Proposition 55 – Education Protection Account (EPA) funds for the 2025–26 fiscal year, in accordance with constitutional requirements.

c. Approval to Award Contract to CWS Construction Group, Inc. 327 – 328

Staff recommends awarding a contract for the Spruce Elementary School Security Gates project to the lowest responsive and responsible bidder, CWS Construction Group, Inc., in the amount of $685,000.

d. Approval of Contract with Joseph Cumisky Construction for the District Office IMC Offices Project 329 – 330

Staff recommends approval of the contract with Joseph Cumisky Construction Corporation for construction work related to the Instructional Media Center (IMC) offices project at the District Office, in the amount of $29,400.

e. Approval of Contract with Joseph Cumisky Construction for the District Office Business Services Conference Room Project 331 – 332

Staff recommends approval of the contract with Joseph Cumisky Construction Corporation for construction work on the District Office Business Services conference room, in the amount of $46,895.

f. Approval to Award Contract to Independence Environmental Services 333 – 337

Staff recommends awarding a contract for the removal of the hydraulic lift and appurtenances from the South San Francisco High School Auto Shop to the lowest responsive, responsible bidder, Independence Environmental Services, in the amount of $64,152.90.

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

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

July 10, 2025

- Presentation on Information Technology Department
- Approval for Superintendent and Board to participate in the annual CSBA Conference
- Approval for Superintendent to participate in 2025-26 conferences and seminars
- Approval of Children's Center Program annual self-evaluation reports for 2025-26
- Williams report for 4th quarter ending 6/30/25

August 14, 2025

- Introduction of Student Trustees/ASB High School Presidents
- Presentation on Summer School
- Approval of Star Vista Early Childhood Mental Health Consultation Ser. agreement for 2025-26
- Approval of San Mateo Co. 2025-26 CSPP preschool contract
- Approval of Consolidated Application and Reporting System Spring 2024 data collection
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution for Attendance Awareness Month (September)

September 11, 2025

- Teaching and learning presentation – Martin ES
- Presentation and approval of year end unaudited actuals
- Discussion of October 23 Community Forum topic(s)
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Approval of Renaissance Learning agreement renewal for 2025-26
- Resolution on GANN limit

September 25, 2025

- Teaching and learning presentation – Parkway Heights MS
- Approval of San Mateo Co. 2025-26 CSPP preschool contract
- Update on enrollment for the 2025-26 school year
- Update on Safe School Plans
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2025-26
- Approval of SMCOE Induction Program (BTSA) agreement for services in 2025-26
- Resolution for California Week of the School Administrator (October)

October 9, 2025

- Teaching and learning presentation – Los Cerritos ES
- Teaching and learning presentation – Children's Center
- Presentation on Genentech and Science
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/25
- Update on OpTerra Energy solar savings
- Resolution honoring Native American and Alaska Native Heritage Month (November)
- Approval of Local Indicators
- Approval of ESSER III Expenditure Plan for 2025-26

October 23, 2025 - *Community Forum*

- Topic(s) TBD

November 13, 2025

- Teaching and learning presentation – Ponderosa ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Approval of Star Vista Early Childhood Mental Health Consultation Ser. agreement for 2025-26
- Update on Safe School Plans
- Public Hearing on Educator Effectiveness Block Grant

December 11, 2025

- Teaching and learning presentation – Sunshine Gardens ES
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2025-26
- Presentation and approval of First interim budget report "positive certification"
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of the Effectiveness Educator Block Grant
- Approval of 2026 Summer School Program

December 16, 2025 - *Reorganization meeting*

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

Pursuant to Government Code 54954.2, Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, should contact Joanna Marcelino, Senior Executive Assistant to the Superintendent, at least three working days prior to the meeting at (650) 877-8705. Notification in advance of this meeting will enable the District to make reasonable arrangements to ensure accessibility.

The agenda is available for review at the District's website: www.ssfusd.org (Click on *Board, Meetings*).
A recording is made of the Open Session of each meeting and can be found via YouTube at: https://www.youtube.com/@ssfusdmeetings

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

Ryan Sebers, Director Student Services

DATE: June 26, 2025

RE: SSFUSD-SSFPD MOU Renewal for the 2025-2026 School Year

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Per action of the Board of Trustees (June 2024) and action of City Council of the City of South San Francisco (August 2024), the South San Francisco Unified School District (SSFUSD) and South San Francisco Police Department (SSFPD) MOU, version 16, commenced for the 2024-2025 school year, and will expire on June 30, 2025.

The terms of the MOU specify an annual renewal process as outlined in Section XIII(a) Renewal and Termination: “The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District’s Board of Trustees, and shall remain in effect through June 30, 2025. Beginning in June/July 2023, and each June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive fiscal year, unless either party gives written notice of termination.”

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Staff recommend the renewal of version 16 of the MOU between SSFUSD and SSFPD, updated for the 2025-2026 school year, with changes as follows:

Section X(c) Program Evaluation, Assessment, and Report:

The City Council and District Board of Trustees will receive a report each June/July, following the end of each school year, ~~beginning in June/July 2023~~ regarding the Program. The report will be based on information available from the concluding school year. A purpose of the report is to provide the City Council and Board of Trustees with information relevant to their consideration of whether the program should be renewed for another year. The report will summarize the review described in this section, including an appraisal of whether the program is achieving its intended goals and objectives, and any improvements or adjustments to the Program proposed by the City Manager and Superintendent. The report will be presented to the City Council and District Board of Trustees as part of their consideration of annual renewal of this MOU, as described in Section XIII(a).

Section XIII(a) Renewal and Termination:

The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District's Board of Trustees, and shall remain in effect through June 30, 2026. ~~Beginning in June/July 2023, and~~ Each June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive fiscal year, unless either party gives written notice of termination as set forth in subsection (b) below. For purposes of this MOU, the fiscal year begins on July 1st and ends on June 30th each year. In the event that the City Council or Board of Trustees is unable to complete deliberations on renewal of this MOU prior to June 30th each year, the MOU may be renewed at any time and will apply to the balance of the fiscal year in which it is renewed. The District or City Council can at any time agendize this at any of their respective meetings.

Staff also recommends the consideration of a biannual or triennial renewal term for subsequent renewals.

SSFUSD-SSFPD MOU (ver. 16)
For the 2025-26 School Year

This memorandum of understanding (MOU) is made by the South San Francisco Unified School District ("District") and the City of South San Francisco regarding their mutual understanding of the matters described below. This MOU consists of guidelines to inform the relationship between the District and the School Liaison Officer ("SLO") of the South San Francisco Police Department ("SSFPD"), which relationship is subject to annual review as set forth below. This document will work in conjunction with the District's Expectations for Student Success Handbook (the " District Handbook"); and all applicable city, state, and federal laws that provide guidance on how to properly handle common cases that are generated on school grounds. Some of the laws related to searches and questioning of students are summarized in Appendix 1 to this MOU, which may be updated to reflect changes in the law without requiring an amendment to this MOU.

It is the intention of the District and SSFPD to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, and visitors. In doing so, the District recognizes the impact SLOs may have on different student groups, and will prioritize student safety and relationship building.

I. Goals and Objectives:

a) Protect the constitutional and civil rights of students.
b) Maintain a safe and secure environment on school campuses which will be conducive to learning.
c) Establish a positive working partnership.
d) SSFPD desires to promote positive attitudes regarding the role of police in society through non-punitive, alliance-building interactions with students and staff, and will seek the District's partnership and input of District administrators in creating such opportunities.
e) The District desires to reduce student suspensions, expulsions, and referrals to the criminal justice system to the furthest extent possible. The District also desires to reduce and eliminate racial disparities in contacts with students.
f) Conduct criminal investigations.
g) Refer student cases to restorative justice alternatives/programs and court diversion to the greatest extent possible prior to relying on the court or penal system.
h) Ensure that all SSFPD Officers understand the needs, strengths, and challenges of various student groups based on race, ethnicity, national origin, disability, religion, gender, sexual orientation, economic status, age, cultural group, immigration status, or affiliation with any other similar identifiable group. SSFPD currently provides all officers,

including SLOs, with training in areas such as cultural diversity, racial bias prevention, crisis intervention, bias and racial profiling prevention and principled policing, along with other training. SSFPD will continue to prepare SLOs through training and experience to meet the unique requirements needed for an SLO to interact appropriately with students and staff in a school setting. Annually, SSFPD Chief of Police and his/her staff and District school administrators will meet to review SLO training requirements and collaborate on a joint list of required training for SLOs, recognizing that over time, training needs may change. The SLO will receive specialized training regarding the education of students with disabilities, as identified under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Americans with Disabilities Act, to help the SLO understand the unique needs of students with disabilities.

II. Non-Discrimination:

The parties are committed to complying with existing laws that prohibit the use of students' race, ethnicity, national origin, disability, religion, gender, sexual orientation, economic status, age, cultural group, immigration status, or affiliation with any other similar identifiable group as the basis for providing differing levels of law enforcement service or inconsistent enforcement of the law. Additionally, in accordance with Federal and State law which provides that undocumented students must be provided the same education offered to citizens, and which protects undocumented students from unreasonable search and seizure; in order for all students and families to feel comfortable and secure in the school environment; and consistent with the City of South San Francisco's existing policies for the SSFPD, SLOs will not question students or their parents or family members about their immigration status.

II. District's Role and Responsibility:

a) Ensure student welfare as its highest priority.
b) Establish and implement student safety and positive school climate programs.
c) Develop procedures to handle campus safety issues.
d) Develop emergency response procedures.
e) Develop a school safety plan.
f) Establish and follow procedures for referring SLO involvement.
g) District school administrators shall not request information related to student contacts with law enforcement outside of the timeframe for which the District has responsibility for the student.
h) Annually, District school administrators will receive and provide training on when to contact police and when not to contact them, pursuant to established District processes, to ensure clarity of expectations.

i) Handle all student disciplinary concerns that are not mandatory in nature for and address situations without the involvement of SLOs (beyond the mandatory scope of Cal. Ed. Code § 48902 and Penal Code § 245).

III. School Liaison Officer's Role and Responsibility:

a) The School Liaison Officer ("SLO") is a police officer; not a schoolteacher, school administrator, or school counselor, and therefore will not be expected or asked to act in those roles. The SLO will work with families, individual students, and other school staff members with counseling and guidance efforts when requested and appropriate, and will defer to the decisions of those groups, unless there is a criminal aspect.

b) Coordinate all activities with the principal and staff members concerned; seek permission, guidance, and advice prior to enacting any programs within the school.

c) When it pertains to preventing a disruption that would, if ignored, place students and staff at risk of harm, the SLO will assist with resolving the problem to guard against risk of harm. In all other cases, disciplining students and addressing other conduct deemed inappropriate is the responsibility of the District.

d) Provide students, staff, and parents with a familiar and recognizable law enforcement contact. SLOs will work to create positive relationships with students and staff through appropriate social interactions when not responding to requests for assistance.

e) Attend various sporting events and school activities as needed and as called upon by school administrators (subject to approval by the Superintendent or designee), for the purpose of proactive enforcement and community interaction. As set forth in Section III above, the District shall develop and implement an internal process for determining the need for police involvement at such sporting events and school activities.

f) The District and SSFPD believe the U.S. Department of Education's position that "restraint and seclusion should be avoided to the greatest extent possible without endangering the safety of students and staff" is the best practice to follow in nearly all situations. The SLO should only use a physical restraint device (e.g. handcuffs or other restraints) in cases that require the physical arrest of a student for referral to the criminal justice system, or to prevent the involved individual from injuring themselves or others.

g) If doing so is practical and will not interfere with other duties, when working on District campuses, the SLO will wear a designated alternate uniform to present a more casual appearance (*i.e.* – polo shirt with utility slacks, or business suit). When wearing the designated alternate uniform, officers may have all necessary safety equipment for the performance of their duties, including without limitation a bullet-resistant vest worn

under their clothing and all use-of-force tools to allow for appropriate de-escalation.

V. Role of School Liaison Officers During Investigations at School Sites:

a) School disciplinary investigations are a separate and distinct process from police investigations, which occur only when there is a reasonable suspicion of criminal conduct. In such cases, these processes will occur in parallel. In some cases, police may inform a school/district of an incident that falls within school/district jurisdiction to address at a school discipline level, and in other cases police may respond to a report of a crime which has been investigated by the school/district. Although information gathered in parallel investigations of the same issue may be shared to inform the school and police of additional details not acquired within the scope of either of their independent investigations, searches and interviews facilitated by either the school/district or police do not replace or truncate a thorough investigation by either entity. If either the school/district or police have the benefit of shared information for the purpose of greater clarity of the issue being investigated, then either entity must weigh the facts and evidence and determine the appropriate disposition within their own jurisdiction (*i.e.* the school/district determines an appropriate disciplinary response or intervention within the school realm, and the police determine criminal charges in the legal realm). Although police may also be pursuing a criminal investigation outside of school and have legal grounds to interview the student at school and/or remove the student from campus, it is understood that an overlap of investigative authority of school administrator's/district officials and police officers may exist in some cases. To the extent possible, any police investigations into student conduct will occur off campus; however, in some circumstances, such as when the student conduct occurs at school, interviews or other forms of investigation may need to be conducted on campus.

b) Any searches of students or their property by the SLO shall comply with the Department's Search and Seizure Policy. Absent exigent circumstances, the SLO should make every reasonable effort to alert a school administrator prior to conducting a search of a student or their property, including lockers. Whenever possible, the SLO should be accompanied by a school administrator when conducting searches.

c) This relationship extends to SLOs who may work with the District's school administrative teams during investigations of student and staff issues. The SLO is an employee of the police department and is a police officer. In matters involving student criminal offenses, the SLO may be asked to assist or provide resources to District officials conducting a school investigation. Interview and search procedure is still governed by the school administrators, who bear responsibility in that situation. If a school administrator asks a police officer to conduct a search, the search would still require the presence of a school administrator, and the SLO would still be an extension of school authority.

d) When school administrators conduct an investigation and determine that a crime that must be reported by law has been committed, the police are notified. If the police subsequently dispatch an officer to the school, they begin a parallel investigation which may involve interviews and search procedures. At that point, the police are governed by their own investigation and are responsible for any interviews and searches they initiate within the scope of their authority. If an SLO is coincidentally dispatched in response to a school report of a crime, the SLO is then viewed as a regular police officer fulfilling the responsibilities of a police investigation and not an extension of school administrators.

e) SLOs and other police officers assisting schools with investigations, when there is no probable cause to believe that the student has committed or has knowledge about a crime, do not assume responsibility just because they are asked to assist. If, during an investigation, an SLO or assisting officer determines that there is probable cause to believe that the student has committed or has knowledge about a crime such that a police investigation should be initiated, even when the school investigation is still ongoing, the officer would then assume responsibility for any parallel investigative processes the officer initiates at that point. The District's investigation and the police investigation would be considered two distinct processes.

VI. Guidelines for Distinguishing Between Disciplinary Misconduct and Criminal Offenses:

One of the primary guiding principles in education and the criminal justice system is that mistakes made by young people should not carry lifelong consequences. Young people should be afforded multiple opportunities to overcome minor violations of law and school policy. The following points provide direction for determining the sanctions for an alleged violation of the District's Code of Conduct, California statutes or local ordinances.

a) School administrators have broad latitude in addressing minor violations of the District Expectations for Student Success Handbook, that may also be violations of the law. Minor violations of the District Handbook should be addressed by the school administrators without involvement of the SLO. Involvement of police on school campuses, beyond the mandatory scope of Cal. Ed. Code § 48902 and Penal Code § 245, will be at the discretion of District official's/school administrators, in the interest of the safety of the District's learning communities. In exercising such discretion, District officials and school administrators will be required to undergo training and understand and implement District policies for SLO involvement. The District is committed to providing clear guidance and training to ensure it is able to manage student behaviors at the local level in most cases where there are minor infractions of the District Handbook that are also violations of law. Relevant portions of the District Handbook and other

District policies that identify the circumstances under which District employees are supposed to involve the SLO are included in Appendix 2 to this MOU, which may be updated to reflect changes in those documents without an amendment to this MOU.

b) In certain circumstances, school administrators may be required to report situations to law enforcement for investigation, including but not limited to a student who has been subjected to abuse or neglect, victims of several types of crimes, and threats of violence.

c) SLOs are responsible for criminal law issues, not school discipline or poor behavior issues. Absent a real and immediate threat to student, staff, or public safety, incidents on District campuses involving public order offenses (including disorderly conduct; disturbance/disruption of schools or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon) are considered school discipline issues to be handled by school administrators, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest).

d) Whenever possible, a student will not be arrested at school when the arrest can be made effectively elsewhere. An arrest at school is the last resort after all other avenues have been exhausted, unless the student poses a real and immediate threat to another student, teacher, or public safety; or a judicial warrant specifically directs the arrest of the student in a school.

e) If circumstances require an arrest to occur on school grounds, the SLO shall be mindful of the educational environment and of other students who may witness the arrest. Whenever possible, arrests should not occur during the lunch hour, before or after school, or in open areas on a school campus where there is a potential for a large number of student witnesses.

f) Except in exigent circumstances, school principal's / principals' designees will be advised prior to an arrest of a student on school grounds. The student's parent or guardian will be notified as soon as practicable when the student is released to a law enforcement officer.

g) SSFPD officers, including the SLO, will continue to follow state law and City policies when effectuating arrests.

VII. Student Rights:

a) Except in exigent circumstances, the SLO will inform school administrators prior to conducting a probable cause search of a student on campus.

b) The SLO will inform school administrators prior to questioning a student on school grounds, except in situations where the student poses a real and immediate threat to another student, teacher, or public safety, and such advance notice to school administrators is not feasible.

c) Absent a real and immediate threat to student, staff, or public safety, physically invasive searches by a SLO will not be conducted on a student, except as noted above in circumstances in which an SLO is conducting a search pursuant to an independent criminal investigation.

VIII. Training and Reports on SLO Activity:

a) The SLO will provide an annual report on SLO Program activities. The District, represented by the Superintendent or his/her designee and the City of South San Francisco, represented by the City Manager or his/her designee will collaborate on identifying the information to be included in the annual report.

b) SSFPD currently provides all officers, including SLOs, with training in areas such as cultural diversity, racial bias prevention, crisis intervention, bias and racial profiling prevention and principled policing, along with other training. It is SSFPD's intent to continue to prepare SLOs through training and experience to meet the unique requirements needed for an SLO to interact appropriately with students and staff in a school setting. Annually, SSFPD staff and District staff will meet to review SLO training requirements and collaborate on a joint list of required training for SLOs, recognizing that over time training needs may change. This joint list of required trainings will be set forth in a side letter that is updated annually.

c) The SLO will receive specialized training regarding the education of students with disabilities, as identified under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Americans with Disabilities Act, to help the SLO understand the unique needs of students with disabilities.

d) If the District offers trainings or publishes policies regarding non-punitive approaches to behavioral management in the District, then the parties expect that the SLO will participate in the trainings and be familiar with the content of the trainings and any such policies. If the District has implemented any specific programs designed to improve overall school climate or respond to student behaviors in specific ways, the District may invite the SLO to participate in any trainings associated with those programs.

e) SSFPD will pay for all SLO training described in this MOU.

IX. SLO Performance and Review

a) In the event that a school/district has concerns regarding the actions of an SLO relative to this MOU, a representative of the school/district will refer the concerns initially and in writing to the Chief of Police, after which the Chief of Police and a District representative will meet and confer. A meeting may also be conducted with all parties, including the SLO, to mediate and resolve any problems.

b) Notwithstanding the process described in the immediately preceding subsections, the

SSFPD Chief is solely responsible for decisions about the assignment of SLOs, hiring and continuing employment of SLOs, and supervision and evaluations of the performance of SLOs. In the event that a school/district concern regarding the actions of an SLO relative to this MOU is not resolved through the steps described above, the SSFPD Chief will reassign the SLO and exercise reasonable diligence to identify and provide a qualified replacement. The SSFPD Chief will consult with the District Superintendent or designee regarding the assignment of SLOs. In the event that the District Superintendent or designee has concerns about an SLO assignment, the process described in this Section IX will apply.

c) SSFPD will maintain methods for members of the public, including District students and employees, to file complaints against SSFPD officers, including SLOs. Complaints may be filed anonymously, and may be submitted in writing using forms provided by the SSFPD or in any other manner. The current versions of the SSFPD's forms are attached hereto as Appendix 3, and may be updated without an amendment to this MOU. The District has an independent right to investigate complaints from students, employees or others, to determine whether a breach of this MOU has occurred, but not to investigate SSFPD officers, including the SLO, as though they were employees of the District.

X. Program Evaluation, Assessment, and Report:

a) The School Liaison Officer Program will be assessed annually as described in this Section. The evaluation of the Program will be conducted jointly between the City of South San Francisco, represented by the City Manager or his/her designee and the District, represented by the Superintendent or his/her designee. The annual Program assessment may include, but is not limited to the following areas:

1) Success of established Program goals and objectives.
2) An internal survey of school administration, staff, and student representatives who have had interactions with law enforcement officers on campus will be conducted. The number of student representatives whose input will be sought will vary according to grade level. The survey will be primarily concerned with perceptions of safety and security relative to the Program. The timing, content, and evaluation of the survey will be discussed as part of regular meetings (see Section X(b) below). The City of South San Francisco will be provided with such survey information, including disaggregated survey responses.
3) An appraisal of areas with opportunities for improvement

A purpose of the assessment is to determine whether the program should continue for the following school year.

b) The parties also agree to establish a meeting schedule in order to maintain regular and open communication; to evaluate the effect of this agreement; and to suggest

improvements and adjustments that may be necessary. The City Manager and Superintendent or their designees will determine who will participate in the meetings. If the meeting participants identify operational changes that require an amendment to this MOU, then proposed changes will be brought to the City Council and School Board.

c) The City Council and District Board of Trustees will receive a report each June/July, following the end of each school year, ~~beginning in June/July 2023~~ regarding the Program. The report will be based on information available from the concluding school year. A purpose of the report is to provide the City Council and Board of Trustees with information relevant to their consideration of whether the program should be renewed for another year. The report will summarize the review described in this section, including an appraisal of whether the program is achieving its intended goals and objectives, and any improvements or adjustments to the Program proposed by the City Manager and Superintendent. The report will be presented to the City Council and District Board of Trustees as part of their consideration of annual renewal of this MOU, as described in Section XIII(a).

d) This report should include aggregated data on why police were called to campus, who called them, demographic data on the students and other people with which they interacted, and outcomes (including arrests, citations, and other data). The District will collect relevant demographic and outcome data for district students from the previous calendar year. The City of South San Francisco will also track and share data with the school district regarding the number of student arrests and citations, by gender, race/ethnicity, and any other relevant data from the previous calendar year.

e) The City of South San Francisco, represented by the City Manager or his/her designee, and the District will bring proposed amendments to this MOU to the City Council and District Board of Trustees as necessary and not solely as part of the annual presentation to the City Council and District Board of Trustees. The District or City Council can agendize this at any of their respective meetings.

XI. Mutual Indemnity:

The City of South San Francisco, represented by the City Manager or his/her designee and the District agree to indemnify and hold each other harmless against any and all third-party losses, claims, liabilities, damages, costs, expenses and injuries (including personal injuries or death) arising from or in connection with investigations at school sites, to the extent that such losses, claims, liabilities, damages, costs, expenses or injuries arise out of the negligence of the indemnifying party. In the event of concurrent negligence of the parties, liability for any and all claims for injuries or damage to persons and/or property would be apportioned according to the California theory of comparative negligence.

XII. No Third-Party Beneficiaries:

Nothing in this MOU is intended to or shall confer upon any person other than the parties any rights or remedies hereunder.

XIII. Renewal and Termination:

a) The initial term of this MOU shall commence 30 days after the MOU has been approved by both the City Council and the District's Board of Trustees, and shall remain in effect through June 30, 2026. ~~Beginning in June/July 2023, and~~ Each June/July thereafter, this MOU shall be reconsidered for renewal by both the City of South San Francisco and the District for each successive fiscal year, unless either party gives written notice of termination as set forth in subsection (b) below. For purposes of this MOU, the fiscal year begins on July 1st and ends on June 30th each year. In the event that the City Council or Board of Trustees is unable to complete deliberations on renewal of this MOU prior to June 30th each year, the MOU may be renewed at any time and will apply to the balance of the fiscal year in which it is renewed. The District or City Council can at any time agendize this at any of their respective meetings.

b) This MOU may be terminated without cause by either party at any time, by giving prior written notice at least 30 days in advance of the effective date of such termination, or may be terminated by mutual agreement of both parties.

c) All notices under this MOU shall be in writing and delivered by email AND U.S. mail, postage prepaid, to the following addresses:

If to South San Francisco Unified School District:
398 B Street
South San Francisco, CA 94080

If to City of South San Francisco:
P.O. Box 711
South San Francisco, CA 94083

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the dates set forth below:

South San Francisco Unified School District

Date: _____ _____

Dr. Shawnterra Moore, Superintendent

City of South San Francisco

Date: _____ _____

Sharon Ranals, City Manager

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Regular Meeting of June 12, 2025

Baden High School – Gymnasium
825 Southwood Drive, South San Francisco, California

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Conference with Labor Negotiators (Government Code § 54957.6)
   a. Agency Designated Representative: Assistant Superintendent of Human Resources and Student Services
   b. Employee Organization: California School Employee Association Ch. 197

2. Superintendent evaluation.

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

B. ROLL CALL

Board Members:	Ms. Amanda Anthony – Present Mrs. Amy Lam - Present Dr. Chialin Hsieh - Present Mrs. Patricia Murray – Present Mrs. Mina Richardson - Present
Cabinet Members:	Dr. Shawnterra Moore, Superintendent - Present Mr. J. Marwan Hannon, Assistant Superintendent, Human Resources and Student Services - Present Mr. Keith Irish, Assistant Superintendent, Educational Services and Categorical Programs - Absent Mr. Ted O, Assistant Superintendent, Business Services - Present

C. PLEDGE OF ALLEGIANCE

D. LAND ACKNOWLEDGEMENT STATEMENT

We acknowledge that the South San Francisco Unified School District is located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula.

We wish to pay our respects by acknowledging the Ancestors, Elders, and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

E. REPORTING OUT FROM CLOSED SESSION – None

F. REVIEW OF AGENDA

President Anthony noted that Educational Services items 2J and 2M would be pulled from the agenda.

G. PTA COUNCIL REMARKS – None

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – None

South San Francisco Classroom Teachers Association – Shari Guisti president of SSFCTA and a teacher committed to the district for over 30 years raised a growing concern shared by many educators that their voices are not being heard. Teachers have brought forward serious concerns including hostile work environments, inequitable treatment, and troubling conditions. Although some concerns have been investigated, they have not been resolved in ways that lead to healing or accountability, leaving educators feeling exposed and abandoned. Giusti noted that teachers have had pay docked without clear reasons, undermining trust and financial stability. Despite educators offering thoughtful input in focus groups and meetings, final decisions are made without regard to their feedback, making them feel undervalued. Major district changes are being guided increasingly by outside consultants unfamiliar with the schools and community, lacking connection and accountability. She expressed concern over substitutes now being required to sign up with an outside agency, cutting off valued relationships with the district. Grievances continue to go unanswered for too long, and teachers feel devalued and disposable as they are forced out of classrooms and removed from positions. While a recent contract settlement brought relief, the cost was not fully understood. Some educators deserving retroactive pay were excluded to save money, which undermines trust and professional respect. Giusti emphasized that educators do not want to fight for respect and that decisions made without their input have consequences in the classroom. She urged the district to meet educators with integrity, transparency, and respect, affirming that teachers

are essential to progress. To do what is best for students, the district must value and listen to the people who serve them every day. She concluded by thanking the board and community.

California School Employees Association Chapter 197 – Jolene Malfatti president of CSEA noted that the initial proposal previously sun-shined was for a one-year term, but the district had expressed interest in a three-year proposal. As a result, she held a meeting for classified school employees to vote on whether to pursue a three-year term, which passed overwhelmingly on May 27. She stated that bargaining would resume tomorrow and expressed hope for support from the board and district. In light of current challenges such as campus security, student mental health, and other surrounding issues, Malfatti emphasized the importance of reaching a settlement that would leave classified employees feeling valued. She mentioned the current high number of contractors and echoed Ms. Giusti's earlier concerns about the increasing presence of outside consultants. Malfatti concluded by stating her hope that negotiations result in classified employees being satisfied and willing to stay with the district.

I. PERSONNEL COMMISSION

Assistant Superintendent Hannon announced that the next Personnel Commission meeting will take place on Monday, June 16, 2025, at 5:00 p.m. in the district office boardroom.

J. ITEMS FROM THE BOARD – None

K. SUPERINTENDENT'S REPORT

a. **Promotions and graduations** – Dr. Moore shared that it was an incredible joy and deep honor to participate in this year's promotion and graduation ceremonies. She described each event as a powerful reminder of why the work in education matters. Seeing the pride in students' eyes, the support from families, and the dedication of educators was deeply inspiring. As the district celebrates these milestones, Dr. Moore expressed great hope for graduates, believing in their ability to learn deeply, navigate challenges with resilience and purpose, thrive as young people, and make a lasting impact in their communities and the world. She emphasized that the district's Portrait of a Graduate is not just a vision—it is alive in the faces and stories of every student who walked across the stage.

b. **Other** - Dr. Moore reported that the district reached a momentous milestone by breaking ground on two critical facilities projects funded by community-supported Measure T. The first was the groundbreaking of the central kitchen, which will allow the district to prepare fresh, nutritious meals in-house and deliver them quickly to school sites, supporting health equity and student

well-being for years to come. A few days later, the team launched the turf field and pavement improvement project at Westborough Middle School, addressing decades-old infrastructure and creating a safe, modern space for physical education and recreation. She emphasized that these ceremonies were more than symbolic, they reflected shared values and a belief that all students deserve environments where they can thrive. Dr. Moore expressed deep gratitude to the dignitaries who attended, including the mayor, city council members, city manager Sharon Ranals, members of the Citizens' Bond Oversight Committee, and partners from architectural and construction teams. She concluded by noting that this work is not just about buildings, it is about partnerships.

L. PUBLIC COMMENTS

Emily Ward, former PayPal and eBay executive and current CEO of Cruz Media, introduced her organization's focus on media arts education for students. She shared that Cruz Media aims to uplift smart, creative students who often lack the same level of recognition as those excelling in sports or academics. To address this, her company provides a private, secure video platform licensed to schools. The platform is accessible only to students, families, teachers, and administrators, offering 36 weeks per grade of Department of Education-approved media arts lesson plans. Students can also document memorable school experiences on the platform, which are later compiled into a digital video yearbook. Ward contrasted this with traditional hardcover yearbooks, emphasizing that today's students engage with memories digitally. Cruz Media's program aligns with Proposition 28 funding, making it fully covered for schools. Additionally, schools can sell the digital yearbooks with no sales tax, using any revenue generated as unrestricted general funds. Ward highlighted the dual benefit of providing students with quality media arts education while giving schools a way to unlock restricted funds. She concluded by requesting a follow-up meeting with district staff or the superintendent to discuss the program in more detail.

Theresa Nealon, a second-year probationary ELD teacher at Parkway Heights and adult education instructor, expressed gratitude to the board for approving the recent contract and raise. She specifically appreciated the contract's provision to accept all prior teaching experience for new hires starting in 2025. However, she shared her disappointment that this benefit excludes current teachers like herself, who already have decades of experience but are still only credited with 12 of her 30 years on the salary scale. Nealon described this exclusion as demoralizing and indicative of a lack of value placed on experienced educators. She urged the board to reconsider the decision, noting it will impact her decision to remain with the district beyond the upcoming school year.

Michael Harris, a resident of South San Francisco, reported attending the San Mateo County Fair Community Expo for seniors and children on June 5. Although he did not receive assistance for his own needs as a disabled veteran and elderly individual, he collected brochures on 529 education plans and plans to provide additional copies. He noted that these plans are now suitable for high school students, seniors, and others seeking education funding. He highlighted updates from the SECURE 2.0 Act, including the ability to roll over unused funds and the new $19,000 gift tax limit, though clarified this does not apply to scholarships. He also discussed Medicare Advantage plans and extra help provisions for low-income seniors, advising those interested to visit the Social Security office in Daly City or speak with him directly for more information from the 2025 Medicare guide.

M. INFORMATION ONLY PRESENTATIONS

1. ADMINISTRATION

a. SSFUSD Priorities

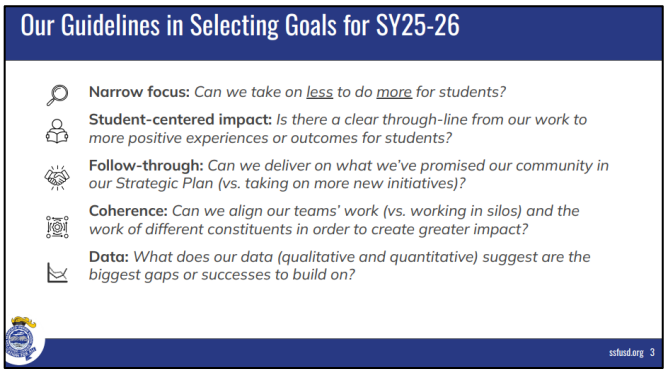
Superintendent Shawnterra Moore presented the district priorities for the 2025–2026 school year, offering a high-level overview of the rationale, process, and next steps. These priorities were developed through extensive engagement with principals, district directors, educational services teams, teachers on special assignment, and special education coordinators. The three selected initiatives align with the district's strategic plan and the Portrait of a Graduate framework: Learn, Impact, Navigate, and Thrive.

The first priority centers on student well-being, engagement, and belonging, not just to promote wellness, but to empower students to thrive and contribute positively to their communities. The second priority focuses on developing students' communication and collaboration skills as part of their academic and personal growth. The third emphasizes building students' critical thinking and perseverance, especially in mathematics.

Dr. Moore also noted that during a recent quarterly step-back meeting, staff began discussing how to foster belonging among adults in the district as well, signaling a commitment to building an inclusive and supportive culture for both students and staff.

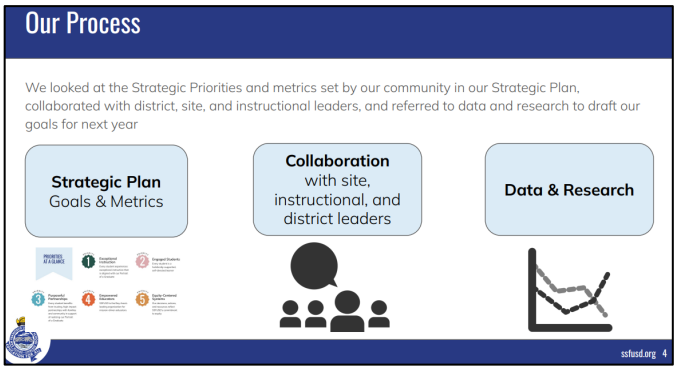
<u>Guidelines for 2025-2026</u>
The district set clear guidelines this year to shape the 2025–

2026 priorities and initiatives. The team emphasized maintaining integrity to those guidelines, focusing on three key themes: narrowing the focus to “do less but better,” ensuring a clear connection between district efforts and student impact, and following through on commitments outlined in the strategic plan. Rather than taking on too many new initiatives, the goal is to deepen work already underway and ensure meaningful, student-centered results.



Process

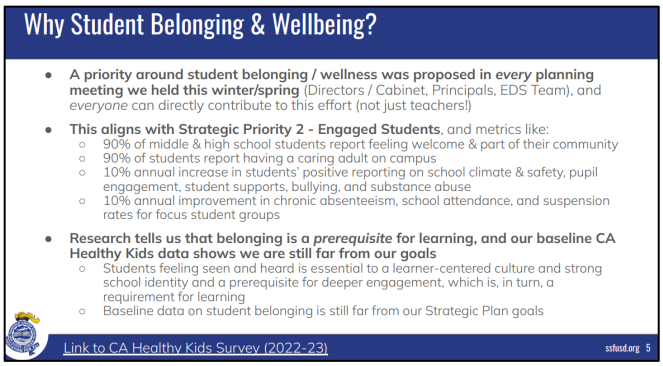
The process for setting the 2025–2026 district priorities began with a strong foundation in the strategic plan and its key metrics, based on community input. District leaders, principals, special education staff, and teachers on special assignment came together to collaboratively reimagine how priorities are developed. The team used district data and evidence-based research to guide their thinking before making any recommendations, ensuring the process was both informed and inclusive.



Why Student Belonging & Wellbeing?

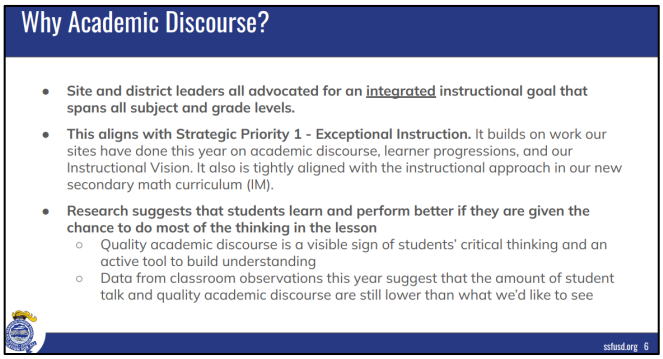
Student belonging was chosen as a key district priority because it consistently emerged in planning meetings throughout the winter and spring. It’s a goal everyone in the

district can support and directly contribute to. The focus aligns with the strategic plan and its existing metrics. Research confirms that belonging is foundational to learning, and local California Healthy Kids data shows there's room for growth. When students feel seen and heard, it fosters a learner-centered culture and strengthens school identity.



Why Academic Discourse?

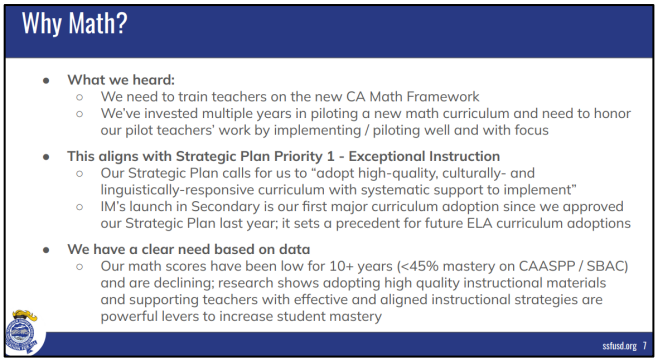
Academic discourse was chosen as a priority because both school site and district leaders wanted a unified instructional goal that cuts across subjects and grade levels. It aligns with the district's focus on exceptional instruction and builds on current efforts in academic discourse, learner progressions, and the instructional vision, especially in secondary math. Research supports this direction, showing that students learn best when they're doing most of the thinking during lessons. Academic discourse helps students think critically and actively deepen their understanding. Additionally, recent classroom walkthroughs show this remains an area for continued growth.



Why Math?

Math was chosen as a district priority because of multiple factors: the need to train educators on the new California

Math Framework, the desire to honor and support the work of pilot teachers who have tested new math curricula, and the recognition that math achievement has been a persistent challenge over the past decade. This focus aligns with the district's commitment to exceptional instruction. Research shows that improving math outcomes requires both the use of high-quality instructional materials and strong, aligned teaching strategies, both of which the district is prioritizing to support student learning and growth.



Unifying Theme

Dr. Moore emphasized a unifying theme across all district priorities: elevating student voice. She noted that students must feel seen, heard, and cared for to foster a sense of belonging. At the same time, through academic discourse and a focused approach to math, the district aims to create more opportunities for students to make their thinking visible by verbalizing ideas, challenging one another, and working collaboratively to solve problems in diverse ways.



Shared Ownership

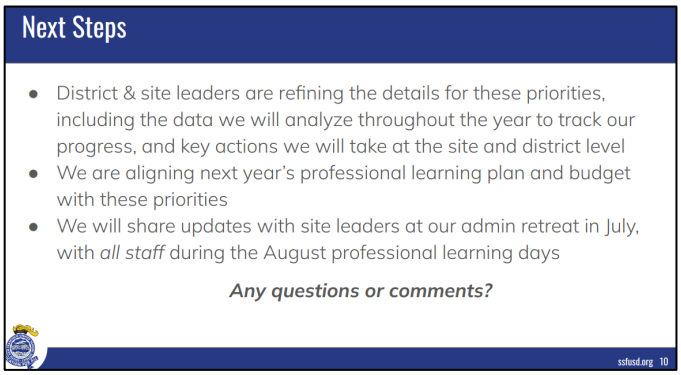
The district's three priorities are designed to apply across all schools, departments, and roles. While the math-specific priority may not involve every classified staff member directly,

the aim was to choose priorities where everyone can find an entry point and see their role in advancing the goals. Dr. Moore also acknowledged that individual school sites and departments may have additional specific priorities, but asked leaders to frame those in support of the district-wide focus areas to ensure alignment and coherence throughout the system.



Next Steps

Dr. Moore concluded by outlining the next steps for implementing the district's 2025–2026 priorities. District and site leaders are continuing to refine the details of the plan based on feedback gathered during their most recent administrative leadership meeting. They are still analyzing data and determining which specific metrics will be used to monitor progress throughout the year. In addition, they are working to identify and track key actions to ensure meaningful implementation. Efforts are also underway to align next year's professional learning plan and budget with the identified priorities. These updates will be shared with school leaders during the administrative retreat in July, and then with all staff during the August professional learning days.



Trustee Richardson expressed her appreciation for all the hard work that went into the presentation and planning, noting how busy Dr. Moore always is. She said the priorities looked great on paper and acknowledged the precision and clarity of the information shared. Richardson emphasized that she personally checks to see whether the written plans are reflected in actual progress and said she feels confident that the district is on its way with the strategic plan. She also thanked Dr. Garcia for his involvement and noted how intense the work has been. Reflecting on her experience visiting schools as part of the research process, she shared that bringing staff along to see what's possible was a key part of the effort. She closed by reaffirming her appreciation for Dr. Moore's work.

Trustee Lam thanked Dr. Moore for the presentation and expressed her agreement with the selected priorities. She mentioned she didn't have any suggestions and appreciated the high-level thinking behind the priorities. Lam reflected that the priorities seemed broad and significant enough to span multiple years, noting that while the approach to each may shift annually, a long-term commitment to them could lead to substantial progress.

Trustee Hsieh echoed Trustee Mina Richardson's comments, saying she articulated everything beautifully. She thanked Dr. Moore for guiding the board and helping keep their focus aligned with the strategic plan, expressing gratitude for her leadership.

Trustee Murray thanked everyone involved and said she appreciated the work, adding that she thinks these priorities are perfect.

President Anthony expressed gratitude and emphasized that student belonging and wellbeing are fundamental to progress. She agreed that academic discourse and math are closely connected and looks forward to growth in both areas. She acknowledged that prioritizing can be difficult but feels these three are strong priorities for the year.

Dr. Moore added that while there are other essential day-to-day functions, these priorities will be the forward-facing focus. She highlighted the district's commitment to using data more effectively to make informed decisions and track progress,

thanking the board for their feedback and support.

2. EDUCATIONAL SERVICES

a. 2025-26 LCAP (*Update only)*

Dr. Moore provided a brief update to the board and community regarding the Local Control and Accountability Plan (LCAP). She reminded everyone that a mid-year progress update had been shared on February 5th. Since then, the 2025–2026 LCAP has been completed, including an annual update of the goals and activities for the 2024–2025 school year and revised goals for the coming year.

The draft LCAP was submitted to the San Mateo County Office of Education, which recently provided feedback. The district is now revising the draft to incorporate that input, along with newly available end-of-year metrics that were not accessible at the time of the initial submission. Additional community and educational partner feedback is also being gathered.

Dr. Moore noted that the community still has time to submit input. A survey link was distributed via Remind and the LCAP itself is also available on the district website under the Board's meetings and agendas page. She added that later in the evening's agenda, there would be a public hearing where anyone interested could speak about the LCAP.

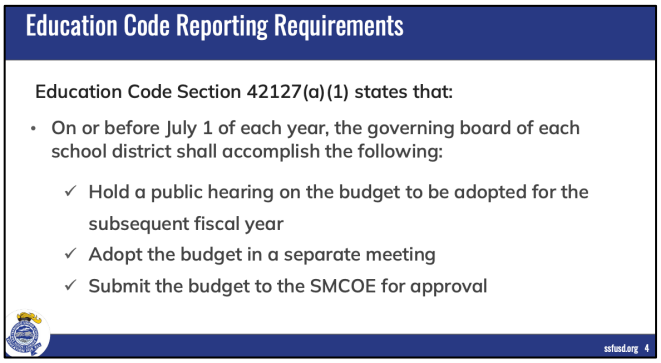
3. BUSINESS SERVICES

a. 2025-26 Preliminary Budget

Assistant Superintendent Ted O began his presentation by noting that this evening's overview was a brief preview of the 2025–2026 preliminary budget. A more comprehensive presentation will be delivered in two weeks, providing deeper insight and additional details.

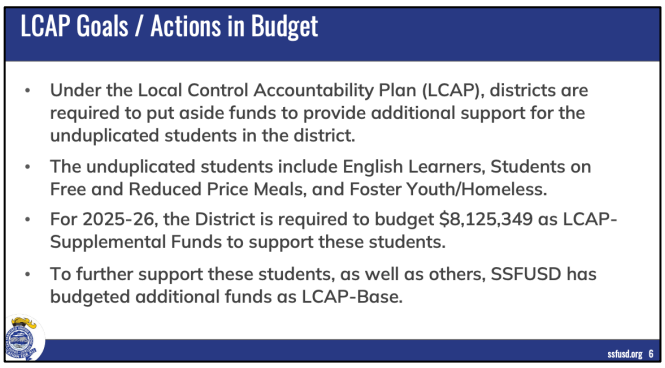
<u>Education Code Requirements</u>
Ted explained that per Education Code requirements, school districts must first hold a public hearing to allow for community input on the upcoming year's budget. After this hearing, the Board must adopt the budget at a separate meeting, these two actions cannot occur on the same date.

Once adopted, the proposed budget is submitted to the San Mateo County Office of Education for review and approval. Ted emphasized that in order for the County to approve the district's budget, it must be balanced across all three required fiscal years. If it is not, the County will not grant approval.



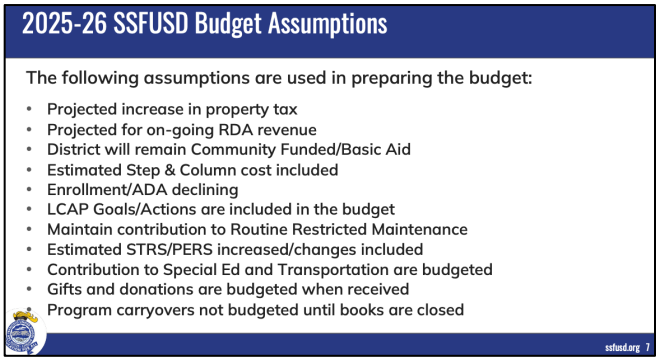
LCAP Goals/ Actions in Budget

Ted explained that the Local Control and Accountability Plan (LCAP), which Dr. Moore referenced earlier, is included in the district's budget and outlines goals and actions to support student groups such as English learners, low-income students, foster youth, and homeless students, collectively called "unduplicated students." For 2025–26, the district must allocate about $8.1 million in LCAP supplemental funds, up $300,000 from the current year. Although South San Francisco Unified is funded through property taxes not LCFF like most districts, it still meets this requirement. The district goes beyond the required amount by setting aside additional "LCAP base" funds to support unduplicated students and the wider student population.



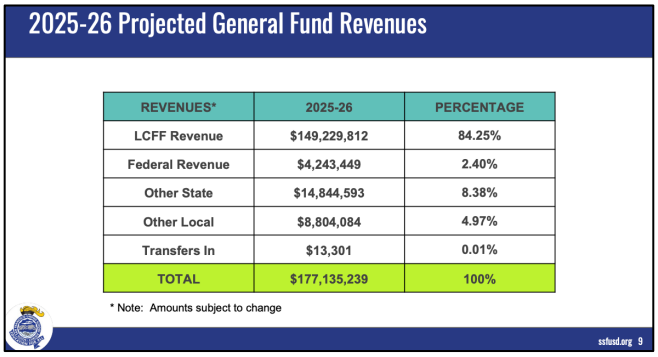
2025-26 Budget Assumptions

Ted noted that when preparing the 2025–26 budget and financial reports, the district had to make a set of key assumptions.



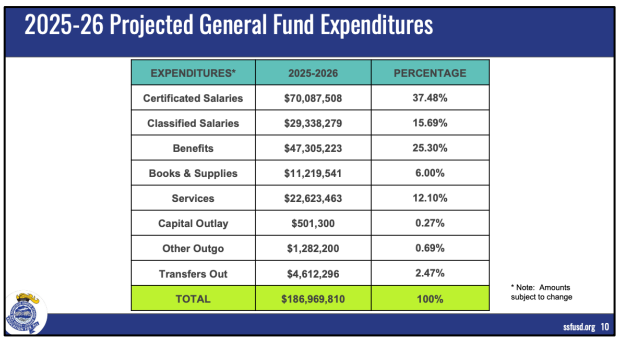
2025-26 Projected General Fund Revenues

Ted explained that the preliminary projected revenue for the 2025–26 school year, currently totals about $177.1 million. These figures may change before the final budget is presented in two weeks. The revenue is categorized according to state requirements, including both restricted and unrestricted funds. Approximately 84.25% of the district's revenue comes from the LCFF category, which for South San Francisco is primarily funded through property taxes.



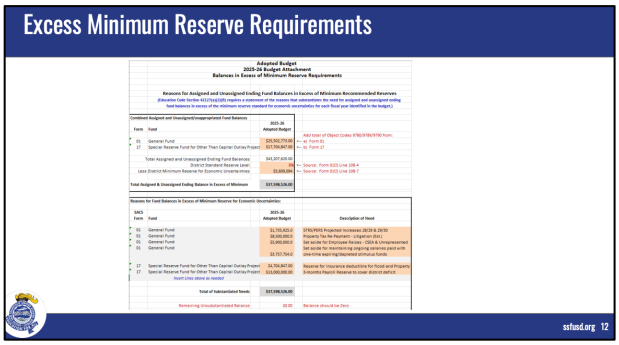
2025-26 Projected General Fund Expenditures

The projected expenditures for the 2025–26 school year total approximately $187 million. This includes the $8.1 million in LCAP supplemental funds previously mentioned. As with revenue, the state requires districts to categorize expenditures in a consistent format statewide. These figures reflect both restricted and unrestricted spending. Ted noted that a more detailed breakdown of the expenditure categories will be provided in his full budget presentation in two weeks.



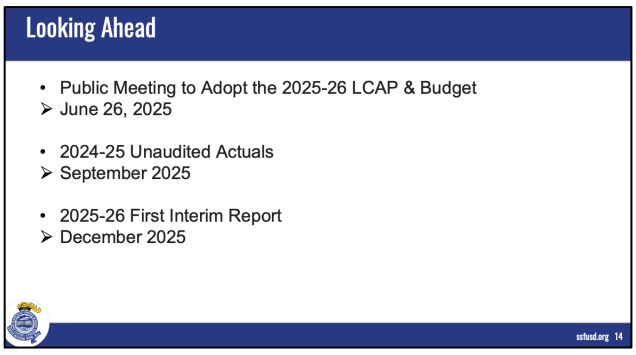
Excess Minimum Reserve Requirements

Ted outlined how the District allocates its revenues to meet both state-mandated and district-established reserve requirements. He also explained how the District designates additional reserves in anticipation of future spending obligations.



Looking Ahead

Ted concluded by outlining the upcoming steps in the budget process. In two weeks, he will return to present the full proposed budget for 2025–26, along with the LCAP for board approval. After the district finalizes the books, the unaudited actuals report for 2024–25 will be presented in September. Then, in December, staff will bring the first interim financial report for 2025–26 to the board for approval.



Trustee Murray thanked Ted and his staff for all their hard work.

Trustee Richardson raised a question about the reliability of federal revenue projections for 2025–26, given the ongoing uncertainty in Washington. Ted confirmed that the federal budget has not yet been finalized, and any changes at the federal level could impact the district's funding. He assured that any updates would be reflected in the first interim financial report once guidance is received. Richardson expressed concern about the potential effects on programs like school meals and shared that during conversations with legislative staff, there was no clear commitment about long-term funding, but indications are that the upcoming year may remain stable. She thanked Mr. O for the clarification and presentation.

N. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

Heather Hefner, a fifth-grade teacher at Sunshine Gardens Elementary, addressed the board to express strong concerns regarding the district's decision to move forward with implementing the IM math curriculum. Speaking both as a teacher and parent, she questioned the district for dedicating only 80 minutes of training to instructional math shifts during the entire school year, out of approximately 1,400 total training minutes. She pointed out that significantly more time was allocated to initiatives like Portrait of a Graduate, despite previous board statements asserting that math instruction was a district priority. Hefner underscored that the district had promised urgent support and instructional preparation following an April 2024 board meeting, but this support did not materialize. She felt that the district failed to follow through on its commitments, noting a lack of meaningful preparation and resources, which she believes undermines teachers' ability to effectively implement the curriculum. She further challenged the portrayal of teacher support for the IM program, emphasizing that a "3" rating during the pilot, interpreted as "I can live with this", was inaccurately characterized as endorsement. Hefner concluded by warning that this decision, made late in the year when many educators are exhausted and disengaged, is a divisive and risky move that places an additional burden on teachers and fails to truly support students' needs.

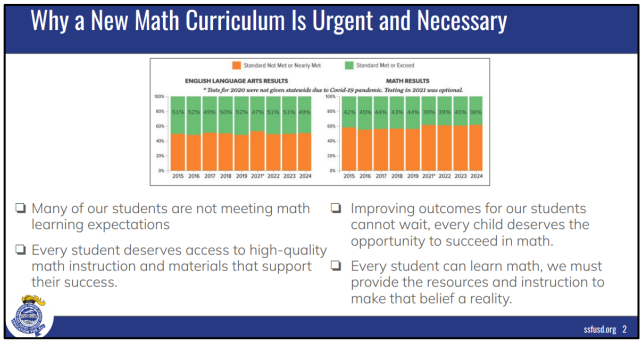
Michelle Bartoli, a fourth-grade teacher at Monte Verde Elementary, shared her experience with the math curriculum pilot, expressing concerns about the

effectiveness of Illustrative Mathematics (IM). With a background in the medical field, she emphasized the importance of a strong math foundation and noted that IM lacked sufficient practice, support for struggling students, and clarity often leaving students confused and reliant on peers. She pointed out that while IM received high ratings from EdReports for usability and alignment, the site does not evaluate effectiveness in practice. Bartoli reported that 46% of her 30 students saw a decline in CAASPP math scores, with eight dropping to a lower proficiency level, calling the results disheartening. She supported the district staff's May recommendation to select a new curriculum in 2025–26 and implement it in 2026–27, expressing confidence that the district can find a program better suited to students' needs.

1. EDUCATIONAL SERVICES

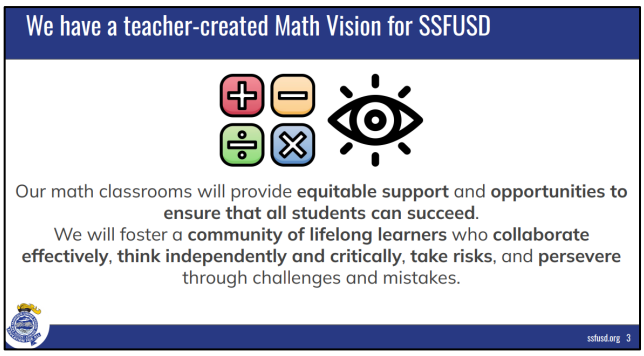
a. Math Pilot

Dr. Garcia addressed the board on behalf of Educational Services and Director Brockmeyer to present the elementary math curriculum recommendation. He stated that the push for a new curriculum aligns with the board's urgency to provide students with access to high-quality curriculum and instruction, emphasizing that the current data "speaks for itself".



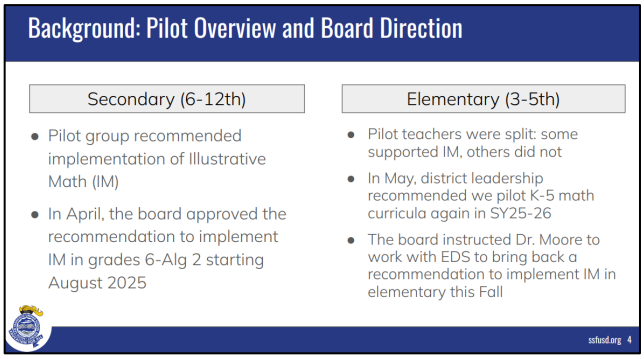
Math Vision

Dr. Garcia shared the math vision statement, explaining it was created by math educators as a collective commitment to ensure all students succeed across all math classrooms. The statement highlights four key qualities: collaboration, critical thinking, taking risks, and perseverance.



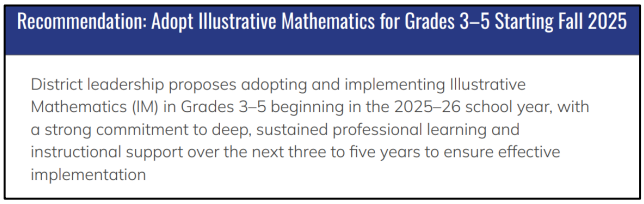
Background

In May, district leadership recommended piloting a K-5 math curriculum for the 2025-26 school year. At that time, the board instructed district leadership to return with a recommendation to implement Illustrative Mathematics (IM) in the fall of 2025-26.



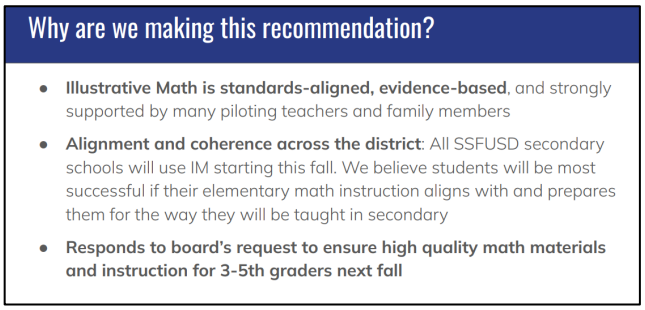
Recommendation

District leadership proposes to adopt and implement Illustrative Mathematics in grades 3 to 5 starting in the fall of 2025-26, with a commitment to deep and sustained professional learning and support over the next three to five years.



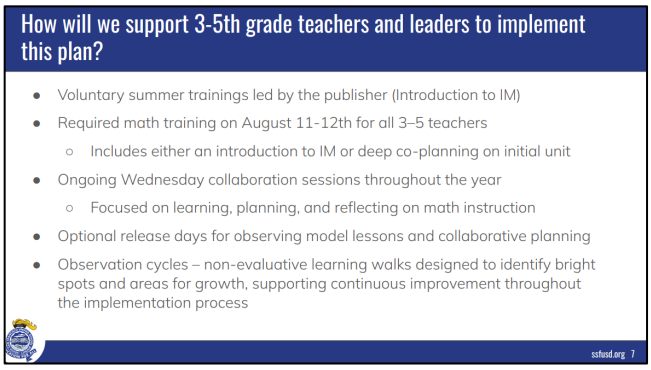
Dr. Garcia explained that the recommendation to adopt Illustrative Mathematics is based on the belief that IM is a standards-based, high-quality curriculum. It supports alignment and coherence with the California framework and

has been approved by secondary math instructors earlier this year. The recommendation also responds to the board's request to implement high-quality curriculum and instruction



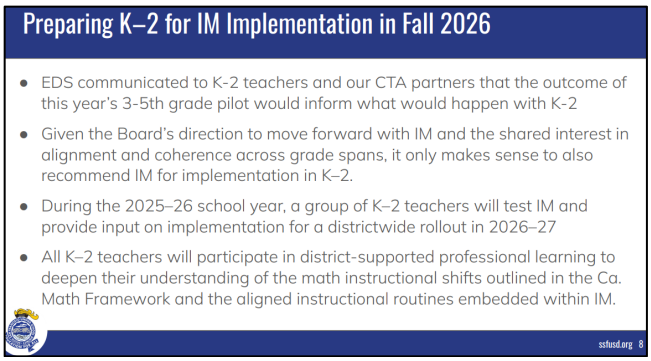
Support & Implementation

Support plans for third through fifth grade teachers includes voluntary summer training with the publisher in July, required training on August 11th and 12th, and ongoing Wednesday collaboration sessions throughout the school year. Principals have agreed to support and align with these collaboration efforts. Additionally, optional release days and observation cycles will be provided to gather feedback during curriculum implementation.

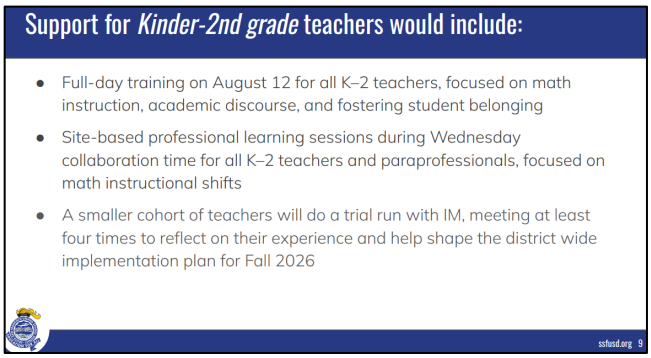


Dr. Garcia noted a shift in language from "piloting teams," which was communicated earlier in the year, to "testing and exploration." These teams will be used to inform the implementation of the K-2 curriculum for the 2026-27 school year. He explained that a phased implementation strengthens coherence and alignment with the California math framework as well as secondary math educators. All K-2 teachers will participate in professional learning to support the instructional shifts discussed in the math framework. The district currently partners with organizations like SVMI to provide this professional learning. Just last week, 33

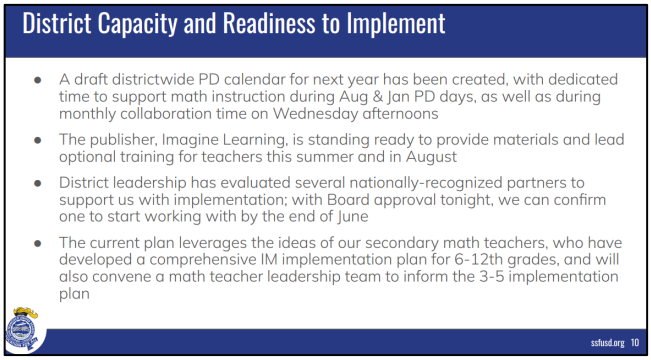
educators, including two elementary principals: Principal Mirt and Principal Erskine, participated in one such training and gave it excellent reviews, rating it nine out of ten. Some participants commented that if they had received this training before the pilot, the outcomes would have been much different.



The district plans to hold full-day professional learning trainings in August focused on math academic discourse and fostering a sense of belonging. In addition, there will be site-based professional learning during Wednesday collaborations for K-2 educators as well as paraeducators to support the instructional math shifts. A cohort of teachers will also be convened to test and explore the IM curriculum, which will help inform the 2026-27 implementation.

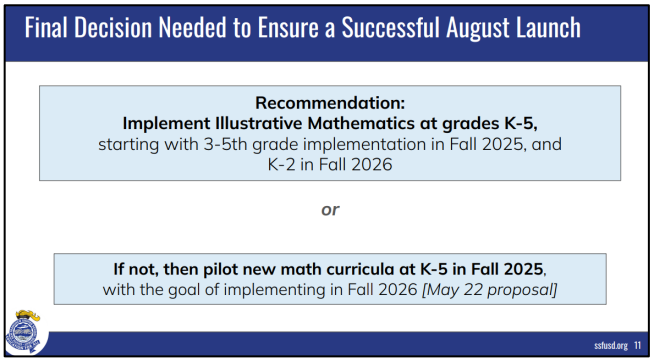


The district has drafted a professional development calendar outlining all training days and Wednesday collaboration sessions previously discussed. This calendar has been presented to site leaders, who have agreed to align and support the professional learning plan. The district currently has partners, including SVMI and UnboundEd, ready to support the implementation. With the board's approval, those partnerships can be confirmed.



Final Decision

The current plan is to leverage the expertise of secondary math teachers, who have already developed a robust implementation plan for Illustrative Mathematics (IM) and are eager to share their insights with third through fifth grade teachers. In addition, the district will convene a third through fifth grade math leadership team to help guide the implementation for the 2025–26 school year. Dr. Garcia emphasized the need for a final decision from the board to ensure a successful launch in August. The recommendation is to implement IM in grades 3–5 in the 2025–26 school year and in grades K–2 in the 2026–27 school year. Without board approval, the district will not be able to complete curriculum orders or confirm professional development trainings.



Trustee Richardson asked whether continued support would be available for teachers struggling with aspects of the new curriculum to ensure they feel confident teaching it. Dr. Garcia responded that the district plans to leverage both internal support and external partners like SVMI and UnboundEd, who specialize in implementing curricula such as Illustrative Mathematics. He emphasized the commitment

to developing a robust support system over the next three to five years to ensure teacher success.

Trustee Richardson referenced earlier public comments and expressed concern that some teachers may not have received adequate follow-up or felt supported during previous implementation efforts. She asked how the district would ensure cohesion and alignment among teachers going forward. Dr. Garcia acknowledged the concern and stated that while he couldn't speak to the previous year, this year both the multilingual learner team and the math team have been actively involved in the pilot. Multilingual learner TOSAs have participated in the trainings and will help develop the implementation and professional learning plans. Site leaders will also play a key role in supporting teachers to ensure they feel included and supported.

Trustee Richardson expressed appreciation and acknowledged the scale of the launch, thanking Dr. Garcia for his leadership. Dr. Moore then clarified that support was prioritized for the teachers who piloted the program this year in response to earlier concerns, while those not involved in the pilot did not receive the same level of support. Richardson thanked Dr. Moore for the clarification.

Trustee Lam expressed appreciation for Trustee Richardson's questions and shared similar concerns, particularly around professional development. She noted that based on the data and feedback, much of the current challenge stems from the significant instructional changes prompted by both the California Math Framework and the structure of the new curriculum. Lam emphasized that aligning with the district's math vision also requires changes in instructional practices and asked whether the district has built sufficient systems and supports to help teachers successfully implement the new curriculum. Dr. Garcia responded that he believes the district does have the capacity to support the implementation. He cited the expertise of the math educators who participated in the pilot, as well as the Educational Services TOSAs and multilingual learner TOSAs who have been actively involved. He also referenced external partners, including SVMI and potentially UnboundEd, and reiterated that these partnerships will be essential in helping educators understand and implement the

instructional shifts required by the new California Math Framework.

Trustee Hsieh thanked Dr. Garcia for a great presentation and noted that the recommendations were very clear.

President Anthony addressed concerns about the lack of practice in the curriculum and asked if the district would provide supplemental materials. Dr. Garcia confirmed that the district plans to explore teacher toolkits offered by the publisher and that the math TOSA team would also look into additional resources to support teachers.

President Anthony then shared her broader reflections. She expressed appreciation for the public comments and acknowledged differing viewpoints, emphasizing that disagreement does not mean she isn't listening. She outlined several points from the feedback that she sees as positives: the curriculum's engaging teaching style, its challenge to students to think differently, and the acceptance of struggle as part of learning. She acknowledged concerns such as the lack of practice opportunities and insufficient assessments, but described these as "eminently solvable problems," urging the district to address them with appropriate resources and supports. Regarding comments that the curriculum is something teachers can "live with," she stated she finds that acceptable. Drawing a comparison to compromise in personal decisions, she emphasized that sometimes "I can live with this" is the best, most realistic outcome in order to move forward. She concluded by affirming her support for the implementation.

Trustee Murray stated she is opposed to adopting the IM curriculum at this time. She emphasized the need for intentionality in educational decisions being purposeful and deliberate. While acknowledging the district's poor math scores and the shared goal of student success, she argued that trying something new is not automatically better than the status quo. She noted that last year the board rejected IM for grades 6–12 due to lack of consensus, then piloted it, built agreement, and moved forward. In contrast, the current grades 3–5 pilot resulted in a split: 50% of teachers rated it 1–3 (supportive) and 50% rated it 4–5 (not supportive). She argued that "I can live with it" is not true support and does not meet the threshold for a successful launch. Murray

expressed concern about adopting a curriculum without clear teacher buy-in, warning it could fail and harm students. She pointed to the $3 million cost and eight-year commitment, and reminded the board that staff previously recommended waiting until the state's curriculum list is released in November. She concluded by urging the board to act with intentionality.

Trustee Richardson emphasized that as a public school, the district cannot overlook any student population. She stated that the state has made it clear that all students must be supported, and this curriculum is a step toward that goal. She compared the responsibility to providing FAPE (Free Appropriate Public Education) in special education, public education is a legal right, and the district must act. She acknowledged challenges but stressed that doing nothing is not an option. For over a decade, the state has pointed to persistent disparities tied to instruction and socioeconomic factors. Trustee Richardson concluded that the district must move forward and try something different.

Trustee Lam expressed that she felt conflicted about the decision, admitting she was nervous and had not anticipated how torn she would feel. She shared that while she read all the public comments and understood the criticisms of the curriculum, particularly the concerns around lack of practice, her review of the research did not indicate fundamental flaws with the material itself. Instead, she viewed the challenge as an adaptive issue, not a technical one, emphasizing that it's not about blame but about how the district collectively moves toward improving student math achievement. She noted that everyone shares the same goal but is not yet aligned on how to reach it. While acknowledging her earlier leaning in favor of launching the curriculum sooner, she recognized the tension between concerns raised and the success some students are already experiencing. She emphasized the importance of not discounting the positive student experiences and concluded without a clear decision, sharing her current reflections.

Dr. Garcia highlighted that each IM lesson includes embedded math language routines, which support academic discourse and help foster a sense of belonging among students. He emphasized that building this sense of belonging should not occur in isolation from academic work,

particularly in math instruction. He explained that these routines are especially beneficial for multilingual learners and align with the district's three key priorities. Dr. Garcia acknowledged that successfully Implementing this curriculum requires significant shifts and risk-taking, not just from students but from adult learners as well. Reflecting on his own teaching experience, he noted that shifting the cognitive responsibility to students was initially daunting but ultimately rewarding. He emphasized that trusting students to engage in academic discourse can lead them to meet and exceed expectations.

President Anthony expressed disagreement with delaying adoption of the math curriculum. She emphasized urgency, noting that postponing could result in facing the same lack of consensus next year. She acknowledged that implementation might be difficult in the first year and could face challenges, but ultimately felt that trying something new and making it work was a better path forward.

Trustee Murray responded that if the result is still a 50/50 split next year, then perhaps that would indicate the curriculum is not the right one. She emphasized the importance of teacher buy-in, stating that without teachers wanting to teach the material, success would be unlikely. She added that failure could mean wasting $3 million and committing to eight years of an ineffective program.

Trustee Lam raised the question of expectations. She pointed out the board's role in setting clear expectations, and emphasized that any curriculum will require significant shifts and changes in approach. She was concerned about the risks of waiting, such as uncertainty around the state-approved curriculum list being released on time. Lam also warned against treating curriculum selection like casual shopping and emphasized the need for a program that drives real change. She stated that she wants students to go beyond memorizing math procedures and facts and develop a deep conceptual understanding. Lam noted she has seen glimpses of the promise of the IM curriculum and that other districts have had success with it.

Trustee Murray added that the district has been accepted into a cohort program, which would provide support and training for teachers. She asked for a more detailed explanation of

the cohort model. Director Brockmeyer explained that the cohort would include either the K–2 or K–5 teaching team and involve collaboration with 11 other districts. The purpose is to provide training on the instructional framework and to help districts prepare to identify appropriate materials for adoption. As part of the cohort, the district would wait for the release of the state-approved curriculum list. IM would be required as one of the materials to pilot. The piloting process would take place from January through March, and the cohort would support the full curriculum launch the following school year.

Trustee Richardson shared reflections from school visits to Oakland and San Diego, where learner-based systems were in use. She was impressed by the level of math, vocabulary, and overall student engagement, especially among sixth graders. She acknowledged the hesitation some may feel toward unfamiliar methods but emphasized that this approach is gaining traction across the state, particularly in areas where student performance has historically been low. She noted the benefits of this system, including increased student collaboration, problem-solving, and socialization. Richardson referenced a conversation with Mr. Ash Solar of the Bay Ed Fund, who acknowledged that some teachers may not yet be fully on board but suggested that more exposure could help. She described hearing strong support from veteran teachers, some with 20 to 30 years of experience, who found that the curriculum improved not only math skills but also writing and other areas over time. Initially skeptical, Richardson said her perspective shifted after witnessing the impact firsthand and suggested organizing additional school visits to build broader understanding and buy-in.

Trustee Murray recounted her visit to a high school in Oakland where she observed three math classrooms. Two were actively implementing the curriculum, while one teacher had students seated in rows, leading the instruction herself rather than using the new approach. Murray inquired with the head of the math department about their math scores over the five years they had been using the curriculum. The department head explained that during the first few years, which overlapped with the COVID pandemic, there was little progress, and currently the scores are about average, similar to pre-COVID levels. Murray noted concern that one teacher was not fully implementing the curriculum, and was told that

teacher compliance cannot be forced. She emphasized that before voting to adopt such a curriculum, she would want to see stronger teacher buy-in.

President Anthony acknowledged Trustee Murray's concerns and expressed that she is not unconcerned about the issues raised. However, she reiterated her willingness to try something new in the interest of progress. Noting that there were only four minutes left before the scheduled break, she stated that while there was no need to vote immediately, it would be beneficial to take a motion either in favor or against moving forward with the proposal.

Trustee Hsieh shared that after nearly two years of piloting the curriculum, there is ample information to make an informed decision. She expressed concern that extending the pilot risks analysis paralysis and further delays would create inequity, as students and teachers in pilot schools have gained advantages while others continue to wait. She acknowledged the split among teachers, with 50% expressing concerns, but emphasized that adoption would allow the district to target professional development and resources precisely where needed during implementation. Hsieh expressed a desire to end the prolonged limbo stage of nearly two years and noted that another pilot year would duplicate spending; instead, those funds should support teacher coaching and professional development. She concluded by stating that she felt ready to move forward to the next step.

ACTION

2. EDUCATIONAL SERVICES

a. Approval of the Imagine Learning Curricula

MOTION #133 (Richardson/Hsieh) to approve the adoption of Imagine Learning's Illustrative Mathematics curriculum for Grades K–5, with implementation for Grades 3–5 beginning in the 2025–26 school year and for Grades K–2 beginning in the 2026–27 school year. (AYES: Richardson, Hsieh, Lam, Anthony; NOES: Murray). Motion Carried 4-1.

The Board recessed at 8:29 p.m. for a break and reconvened at 8:39 p.m.

O. CONSENT AGENDA:

MOTION #134 (Hsieh/Lam) to approve items: 1a. Minutes of the May 22, 2025 Regular Board meeting; 2a. Permission for one ECHS Science teacher to attend the HHMI SEA-PHAGES workshops on July 12 – 18, 2025 and December 12 – 16, 2025 in Baltimore, MD; 2b. Agreement between the District and the SMCOE for 5th graders to participate in the 2025-26 Outdoor Education program in La Honda, CA; 2c. Permission for staff to attend the 2025 CodeStack Conference on October 1 – 3, 2025 in Stockton, CA; 2d. Agreement with Leader for Medi-Cal billing services for the 2025-26 school year; 3a. Certificated Personnel Assignment Order; 3b. Classified Personnel Assignment Order; 4a. Gifts to the District, May 2025; 4b. Professional service agreements under $25,000; 4c. District facility uses fees increase for 2025-26; 4d. District lease rate increases for 2025-26. Motion Carried. (Unanimous)

PUBLIC HEARINGS

The Board meeting was suspended to open a public hearings at 8:41 p.m

a. 2025-26 Draft Local Control Accountability Plan (LCAP)

Dr. Moore explained that the LCAP is a required plan districts develop every three years and update annually, setting goals to address state and local priorities like student achievement, engagement, school climate, parental involvement, and course access. South San Francisco Unified aligns its LCAP with its strategic plan, using various data to track progress. She also noted that Baden High School qualifies for equity multiplier funds, which support schools with high non-stability and disadvantaged student rates. These funds must be used for evidence-based services and supports.

b. 2025-26 Preliminary Budget

A Public Hearing will provide an opportunity for members of the public to comment on the preliminary 2025-26 District budget.

c. SSFUSD and CSEA Initial Proposals

This public hearing provided an opportunity for members of the public to comment.

The public hearings were closed and the Board meeting resumed at 8:43 p.m.

ACTION

1. ADMINISTRATION

a. Approval of Updated SSFUSD Governance Handbook

Trustee Richardson requested for print out copies of the updated handbook.

MOTION #135 (Murray/Hsieh) to approve the SSFUSD Governance Handbook, which was updated at the May 10, 2025 Board workshop. Motion Carried. Unanimous.

b. Approval of Board of Trustees Compensation

Trustee Richardson asked what the board qualified for, and President Anthony referred to several options listed in the board memo. Trustee Hsieh asked if she could make a motion or if they could ask questions first. President Anthony clarified that they could discuss the options and then move forward based on the discussion.

President Anthony explained that currently trustees receive a $100 monthly stipend for mileage expenses to avoid reimbursement. She noted that a 2% annual increase in trustee compensation had been approved each year, except for the 2020-2021 fiscal year when no increase was approved due to COVID-19. In 2024, a 3% increase was approved. The options available included a 2%, 3%, 4.5%, 5% increase, or no increase, or any amount they thought appropriate.

Trustee Richardson expressed support for a 3% increase like the previous time. Trustee Lam commented that she felt a little weird about voting for a raise, just personally. President Anthony agreed she had always felt weird about it but said she reconciled it by thinking the additional money could be put back into DonorsChoose, effectively returning it to the district.

Trustee Hsieh shared her thoughts and referenced page 123 of the memo, which showed staff would receive a 4.5% salary increase. She suggested the trustees consider a 4.5% increase as well, along with continuing the $100 monthly mileage stipend. Trustee Murray said that was also her thinking and noted she had done the math but wasn't sure if it was correct.

President Anthony shared she had not done the math and personally favored a smaller amount, though that was just her opinion.

MOTION #136 (Hsieh/Murray) to approve a 4.5% compensation increase for a total of $487.84 and the continuation of a $100 monthly mileage stipend for the 2025-26 school year. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: Lam). Motion Carried 4-1.

c. Selection of Participants on Facilities Subcommittee

President Anthony reviewed the committee assignments as outlined in the most recent board governance packet. She explained that the Board President and a returning member, preferably the Clerk, would serve on the City School Subcommittee, naming herself and Trustee Richardson for these roles, with the Vice President serving as an alternate. Trustee Murray and Trustee Lam, both newer board members, were assigned to the Bylaws Committee. For the Facilities Committee, Trustee Hsieh was recommended to join alongside either the Vice President or the Clerk. President Anthony also suggested that Trustee Murray stay on the Facilities Committee for continuity but expressed openness to further discussion.

Trustee Richardson remarked that she thought these committee assignments had already been made during the reorganization. President Anthony clarified that although the topic had been discussed, no formal protocol for committee reassignments existed in December, so no changes were made at that time. She noted she had continued serving on the City School Subcommittee for nearly a year and a half but expressed a desire to step down.

Trustee Richardson responded that it would be beneficial for newer board members to follow the opportunity handbook. President Anthony reminded the board that during the workshop the board reviewed the handbook, which indicates that the final trustee, Dr. Hsieh, and either the Vice President or Clerk should serve on the subcommittee.

Trustee Hsieh affirmed agreement, emphasizing the importance of following the handbook.

MOTION #137 (Anthony/Hsieh) to approve the appointments of Trustee Hsieh and Vice President Murray to the Facilities Subcommittee. Motion Carried. Unanimous.

2. EDUCATIONAL SERVICES

b. Approval of Agreement with Newsela

MOTION #138 (Murray/Lam) to approve the agreement with Newsela, an instructional online tool/platform featuring articles on current events to support relevant curriculum in the 2025-26 school year. Motion Carried. Unanimous.

c. Approval of Agreement with Health Connected

MOTION #139 (Lam/Murray) to approve the agreement with Health Connected to provide comprehensive sexual health education to SSFUSD middle school students, including adapted instruction for students with disabilities for the 2025-26 school year. Motion Carried. Unanimous.

d. Approval of Agreement with Legarza Sports

Trustee Murray and President Anthony both expressed excitement about supporting this again this year.

MOTION #140 (Murray/Hsieh) to approve the agreement with Legarza Sports to provide Physical Education instruction at all SSFUSD elementary school sites for the 2025-26 school year. Motion Carried. Unanimous.

e. Disposal of Obsolete Instructional Materials

Trustee Richardson asked if the materials being disposed of were just instructional materials and not library books. President Anthony clarified that these were textbooks from previous adoptions. Dr. Moore explained that materials are considered obsolete when updated versions are available, which is why these older versions are being disposed of.

MOTION #141 (Hsieh/Murray) to approve the disposal of obsolete instructional materials in Science, Mathematics, and World Language, in accordance with Education Code guidelines. Motion Carried. Unanimous.

f. Approval of Continued Partnerships with NPS for Special Education Support

Trustee Richardson asked if the agreement was with the county. President Anthony confirmed it was with the county and other non-public schools. Director Yacoub explained that the county operates separately from non-public schools, but the district has agreements with both through the SELPA. Payment methods differ: funds for the county go through the county, while payments to non-public schools are made directly. Richardson then inquired about how many students the district sends to the county, recalling a total of 34 in non-public placements. Yacoub confirmed that 34 students are placed in non-public settings, with four currently placed at the county. Richardson noted that the district had previously reduced placements but then brought some students back. Yacoub added that when she started, there were about 50 students placed between county and non-public schools, which was lowered to fewer than four at the county because placements over four require the district to provide a classroom for a county program, so they prefer to keep that number under four.

MOTION #142 (Murray/Hsieh) to approve continued partnerships with identified non-public and county schools to fulfill IEP service agreements, and authorization for the Assistant Superintendent of Business Services and Director of Special Education to execute related MOUs and ISAs for the 2025-26 school year. Motion Carried. Unanimous.

g. Approval of Agreement with NPAs for Special Education Staffing and Paraeducator Support

MOTION #143 (Murray/Hsieh) to approve agreements with non-public agencies (NPAs) to provide paraeducator support necessary for the implementation of Individualized Education Program (IEP) services and the continued operation of special education programs during the 2025–26 school year. Motion Carried. Unanimous.

h. Approval of Agreement NPAs for Special Education Staffing and Related Provider Support

Trustee Richardson asked for clarification on the type of support requested for approval, noting that items G and H

seemed similar. Director Sabrina Yacoub explained that item G pertains to paraeducators, while item H is specifically for two school psychologists, one to cover a leave of absence and another for part of the district's allocation, as well as a BCBA, a Board-Certified Behavior Analyst.

MOTION #144 (Lam/Hsieh) to approve agreements with non-public agencies (NPAs) to provide personnel necessary for the implementation of Individualized Education Program (IEP) services and the continued operation of special education programs during the 2025–26 school year. Motion Carried. Unanimous.

i. Approval to Renew Agreements with NPAs for Special Education Mental Health Services

Dr. Moore informed the board that after the agenda was published, she learned the correct funding sources should be RS-6500 and RS-3327. She noted that the funding sources listed in the agenda were not accurate.

MOTION #145 (Hsieh/Lam) to approve the renewal of agreements with non-public agencies (NPAs) to provide mental health services as required by students' Individualized Education Programs for the 2025–26 school year with revision to funding sources. Motion Carried. Unanimous.

j. Approval of Agreements for Special Education Interpretation and Translation Services

This item was pulled from the agenda.

To approve the agreements with agencies to provide interpretation and translation services for IEP meetings, including American Sign Language interpretation, for the 2025–26 school year.

k. Approval to Renew Agreements for Special Education Curriculum and Professional Development

Dr. Moore noted the funding source listed as LCAP is incorrect. She clarified that the correct funding source should be RS-6762.

MOTION #146 (Murray/Hsieh) to approve the renewal of agreements for curriculum and instructional/professional development training to support Special Education programs for the 2025–26 school year with revision to funding sources. Motion Carried. Unanimous.

l. Approval to Renew Agreement with Air Tutors

President Anthony expressed excitement continuing with this investment noting “this has been really good for a lot of kids”.

Dr. Moore noted the funding source should be RS-6762 and not LCAP supplemental.

MOTION #147 (Murray/Hsieh) to approve the renewal of agreement with Air Tutors to support student academic success for the 2025–26 school year with revision to funding sources. Motion Carried. Unanimous.

m. Approval to Renew Agreements with LVNs and RNs

This item was pulled from the agenda.

To approve the renewal of agreements with Licensed Vocational Nurses (LVNs) and Registered Nurses (RNs) to support student health services for the 2025–26 school year.

n. Approval of Agreement with Daybreak Medical PC

Dr. Moore noted the funding source should be RS-6546.

Trustee Lam commented that it is great the district offers this as a mental health support.

MOTION #148 (Hsieh/Lam) to approve the agreement with Daybreak Medical to support students for the 2025–26 school year with revision to funding sources. Motion Carried. Unanimous.

o. Approval of Agreement with inquiryHub

MOTION #149 (Murray/Hsieh) to approve the agreement with inquiryHub for a series of professional learning workshops focused on OpenSciEd, to be held for staff from July 29 through August 5, 2025. Motion Carried. Unanimous.

p. Approval of ELOP Agreements and MOUs

President Anthony noted that the City of South San Francisco agreement is still missing. She stated that many of the other agreements are in place, and they hope to confirm the city agreement at the next meeting.

MOTION #150 (Murray/Lam) to approve the Expanded Learning Opportunity Program (ELOP) MOUs and agreements for the 2025–26 school year. Motion Carried. Unanimous.

3. BUSINESS SERVICES

a. Resolution No. 25-46 for Budgetary Increases and Transfers

MOTION #151 (Murray/Hsieh) to approve the adoption of Resolution #25-46: For Budgetary Increases and Transfers at year end of the fiscal year 2024-25 and to waive the reading. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 25-47 to Reappoint Citizens Bond Oversight Committee (CBOC) Members

Trustee Richardson read the resolution.

Trustee Lam asked about the process for reappointing members of the oversight committee, specifically whether members are required to continue or if reappointment is voluntary. Ted O clarified that according to the Citizens' Bond Oversight Committee bylaws, each member may serve up to three terms of two years each. If a member wishes to be reappointed, they may continue serving, and the position is not opened to others unless someone steps down or completes the six-year limit. Ted added that it is often difficult to find new members, which is why the full six-year term is typically utilized.

MOTION #152 (Murray/Hsieh) to approve the adoption of Resolution #25-47: To reappoint members John R. Penna, John Sana, Avin Sharma, and Soy Wong to the Independent Citizens' Bond Oversight Committee for another term. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

c. Resolution No. 25-48 for Establishing Fund 11 and Fund 14 Balances

MOTION #153 (Hsieh/Murray) to approve the adoption of Resolution #25-48: For establishing Funds 11 and 14 balances and the waive the reading. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

d. Approval of Amendment #2 with Kitchell CEM, Inc.

Trustee Lam asked if the agreement with the vendor is renewed annually as the scope of projects expands. Ted responded that yes, after going through a Request for Proposal (RFP) process to select Kitchell as the vendor, the contract is renewed each year as long as there are active bond projects.

MOTION #154 (Hsieh/Lam) to approve Amendment No. 2 to the Agreement for Program Management Services and Limited Construction Management Services with Kitchell CEM, Inc. for the 2025–26 fiscal year in the amount of $2,620,909.00 for the Measure T Bond Program. Motion Carried. Unanimous.

e. Approval of Amendment #1 with Harley Ellis Deveraux

President Anthony commented that they have been waiting for an update from Director Shelton about the situation at Los Cerritos, but it sounds like there is still no answer yet, and this current step is part of the process to get that answer. Trustee Richardson then asked when the new appointed member of the bond program subcommittee's term begins, to which President Anthony responded, "now."

MOTION #155 (Murray/Hsieh) to approve Amendment No. 1 to the architectural services agreement with Harley Ellis Deveraux Corporation for additional services for the Los Cerritos ES and Interim Housing Study Test Fit under the Measure T Bond Program, in the amount of $61,717.60. Motion Carried. Unanimous.

f. Approval of California Environmental Quality Act (CEQA) Consulting Services Pool

MOTION #156 (Murray/Hsieh) to approve the selected firms for the creation of a CEQA Consulting Pool on behalf of the Measure T Bond Program and the Facilities Department. Motion Carried. Unanimous.

g. Approval of Agreement with Joseph Cumiskey Construction Corporation

Trustee Richardson asked about the start dates for some projects that didn't have specified timelines and inquired how they could find out when these projects begin. Ted O explained that this particular project is urgent and involves converting the IMC portable at the district office, which currently stores textbooks, into seven additional offices for new staff. The textbooks will be moved to two-story sheds to make room. He confirmed the project would start immediately. Trustee Richardson then asked if they were buying a new portable, and President Anthony clarified that they are not purchasing a new one but refurbishing an existing portable. Ted O added that the textbooks will be relocated, and the portable will be converted into offices.

MOTION #157 (Murray/Hsieh) to approve the agreement with Joseph Cumiskey Construction Corporation for construction work on the Instructional Media Center (IMC) Offices project in the amount of $46,130. Motion Carried. Unanimous.

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

President Anthony commented that at the June 26th meeting the final ELOP MOUs will be presented.

June 26, 2025

- Presentation on Counseling and Safe School Advocates Services and approval for 2025-26
- Presentation on SLO MOU with student data
- Approval of SMCOE Outdoor Education dates for 2025-26
- Adoption of 2025-26 LCAP
- Adoption of 2025-26 Preliminary Budget
- Resolution on Education Protection Account Funds

July 10, 2025

- Presentation on Information Technology Department
- Approval for Superintendent and Board to participate in the annual CSBA Conference
- Approval for Superintendent to participate in 2025-26 conferences and seminars
- Approval of Children's Center Program annual self-evaluation reports for 2025-26
- Williams report for 4th quarter ending 6/30/25

August 14, 2025

- Introduction of Student Trustees/ASB High School Presidents
- Presentation on Summer School
- Approval of Star Vista Early Childhood Mental Health Consultation Ser. agreement for 2025-26
- Approval of San Mateo Co. 2025-26 CSPP preschool contract
- Approval of Consolidated Application and Reporting System Spring 2024 data collection
- Public Hearing and resolution for confirmation of sufficient student textbooks/instructional materials
- Resolution for Attendance Awareness Month (September)

September 11, 2025

- Teaching and learning presentation – Martin ES
- Presentation and approval of year end unaudited actuals
- Discussion of October 23 Community Forum topic(s)
- Resolution Honoring Hispanic Heritage Month (September 15 - October 15)
- Approval of Renaissance Learning agreement renewal for 2025-26
- Resolution on GANN limit

September 25, 2025

- Teaching and learning presentation – Parkway Heights MS
- Approval of San Mateo Co. 2025-26 CSPP preschool contract
- Update on enrollment for the 2025-26 school year
- Update on Safe School Plans
- Resolution honoring Filipino American History Month (October)
- Approval of the Board Governance calendar for 2025-26
- Approval of SMCOE Induction Program (BTSA) agreement for services in 2025-26
- Resolution for California Week of the School Administrator (October)

October 9, 2025

- Teaching and learning presentation – Los Cerritos ES
- Teaching and learning presentation – Children's Center

- Presentation on Genentech and Science
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/25
- Update on OpTerra Energy solar savings
- Resolution honoring Native American and Alaska Native Heritage Month (November)
- Approval of Local Indicators
- Approval of ESSER III Expenditure Plan for 2025-26

October 23, 2025 - *Community Forum*

- Topic(s) TBD

November 13, 2025

- Teaching and learning presentation – Ponderosa ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Approval of Star Vista Early Childhood Mental Health Consultation Ser. agreement for 2025-26
- Update on Safe School Plans
- Public Hearing on Educator Effectiveness Block Grant

December 11, 2025

- Teaching and learning presentation – Sunshine Gardens ES
- Presentation on Performance Management - CTE
- Approval of San Mateo Co. QRIS block grant for 2025-26
- Presentation and approval of First interim budget report "positive certification"
- Resolution for School Board Recognition Month
- CSBA Delegate Assembly nomination(s)
- Approval of the Effectiveness Educator Block Grant
- Approval of 2026 Summer School Program

December 16, 2025 *- Reorganization meeting*

- Board of Trustees reorganization
- Resolution honoring outgoing Board President
- Selection of Trustees to District sub-committees/committees

SUMMARY OF BOARD DIRECTIVES – None

GOOD AND WELFARE

Trustee Richardson shared her excitement about attending multiple graduations and barbecues on May 29th, including two events at Baden, a faculty softball game at Senior Adult Education, and a barbecue at El Camino High School where students signed yearbooks. She also attended the senior breakfast at South City

High School, where students chose a healthier menu with pancakes, juice, fruit, granola, and yogurt. She praised the PTA for decorating the cafeteria, enhancing the students' experience. Richardson noted that South City High School graduated 300 students at a well-organized event, marking the second year students were allowed to walk at graduation while completing credits. She attended a classified staff lunch to thank painters, school facilities, and district staff, mentioning new regulations replacing fluorescent lighting with halogen lighting. Richardson reported on the Capitol advisory budget workshop, which maintained $10 million for the TK learner screening instrument and added a TK class, increasing student funding. She highlighted a proposed $100 million student teacher stipend program to address teacher shortages with incentives for new teachers and shared the link with the superintendent. She reminded the board about the fluorescent lighting ban now in effect. Finally, she attended the groundbreaking at the central kitchen with bond and contracting staff and shared that Principal Rossi De Campos from Westborough Middle School looks forward to traffic calming, expecting it to be ready by spring.

Trustee Lam shared that it was her first time attending multiple graduations, including at Skyline Middle College, Skyline Elementary Spruce, and Westborough Middle School, and thanked Dr. Moore for joining her at Westborough. She highlighted the recent groundbreaking ceremonies and her attendance at South San Francisco's Pride flag-raising, noting upcoming Pride events. Lam expressed strong support for queer youth and affirmed the district's commitment to all students, including those from immigrant families, especially in light of recent troubling news.

President Anthony thanked both trustees Richardson and Lam for highlighting the important work of the PTA and recognizing its value to the community.

Trustee Murray congratulated all graduating seniors and promoted students and wished everyone a happy Father's Day for the upcoming Sunday. She also asked the board to keep in their thoughts all those affected by the recent tragic plane crash in Ahmedabad, India, acknowledging it as a horrible event with many impacted.

President Anthony shared her appreciation for the promotions and graduations, noting El Camino's ceremony as a lovely event. She wished everyone a great summer, thanked all for a good year, and reminded the board they would reconvene in two weeks.

ADJOURNMENT – 9:25 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent, Teaching & Learning

DATE: June 26, 2025

RE: Approval to attend the CTE Fall Conference in Rancho Mirage, CA November 19 – 21, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The CTE Fall Conference offers innovative learning and teaching practices shaping the current and future direction of CTE. It provides information and strategies to address challenges in student learning, instructional methods, CTE funding, interagency support collaboratives, advances in technology, updated regulations and procedures, leadership development, and what is on the horizon for CTE.

FISCAL IMPLICATIONS:

Estimated costs for one staff member to attend the CTE Fall Conference on November 19 – 21, 2025.

- **Registration**: $475.00 per person × 1 person = $475.00
- **Lodging**: $249.00 per night × 2 nights = $498.00 per person × 1 person = $498.00
- **Meals**: $75.00 per person × 2 days = $300.00
- **Airfare**: $275.00 round trip × 1 person = $275.00
- **Transportation** (Rideshare): $75 x 1 person = $75

Total Estimated Costs: $1,623. CTE funds (MGMT: 394) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attendance for one staff member to attend the CTE Fall Conference in Rancho Mirage, CA on November 19 – 21, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching & Learning

Kathie Nguyen, Principal – Parkway Hights Middle School

DATE: June 26, 2025

RE: Approval for Parkway ASB Leadership Team to Attend Leadership Training at Disneyland, Anaheim, CA, November 12–15, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Parkway Heights Middle School Leadership students will participate in Disney's Youth Education Program at Disneyland Park from November 12–15, 2025. The group includes 31 students (11 males, 20 females), 3 staff members (Vincent Salumbides, Deanna Moreno, Alma Martinez), and 2 parent chaperones. Transportation to and from the school will be provided by chartered bus. Lodging will be at the Del Sol Inn, 1604 South Harbor, Anaheim.

FISCAL IMPLICATIONS:

The trip cost will be covered through fundraising, school ASB funds, site funds, and student contributions. No Leadership student will be denied participation due to financial need.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Parkway Heights Middle School Leadership students and staff to travel to Anaheim, CA, from November 12 to 15, 2025, to participate in Disney's Youth Education Program at Disneyland Park.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching and Learning

Cregg Ramich, Principal – Buri Buri Elementary School

DATE: June 26, 2025

RE: Approval for Buri Buri staff to attend the Designing Engaging Assessments Workshops in San Diego, October 19 – 21, 2025.

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Designing Engaging Assessments by Solution Tree is widely recognized as a highly effective strategy for sustained, meaningful school improvement. This two-day workshop provides participants with essential knowledge and tools to implement this process at the school or district level. Attendees will have the opportunity to network with leading education experts and engage with presenters who have successfully guided schools through the Solution Tree framework. The program features breakout sessions with Q&A, a panel of experts, and dedicated time for teams to reflect and consult with presenters. Buri Buri Elementary requests permission to send 7 staff members to participate in this Designing Engaging Assessment wrokshops.

FISCAL IMPLICATIONS:

Estimated Costs for 7 Staff Members to attend Designing Engaging Assessments in San Diego, October 19–21, 2025

- **Registration:** $769 per person × 7 = $5,383
- **Lodging:** $245 per night × 2 nights = $490 per person × 7 = $3,430
- **Meals:** $75 per person × 2 days = $150 per person × 7 = $1,050
- **Airfare:** $277 per person × 7 = $1,939
- **Transportation (Uber/Lyft to/from hotel):** $100 per person × 7 = $700

Total Estimated Cost: $12,502 (School site Gift funds (MGMT: 356) will be utilized to cover the cost)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attendance of seven Buri Buri staff members at the Designing Engaging Assessments workshops in San Diego, October 19–21, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching and Learning

DATE: June 26, 2025

RE: Approval for Counselor on Special Assignment to Attend the 2025 ASCA Conference in Long Beach, CA, July 12–15, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The 2025 American School Counselor Association Annual Conference is July 12-15, 2025, in Long Beach, CA. This is the premier event for in-depth school-counseling-related educational sessions. This conference will allow Ms. Elin Cervantes to attend four days' worth of breakout sessions, general sessions and networking events, allowing the school counselor to enhance school counseling knowledge, improve the school counseling program and network with other school counselors to discover best practices in the field.

FISCAL IMPLICATIONS:

Estimated Costs for one staff member to attend the ASCA Conference in Long Beach, CA on July 12 – 15, 2025:

- **Registration**: 1 person @ $449.00
- **Lodging**: $350 per night x 3 nights = $1,050.00
- **Meals**: $75.00 per day × 3 days = $225.00
- **Transportation**: r/t Airfare $217.00

Total Estimated Costs: $1,941.00 (The Educator Effectiveness fund (MGMT: 341) will be utilized to cover the cost.)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attendance of the District COSA to attend the 2025 ASCA Annual Conference in Long Beach, CA on July 12 – 15, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching & Learning

DATE: June 26, 2025

RE: Approval for SSFUSD 5th Graders to Attend Outdoor Education at YMCA Camp Jones Gulch, Jan. 20, 2026 – May 8, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of the Outdoor Education trips is to provide fifth-grade students with the opportunity to participate in the YMCA Science Education Program for one week. Through this program, students will engage in hands-on learning about nature and our relationship with the environment, explore various ecosystems, and develop collaboration and community-building skills alongside their peers.

Accommodations have been arranged for South San Francisco Unified School District fifth-grade students and high school camp leaders, as outlined below:

Date	School	Estimated # of Students
January 20 – January 23, 2026	Sunshine Gardens Elementary Ponderosa Elementary Spruce Elementary	52 50 54
March 9 – March 13, 2026	Buri Buri Elementary	75
April 13 – April 17, 2026	Martin Elementary Skyline Elementary Los Cerritos Elementary	60 61 59
May 4 – May 8, 2026	Junipero Serra Elementary Monte Verde Elementary	38 50

Students will travel by school bus, accompanied by their fifth-grade teachers who will serve as chaperones. In addition, high school student volunteers will participate as Camp Leaders. All participants—including students, teachers, and high school cabin leaders—will stay overnight in the designated cabins at Jones Gulch.

FISCAL IMPLICATIONS:

Expenses for the trip will be covered through a combination of parent contributions, PTA donations, fundraising efforts, and student body accounts. No student will be excluded from participating due to financial hardship.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for fifth-grade students, teachers, and high school volunteers serving as camp leaders to participate in the San Mateo County Outdoor Education Program in La Honda, California, from January 20, 2026, through May 8, 2026.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Mohammad, Jonathan - Data and Systems Specialist, District Office
7.5 hours per day | Range 30, Step 5 | Effective: July 1, 2025.

Kitchens, Robert - Construction Project Manager, District Office
7.5 hours per day | Range 30, Step 5 | Effective: July 1, 2025.

Roble, Veronika - Personnel Analyst, District Office
7.5 hours per day | Range 50, Step 4 | Effective: July 1, 2025.

Zhang, Xumei - Custodian II, Sunshine Gardens Elementary School
8.0 hours per day | Range 36, Step 1 | Effective: June 16, 2025.

PROMOTION

Catig, Trisha - Personnel Analyst, District Office
7.5 hours per day | Range 50, Step 5 | Effective: July 1, 2025.

RESIGNATION

Velasquez Diaz, Leslie - School Community Liaison, Spruce Elementary School
7.5 hours per day | Range 32, Step 2 | Effective: July 11, 2025.

Bauskar, Vaishali - Physical Therapist, District Office
7.5 hours per day | Range 3C, Step 5 | Effective: August 29, 2025.

RETIREMENT

Silva, Jorge - Custodian I, Parkway Heights Middle School
8.0 hours per day | Range 33 A, Step 5 | Effective July 2, 2025.

Resch, Beth, Paraprofessional I - Special Education, Alta Loma Middle School
6.0 hours per day | Range 26, Step 5 | Effective: July 4, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 26, 2025

RE: Purchase Order Listing April 1, 2025 to April 30, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed April 1, 2025 to April 30, 2025 for the 2024/2025 Fiscal Year.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

PURCHASE ORDER LISTING - April 1, 2025 to April 30, 2025

P.O.	Vendor	Description	Account	Amount
252861	4 MOST SPORT GROUP LLC	Baseball Field Renovation	01-8150-0-0000-8110-5899-033-741	17,500.00
252817	ABLENET INC	AbleNet One Mount	01-9010-0-5760-1190-4420-090-350	538.39
252719	AIRGAS-NCN	Family Night - Science Nitrogen	01-3010-0-1110-1000-4320-022-301	76.88
252759	AMAZON.COM	Warehouse Inventory Stock - #008097	01-0000-0-0000-0000-9320-000	250.52
252755	AMAZON.COM	Office Supplies	01-0000-0-0000-7150-4320-090-714	124.75
252787	AMAZON.COM	Office Supplies	01-0000-0-0000-7400-4320-090-715	504.85
252825	AMAZON.COM	Office Supplies	01-0000-0-0000-7400-4320-090-715	242.48
252779	AMAZON.COM	Custodian Supplies	01-0000-0-0000-8200-4320-021-759	3,350.06
252745	AMAZON.COM	Classroom & Student Supplies	01-0000-0-1110-1000-4320-008-070	96.76
252746	AMAZON.COM	Classroom & Student Supplies	01-0000-0-1110-1000-4320-008-070	20.65
252762	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4320-021-070	5,012.01
252747	AMAZON.COM	PBIS	01-0000-0-1110-1000-4320-022-070	19.76
252784	AMAZON.COM	RFEP Celebration 4/17/25	01-0000-0-1110-1000-4320-090-127	105.95
252799	AMAZON.COM	For RFP Ceremony	01-0000-0-1110-1000-4320-090-127	31.83
252830	AMAZON.COM	Career Day Supplies	01-0000-0-1110-1000-4320-090-762	82.38
252762	AMAZON.COM	Office Supplies	01-0000-0-1110-1000-4420-021-070	514.20
252763	AMAZON.COM	Library Books	01-0000-0-1110-2421-4200-021-451	169.61
252756	AMAZON.COM	Reference Books - Behavior Intervention	01-0805-0-1110-1000-4200-007-180	758.07
252748	AMAZON.COM	School Supplies	01-0805-0-4760-1000-4320-014-123	183.92
252749	AMAZON.COM	School Supplies	01-0805-0-4760-1000-4320-014-123	57.10
252751	AMAZON.COM	School Supplies	01-0805-0-4760-1000-4320-014-123	101.20
252742	AMAZON.COM	Classroom Supplies	01-3010-0-1110-1000-4320-007-301	1,228.15
252743	AMAZON.COM	Classroom & PBIS Supplies	01-3010-0-1110-1000-4320-007-301	297.04
252744	AMAZON.COM	Classroom & PBIS Supplies	01-3010-0-1110-1000-4320-007-301	1,917.12
252780	AMAZON.COM	Learning Materials	01-3010-0-1110-1000-4320-007-301	180.76
252822	AMAZON.COM	Classroom & PBIS Supplies	01-3010-0-1110-1000-4320-007-301	935.03
252824	AMAZON.COM	Classroom & PBIS Supplies	01-3010-0-1110-1000-4320-007-301	539.68
252745	AMAZON.COM	Classroom & Student Supplies	01-3010-0-1110-1000-4320-008-301	32.10
252746	AMAZON.COM	Classroom & Student Supplies	01-3010-0-1110-1000-4320-008-301	122.64
252781	AMAZON.COM	Student Headphones	01-3010-0-1110-1000-4320-008-301	179.06
252747	AMAZON.COM	PBIS	01-3010-0-1110-1000-4320-022-301	202.86
252757	AMAZON.COM	Science: Frogs	01-3010-0-1110-1000-4320-022-301	214.92
252851	AMAZON.COM	Counselors Materials	01-3182-0-1110-1000-4200-031-387	17.97
252851	AMAZON.COM	Counselors Materials	01-3182-0-1110-1000-4320-031-387	3,005.95
252851	AMAZON.COM	Counselors Materials	01-3182-0-1110-1000-4420-031-387	515.31
252866	AMAZON.COM	Twig - Gr 3 Science LC	01-6300-0-1110-1000-4320-090-307	25.11
252750	AMAZON.COM	CTE_Culinary Arts	01-6383-0-3800-1000-4320-033-336	2,195.10
252828	AMAZON.COM	Computer Class CTE EC	01-6387-0-3800-1000-4200-090-394	76.72
252800	AMAZON.COM	iPad Case & Stand	01-6500-0-5760-1190-4320-090-245	66.02
252785	AMAZON.COM	Supplies and Equipment	01-6770-0-1110-1000-4320-032-186	1,700.18

P.O.	Vendor	Description	Account	Amount
252785	AMAZON.COM	Supplies and Equipment	01-6770-0-1110-1000-4420-032-186	768.03
252785	AMAZON.COM	Supplies and Equipment	01-6770-0-1110-1000-6410-032-186	13,608.02
252829	AMAZON.COM	EMT CTE SSFHS	01-7370-0-3800-1000-4320-033-368	9,255.11
252831	AMAZON.COM	EMT CTE - SSFHS	01-7370-0-3800-1000-4320-033-368	5,386.97
252826	AMAZON.COM	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	78.66
252752	AMAZON.COM	Twig - Pilot Novel Gr 5	01-9044-0-1110-1000-4200-090-062	43.89
252753	AMAZON.COM	BLIS Schoolwide Supplies - Student Incentives	01-9302-0-1110-1000-4320-090-600	124.77
252754	AMAZON.COM	BLIS Schoolwide Supplies - Student Incentives	01-9302-0-1110-1000-4320-090-600	124.77
252775	ANCHOR AUDIOSTORE.COM	Sound Equipment	01-0805-0-1110-1000-6410-032-180	8,036.26
252848	APPLE COMPUTER INC	Apple iPad for Classroom	01-0000-0-1110-1000-4320-007-070	998.75
252731	APPLE COMPUTER INC	iPads & Apple TVs	01-0805-0-1110-1000-4320-021-180	1,349.00
252731	APPLE COMPUTER INC	iPads & Apple TVs	01-0805-0-1110-1000-4420-021-180	1,725.56
252737	APPLE COMPUTER INC	iPad	01-6500-0-5760-1190-4320-090-215	499.37
252809	AQUAPHOENIX SCIENTIFIC LLC	Chemistry ECHS	01-6300-0-1110-1000-4100-090-307	2,774.21
252812	BENCHMARK EDUCATION COMPANY	Big Lift MAR/SPR	01-9302-0-1110-1000-4320-090-828	66,836.97
252813	BENCHMARK EDUCATION COMPANY	Big Lift SG	01-9302-0-1110-1000-4320-090-828	28,644.43
252867	BIOSCIENCE CORE SKILLS	Laboratory Safety - Hazard Identification	01-6387-0-1110-1000-5899-090-394	2,920.00
252730	BLOOM BALLOON LLC	RFEP Ceremony Celebration 4/17/25	01-0801-0-1110-1000-5899-090-127	381.10
252730	BLOOM BALLOON LLC	RFEP Ceremony Celebration 4/17/25	01-0802-0-1110-1000-5899-090-127	381.10
252768	BMI IMAGING SYSTEMS	BMI Imaging	01-0000-0-0000-3900-5813-090-305	2,400.00
252786	CALIFORNIA SCHOOL PERSONNEL	Merit System Academy	01-0000-0-0000-7490-5210-090-716	1,200.00
252854	CASCADE HEALTHCARE	BLS Instructor Training	01-6383-0-3800-1000-5210-032-312	800.00
252709	CATHOLIC CHARITIES -	Field Trip Transportation	01-3010-0-1110-1000-5821-013-301	2,856.75
252735	CDW GOVERNMENT INC	TV-Replacement	01-0805-0-1110-1000-4420-033-180	886.03
252767	CDW GOVERNMENT INC	Software Program	01-8150-0-0000-8110-5813-090-741	515.00
252814	CENTER FOR THE COLLABORATIVE	Big Lift LC	01-9302-0-1110-1000-4320-090-828	14,009.51
252816	CENTER FOR THE COLLABORATIVE	Big Lift K-3	01-9302-0-1110-1000-4320-090-828	11,198.13
252783	CESA 6	Consultant	01-6762-0-1110-1000-5801-090-384	2,400.00
252818	CITY OF FOSTER CITY	Recruitment Posting	01-0000-0-0000-7300-5811-090-717	2,328.00
252842	CLEARLITE TROPHIES	Cheer/Girls Soccer Trophies	01-0805-0-1203-1000-5810-033-180	71.42
252724	CLEARLITE TROPHIES	Cheerleading Blanket Award	01-9011-0-1202-1000-5810-033-322	123.06
252772	CONVERGINT TECHNOLOGIES LLC	Security Camera Repairs	01-0000-0-0000-2424-5600-090-735	900.00
252728	CYO TRANSPORTATION SERVICES	Buses to Outdoor Ed 5th Grade	01-0000-0-1110-1000-5821-090-764	3,000.00
252736	DELL MARKETING LP	Desktop Computer	01-0000-0-1110-1000-4420-033-070	1,976.78
252717	DELL MARKETING LP	Chromebooks	01-0805-0-4760-1000-4320-022-123	8,865.87
252717	DELL MARKETING LP	Chromebooks	01-3010-0-1110-1000-4320-022-301	8,865.86
252723	DEVIL MOUNTAIN	Open P.O. for Grounds Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
252804	DISTRICT 1 SAN FRANCISCO	Soccer Referee	01-0000-0-1202-1000-5814-033-322	9,576.00
252840	ECO OFFICE INC	Office Furniture	01-0000-0-0000-8200-4420-033-759	7,603.65
252792	FAGEN FRIEDMAN & FULFROST LLP	Special Education Symposium (Virtual)	01-6500-0-5760-1190-5210-090-245	3,360.00

P.O.	Vendor	Description	Account	Amount
252715	FOLLETT CONTENT SOLUTIONS LLC	Library Books	01-3010-0-1110-1000-4200-008-301	4,310.56
252716	FOLLETT CONTENT SOLUTIONS LLC	Classroom Novels	01-3010-0-1110-1000-4200-022-301	3,944.36
252841	GALLAGHER BENEFIT	Classification Study for Class	01-0000-0-0000-7400-5899-090-715	285,600.00
252765	GIVETHX INC.	GiveThx Software & Support for Staff	01-9305-0-1110-1000-5899-090-391	1,275.00
252846	GOPHER SPORT	Wellness Center Furniture	01-9305-0-1110-1000-4320-031-391	999.30
252758	GRAINGER (BRANCH 729)	Warehouse Inventory Restock	01-0000-0-0000-0000-9320-000	3,514.87
252811	GREEN NINJA	Green Ninja Science PHMS	01-6300-0-1110-1000-4100-090-307	29,372.66
252734	HERFF JONES LLC	Caps, Gowns, and Diplomas	01-3182-0-1110-1000-4320-031-387	3,252.12
252833	IDENTISYS INCORPORATED	ID Printer Ribbon	01-0000-0-0000-7400-4320-090-715	330.17
252720	INSTITUTE FOR	Teaching Materials	01-3010-0-1110-1000-5813-013-301	50.00
252760	KELLY SPICERS INC.	Warehouse Inventory Restock - Copy Paper	01-0000-0-0000-0000-9320-000	1,721.55
252793	KELLY SPICERS INC.	Copy Paper Replenishment	01-0000-0-1110-1000-4320-007-070	865.27
252721	KELLY SPICERS STORES	Copy Paper	01-0805-0-4760-1000-4320-014-123	1,293.78
252810	KENDALL HUNT	Chemistry	01-6300-0-1110-1000-4100-090-307	1,521.82
252845	K-LOG INC.	Wellness Center Furniture	01-9305-0-1110-1000-4320-031-391	4,642.78
252845	K-LOG INC.	Wellness Center Furniture	01-9305-0-1110-1000-4420-031-391	9,414.17
252713	LAKESHORE	Student Activity Carpet	01-3010-0-1110-1000-4320-008-301	343.41
252722	LAKESHORE	School Supplies	01-3010-0-1110-1000-4320-013-301	206.92
252722	LAKESHORE	School Supplies	01-3010-0-1110-1000-4420-013-301	3,438.32
252778	MUSIC & ARTS CA DEPT	Music Supplies (2)	01-0000-0-1110-1000-4320-021-322	440.41
252778	MUSIC & ARTS CA DEPT	Music Supplies (2)	01-0000-0-1227-1000-4320-021-322	2,330.95
252712	MUSIC & ARTS CA DEPT	Music Supplies	01-0805-0-1110-1000-4320-021-180	1,288.70
252712	MUSIC & ARTS CA DEPT	Music Supplies	01-0805-0-1110-1000-4420-021-180	1,657.16
252776	MUSSON THEATRICAL INC.	Sound System	01-6770-0-1110-1000-6410-032-186	19,547.75
252823	OFFICE DEPOT INC	EL Art Supplies	01-0805-0-4760-1000-4320-007-123	177.48
252740	OFFICE DEPOT INC	School Supplies	01-0805-0-4760-1000-4320-014-123	3,366.18
252741	OFFICE DEPOT INC	School Supplies	01-0805-0-4760-1000-4320-014-123	72.75
252739	OFFICE DEPOT INC	Classroom Art Supplies	01-3010-0-1110-1000-4320-007-301	235.67
252738	OFFICE DEPOT INC	BLIS Materials RK - R3	01-9302-0-1110-1000-4320-090-600	67.61
252838	OLIVER PACKAGING	Rotary Accumulator for Production Line	01-7032-0-0000-3700-6420-090-820	10,718.38
252727	OLIVER PACKAGING	SLTs Production Lines for Main Kitchen	01-7032-0-0000-8500-6420-090-820	32,888.44
252863	PARTNERS IN LEARNING	PBIS Banner	01-3010-0-1110-1000-4320-013-301	395.50
252859	PATINO, MIGUEL	RFEP Ceremony	01-0000-0-1110-1000-4320-090-127	8,875.14
252856	PEARSON CLINICAL ASSESSMENT	Online Protocols	01-6500-0-5760-1190-5813-090-245	912.50
252808	PHOENIX TRANSPORATION	Track & Field Charter #55014/6	01-0000-0-1202-3900-5821-033-322	2,647.85
252807	PHOENIX TRANSPORATION	Band Charter #55031	01-0805-0-1110-1000-5821-033-180	2,378.00
252843	PHOENIX TRANSPORATION	CTE-Culinary Arts Conf #55417-8	01-6383-0-3800-1000-5821-033-336	2,458.81
252821	PHOENIX TRANSPORATION	Bio Tech Charter #55328-55333	01-6387-0-3800-1000-5821-033-394	3,894.00
252865	PHOENIX TRANSPORATION	Photo Charter #55825/55826/55828	01-7339-0-3800-1000-5821-033-332	3,723.81
252764	PHOENIX TRANSPORATION	Badminton/Track Charters	01-9010-0-1202-1000-5821-033-322	7,154.50

P.O.	Vendor	Description	Account	Amount
252803	PROFESSIONAL CHARTER SERVICES	Folklorico Charter	01-9122-0-1110-1000-5821-033-356	5,000.00
252860	QUALITY MANUFACTURING &	Carbon Monoxide Sprayer	01-8150-0-0000-8110-4420-090-741	4,310.96
252801	REED CHARITABLE	Classroom Educator Conference	01-0805-0-4760-1000-5210-013-123	1,153.69
252773	RESOURCE SOLUTIONS OF SF GROUP	Warehouse Inventory Restock - #008596	01-0000-0-0000-0000-9320-000	516.85
252761	RESOURCE SOLUTIONS OF SF GROUP	Custodian Supplies	01-0000-0-0000-8200-4420-021-759	2,113.82
252852	RINGSEIS, MARLIS	CTE handbook SSF/EC	01-6387-0-1110-1000-5899-090-394	2,520.00
252834	SAN MATEO COUNTY OFFICE OF EDU	SMCOE Training	01-3010-0-1110-1000-5210-022-301	4,000.00
252732	SAN MATEO COUNTY OFFICE OF EDU	Outdoor Ed 2024-2025	01-3010-0-1110-1000-5815-008-301	12,500.00
252797	SAN MATEO UNION HIGH DISTRICT	Bus for Field Trip	01-3010-0-1110-1000-5821-007-301	1,101.50
252855	SAN MATEO UNION HIGH DISTRICT	Charter Bus for Field Trip	01-3010-0-1110-1000-5821-007-301	837.50
252726	SAN MATEO UNION HIGH DISTRICT	OE Transportation	01-9010-0-1110-1000-5821-002-356	1,649.25
252766	SCHOLASTIC CLASSROOM MAGAZINE	Scholastic Magazine	01-0000-0-0000-0000-9330-000	2,419.81
252718	SCHOLASTIC STORE ONLINE	Reading Resource Center Student Books	01-3010-0-1110-1000-4200-008-301	976.08
252794	SHAKESPEARE PLAY ON	Assembly	01-0805-0-1110-1000-5899-021-180	1,295.00
252789	SILICON VALLEY	Volleyball Officials	01-9010-0-1202-1000-5814-033-322	1,826.00
252790	SILICON VALLEY	Softball Officials	01-9010-0-1203-1000-5814-033-322	1,536.00
252774	SILICON VALLEY ED FOUNDATION	SVEF-Elevate Math	01-0000-0-1110-1000-5899-090-600	164,160.00
252864	SLAKEY BROTHERS	R410A 4T AC Pur 460/3 13 Seer/5T HP	01-8150-0-0000-8110-4320-090-741	30,314.52
252819	STAPLES #0488	Office Supplies	01-0000-0-0000-7350-4320-090-717	371.71
252791	STARVING MUSICIAN INC., THE	Sound Equipment	01-0805-0-1110-1000-4320-021-180	3,168.64
252802	STARVISTA	Counseling	01-3010-0-1110-1000-5899-014-301	11,000.00
252835	SWEET, RONALD	Clock/Scoreboard Official	01-9010-0-1203-1000-5814-033-322	1,440.00
252832	TAQUERIA LA MORENA	New Teacher Celebration Catering 5/1/25	01-9026-0-1110-1000-4322-090-430	1,325.00
252853	UC BERKELEY	CRLP Training for TOSAS/Teachers at UC Berkeley	01-6266-0-1110-1000-5210-090-341	9,000.00
252857	UNITED COACH TOURS	Outdoor Ed Bus Transportation	01-0000-0-1110-1000-5821-090-764	1,960.00
252815	VENTRIS LEARNING LLC	Big Lift BB/MV UFLI	01-9302-0-1110-1000-4320-090-828	2,149.71
252729	VEX ROBOTICS INC.	PLTW Robotics - ALMS	01-6387-0-3800-1000-4320-090-394	948.17
252733	VRS CATERING CONNECTION	Catering for Senior Brunch	01-3182-0-1110-1000-4320-031-387	800.00
252850	WORTHINGTON DIRECT	Wellness Center Furniture	01-9305-0-1110-1000-4320-031-391	7,049.68
252850	WORTHINGTON DIRECT	Wellness Center Furniture	01-9305-0-1110-1000-4420-031-391	549.32
252849	WRITE TOOLS LLC, THE	Virtual Conference	01-0805-0-4760-1000-5210-014-123	150.00
252707	YOUNG AUDIENCES OF NORTHERN	STEAM: Summer Program Young Audiences of Northern CA	01-9024-0-1110-1000-5899-090-600	321,000.00
252777	YOUR PARTY RENTAL COMPANY	Chairs for Graduation	01-0000-0-1110-1000-5600-021-070	2,541.25
	TOTAL FUND 01			**1,338,079.23**
252805	AMAZON.COM	Trash Can	12-6105-0-8510-1000-4420-045-830	252.69
252805	AMAZON.COM	Trash Can	12-9010-0-8533-1000-4420-045-833	252.69
252837	JUST RIGHT READER INC	Classroom Supplies	12-9302-0-8510-1000-4200-005-828	3,263.29
252820	LAKESHORE	Classroom Supplies	12-9302-0-8510-1000-4320-005-828	415.44
252806	OFFICE DEPOT INC	Toner	12-6105-0-8510-1000-4320-045-830	346.75
252806	OFFICE DEPOT INC	Toner	12-6105-0-8535-1000-4320-045-835	346.75

PURCHASE ORDER LISTING - April 1, 2025 to April 30, 2025

P.O.	Vendor	Description	Account	Amount
252806	OFFICE DEPOT INC	Toner	12-9010-0-8533-1000-4320-045-833	346.74
252782	OPENING TECHNOLOGIES INC.	Sub-Master Station Installation	12-6105-0-8510-1000-5899-045-830	1,017.06
252782	OPENING TECHNOLOGIES INC.	Sub-Master Station Installation	12-6105-0-8535-1000-5899-045-835	1,017.06
252782	OPENING TECHNOLOGIES INC.	Sub-Master Station Installation	12-9010-0-8533-1000-5899-045-833	1,017.06
	TOTAL FUND 12			**8,275.53**
252788	ALBERT USTER IMPORTS INC.	Food for Golden Apple	13-5310-0-0000-3700-4700-090-820	665.54
252795	AMAZON.COM	Doily for Golden Apple	13-5310-0-0000-3700-4320-090-820	18.66
252771	AMAZON.COM	Chia Seeds for ECK	13-5310-0-0000-3700-4700-090-820	44.99
252827	GRAINGER (BRANCH 729)	Stretch Wrap for Warehouse Trucks	13-5310-0-0000-3700-4320-090-820	540.76
	TOTAL FUND 13			**1,269.95**
252769	DSK LLP	Assessment Services for Spruce ES Modernization Project	21-9010-0-0000-8500-6210-013-743	363,025.00
252725	PROTECH CONSULTING &	Hazardous Materials Consulting Services	21-9010-0-0000-8500-6273-025-960	38,552.00
252844	PROTECH CONSULTING &	Hazardous Materials Consulting Svc_ECHS Kitchen & Cafeteria	21-9010-0-0000-8500-6273-032-926	24,449.50
252796	PROTECH CONSULTING &	Environmental Consulting - SSFUSD Temp. Meal Support	21-9010-0-0000-8500-6273-098-926	9,732.00
252844	PROTECH CONSULTING &	Hazardous Materials Consulting	21-9010-0-0000-8500-6273-098-926	24,449.50
252770	SIM ARCHITECTS INC	Assessment Services for the MV ES Modernization Project	21-9010-0-0000-8500-6210-009-743	294,672.00
	TOTAL FUND 21			**754,880.00**
252836	ADVANCED INSPECTIONS INC	Copy of Inspector of Record Services	40-9010-0-0000-8500-6285-009-902	2,700.00
252708	ADVANCED INSPECTIONS INC	Inspector of Record Services	40-9010-0-0000-8500-6285-010-902	2,700.00
252708	ADVANCED INSPECTIONS INC	Inspector of Record Services	40-9010-0-0000-8500-6285-021-902	4,200.00
252836	ADVANCED INSPECTIONS INC	Copy of Inspector of Record Services	40-9010-0-0000-8500-6285-032-902	2,700.00
252836	ADVANCED INSPECTIONS INC	Copy of Inspector of Record Services	40-9010-0-0000-8500-6285-033-902	2,700.00
252798	CIS INC.	Window & Louver Replacement	40-9010-0-0000-8500-6290-022-946	4,600.00
252839	CIS INC.	ECHS Building J Classroom Remodel Project	40-9010-0-0000-8500-6290-032-946	6,480.00
252710	JOHNSON CONTROLS FIRE	Foxridge ES Fire Alarm System Repairs	40-9010-0-0000-8500-6270-090-939	79,553.53
252862	NINYO & MOORE GEOTECHNICAL AND	Building D Alterations Project	40-9010-0-0000-8500-6290-022-946	3,090.00
252847	NINYO & MOORE GEOTECHNICAL AND	Building J Classroom Remodel Project	40-9010-0-0000-8500-6290-032-946	5,620.00
252711	PROTECH	District Office - New Accessibility Ramp	40-9010-0-0000-8500-6140-090-940	3,105.00
252714	UNDERWOOD & ROSENBLUM INC	Storm Drain Replacement	40-9010-0-0000-8500-6100-021-931	22,500.00
252858	ZONE 4 CONSTRUCTION INC.	Parkway Heights Bldg D Alterations	40-9010-0-0000-8500-6270-022-946	426,315.00
	TOTAL FUND 40			**566,263.53**
	TOTAL # OF PURCHASE ORDERS:	**161**	**TOTAL P.O. AMOUNT**	**2,668,768.24**

PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 1,338,079.23		
11	ADULT EDUCATION FUND			
12	CHILD DEVELOPMENT FUND	$ 8,275.53		
13	FOOD SERVICE	$ 1,269.95		
14	DEFERRED MAINTENANCE			
21	BOND	$ 754,880.00		
25	CAPITAL FACILITIES			

P.O.	Vendor	Description	Account	Amount
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 566,263.53		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 2,668,768.24**		
CHANGE ORDERS:				
250724	A BLACK TIE AFFAIR INC.	Open PO - A Black Tie Affair	01-6387-0-3800-1000-4322-090-394	3,000.00
250577	AAA FIRE PROTECTION SERVICES	Open P.O. - Kitchen Exhaust Hood Cleaning	01-0000-0-0000-8200-5899-090-760	2,240.00
250504	ADI	Open P. O. - Misc. Electrical Supplies	01-8150-0-0000-8110-4320-090-741	3,500.00
250492	ADVANCED INTEGRATED PEST MGMT	Open P.O. Pest Control Service	01-0000-0-0000-8200-5807-090-760	10,000.00
250817	AIR TUTORS LLC	Air Tutors - Special Ed	01-6762-0-1110-1000-5813-090-384	34,950.00
250502	AIRGAS USA LLC	Open P.O. - Oxygen, Acetylene	01-8150-0-0000-8110-4320-090-741	4,000.00
252032	AKSHAYA INC	Consultant Services	01-0000-0-0000-2424-5899-090-735	25,000.00
252367	AMAZON.COM	Translation Devices	01-0805-0-4760-1000-4320-022-123	871.69
251201	AMERGIS HEALTHCARE	Para Open P.O. LCAP 4.3	01-0804-0-4760-1000-5899-022-128	36,000.00
251201	AMERGIS HEALTHCARE	Para Open P.O. LCAP 4.3	01-0804-0-4760-1000-5899-033-128	500.00
250503	AMERICAN TIME	Open P. O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	500.00
252384	APPLE COMPUTER INC	iPads	01-3010-0-1110-1000-4420-022-301	2,546.58
250809	BEACON SCHOOL	NPA - Beacon School	01-6500-0-5760-3120-5870-090-245	(85,000.00)
250038	BLICK ART MATRLS - DICK BLICK	Art Supplies	01-0000-0-1201-1000-4320-032-070	54.48
250549	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	01-0000-0-0000-8200-5530-090-760	98,400.00
250587	ENGIE SERVICES U.S. INC.	Open P.O. for Global Energy/Services Company	01-0000-0-0000-8200-5600-090-760	2,500.00
250033	HERFF JONES	Open P.O. - Graduation Supplies	01-0000-0-1110-1000-4320-033-070	482.54
250873	HILLYARD INC	OPEN PO for Custodial Supplies	01-0000-0-0000-8200-4320-006-759	326.47
250680	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-013-070	1,198.96
250680	HILLYARD INC	Open P.O. - Custodial Supplies	01-0000-0-0000-8200-4320-013-759	1,202.60
250082	HILLYARD INC	OPEN Custodial	01-0000-0-0000-8200-4320-022-759	1,592.15
250555	KELLER SUPPLY COMPANY	Open P.O. - Plumbing Supplies	01-8150-0-0000-8110-4320-090-741	2,500.00
250505	LINCOLN AQUATICS	Open P. O. - Pool Supplies	01-8150-0-0000-8110-4320-090-741	6,000.00
250570	MAINTEX INC.	Open P.O. Custodial Supplies	01-8150-0-0000-8110-4320-090-741	7,500.00
251959	O'GRADY PLUMBING	Installation of Check Valve	01-8150-0-0000-8110-5899-021-741	500.00
250543	R & H WHOLESALE SUPPLY INC	Open P.O. Locksmith Supplies	01-8150-0-0000-8110-4320-090-741	6,000.00
250160	RIDDELL/ALL AMERICAN SPORTS	Reconditioning of Athletic Equipment	01-9010-0-1202-1000-5600-032-322	1,238.80
252066	ROBERT HALF TECHNOLOGY	Robert Half for HR Staffing (Receptionist)	01-0000-0-0000-7490-5899-090-716	15,000.00
251076	SCOOT EDUCATION INC.	Substitute Staffing SY2024-2025	01-0000-0-0000-7400-5899-090-720	100,000.00
252350	SOUTH CITY LUMBER & SUPPLY	CTE-Construction Supplies	01-6387-0-3800-1000-4320-033-394	695.05
251069	STEPPING STONES CTR-A.S.P. INC	NPA - Stepping Stones	01-6500-0-5760-3120-5899-090-245	85,000.00
252279	STEPPING STONES GROUP LLC, THE	NPA - Stepping Stones	01-6500-0-5760-1190-5899-090-245	75,000.00
250524	STEWART CHEVROLET	Open P. O. - Vehicle Maintenance & Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
251074	THE EDUCATION TEAM	Substitute Staffing SY2024-2025	01-0000-0-0000-7400-5899-090-720	75,000.00
250573	TOCCATA VENTURES INC.	Open P.O. for Metal Products	01-8150-0-0000-8110-4320-090-741	6,000.00

PURCHASE ORDER LISTING - April 1, 2025 to April 30, 2025

P.O.	Vendor	Description	Account	Amount
251415	TPC HARDING PARK	Fees	01-0000-0-1202-1000-5899-032-322	200.00
251068	WELLDOM INC	NPA - Welldom	01-6500-0-5760-1190-5899-090-245	75,000.00
250549	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	11-0000-0-0000-8200-5530-041-760	6,000.00
250549	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	12-6105-0-8510-8200-5530-045-830	260.00
250549	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	12-6105-0-8535-8200-5530-045-835	350.00
250549	CALIFORNIA WATER SERVICE COMPA	Open P.O - Water & Sewer	12-9010-0-8533-8200-5530-045-833	350.00
250407	CHILDCARE CAREERS LLC	Substitute Staffing for Children's Center	12-6105-0-8535-1000-5899-045-835	15,000.00
250407	CHILDCARE CAREERS LLC	Substitute Staffing for Children's Center	12-9010-0-8533-1000-5899-045-833	25,000.00
250832	EDUCATION TEAM, THE	Substitute Staffing for DEDAP	12-9010-0-8530-1000-5899-045-832	30,000.00
252322	ULINE	Wheels for Kitchen Carts	13-5310-0-0000-3700-4320-090-820	69.13
250244	DANIELSEN COMPANY	Food Products	13-5310-0-0000-3700-4700-090-820	66,486.00
250245	DAYLIGHT FOODS INC	Food Products	13-5310-0-0000-3700-4700-090-820	28,257.00
250246	INDIVIDUAL FOODSERVICE	Food Service Paper/Plastic Supplies	13-5310-0-0000-3700-4340-090-820	5,000.00
250186	SAN MATEO COUNTY ENVIRONMENTAL	Health Permits	13-5310-0-0000-3700-5899-090-820	2,578.00
250247	SYSCO FOOD SERVICES OF SAN FRA	Food & Supplies	13-5310-0-0000-3700-4700-090-820	5,200.00
250477	CAPITAL ENGINEERING	Commissioning Services for HVAC Package A Projects	21-9010-0-0000-8500-6290-009-945	104.04
250477	CAPITAL ENGINEERING	Commissioning Services for HVAC Package A Projects	21-9010-0-0000-8500-6290-014-945	4,317.03
250477	CAPITAL ENGINEERING	Commissioning Services for HVAC Package A Projects	21-9010-0-0000-8500-6290-025-945	(1,292.22)
250477	CAPITAL ENGINEERING	Commissioning Services for HVAC Package A Projects	21-9010-0-0000-8500-6290-032-945	(428.85)
250267	CORNERSTONE EARTH GROUP INC	Geotechnical Engineering Study	21-9010-0-0000-8500-6255-098-926	21,500.00
251717	OPENING TECHNOLOGIES INC.	Children's Center Pedestrian Gate Intercom	40-9010-0-0000-8500-6170-045-964	3,051.18
251066	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-032-926	1,666.66
251066	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-033-946	1,666.67
251066	SAVIDGE, WILLIAM	Construction Management Consultant	40-9010-0-0000-8500-6272-090-945	1,666.67
	TOTAL CHANGE ORDERS			**817,300.63**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 26, 2025

RE: Warrant Register – April 1 to April 30, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The attached report lists all the Warrants issued by the District from April 1 to April 30, 2025. For the period listed above, the Warrants total $5,471,395.47 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of April 1 to April 30, 2025. Staff has obtained all required authorizations prior to issuing any Warrant.

RECOMMENDATION:

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

Vendor Name	Effective Date	Warrant #	Reference	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Invoice #	Amount
A BLACK TIE AFFAIR INC.	04/29/2025	624938	PO250724	01	6387	0	3800	1000	4322	090	394	E104841	883.81
A BLACK TIE AFFAIR INC.	04/29/2025	624938	PO250724	01	6387	0	3800	1000	4322	090	394	E105135	786.88
A BLACK TIE AFFAIR INC.	04/29/2025	624938	PO250724	01	6387	0	3800	1000	4322	090	394	E105136	593.01
A BLACK TIE AFFAIR INC. Total													2,263.70
AAA FIRE PROTECTION SERVICES	04/15/2025	621390	PO250652	01	0000	0	0000	8200	5899	090	760	12499650	825.00
AAA FIRE PROTECTION SERVICES	04/15/2025	621390	PO250652	01	0000	0	0000	8200	5899	090	760	12499651	1,025.00
AAA FIRE PROTECTION SERVICES	04/15/2025	621421	PO250652	01	0000	0	0000	8200	5899	090	760	12499649	1,025.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499818	1,525.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499819	525.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499820	1,025.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499821	1,025.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499822	1,025.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499823	1,625.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499824	1,325.00
AAA FIRE PROTECTION SERVICES	04/22/2025	622895	PO250652	01	0000	0	0000	8200	5899	090	760	12499826	1,325.00
AAA FIRE PROTECTION SERVICES	04/29/2025	624977	PO250577	01	0000	0	0000	8200	5899	090	760	12499465	1,815.00
AAA FIRE PROTECTION SERVICES	04/29/2025	624987	PO250577	01	0000	0	0000	8200	5899	090	760	12499353	2,020.00
AAA FIRE PROTECTION SERVICES	04/29/2025	624977	PO250652	01	0000	0	0000	8200	5899	090	760	12499465-1	1,043.33
AAA FIRE PROTECTION SERVICES Total													17,153.33
ABAT, LORI	04/08/2025	620014	PV250998	01	6500	0	5760	2490	5820	090	245	FEB25MILEAGE182	75.60
ABAT, LORI	04/08/2025	620014	PV250999	01	6500	0	5760	2490	5820	090	245	FEB25MILEAGE183	15.12
ABAT, LORI Total													90.72
ABECEDARIAN ABC LLC	04/01/2025		PO252563	01	9302	0	1110	1000	4320	090	600	7339	17.11
ABECEDARIAN ABC LLC	04/01/2025	618211	PO252563	01	9302	0	1110	1000	4320	090	600	7339	173.25
ABECEDARIAN ABC LLC	04/01/2025		PO252563	01	0000	0	0000	0000	9580	000		7339	(17.11)
ABECEDARIAN ABC LLC Total													173.25
ABING, AURA	04/10/2025	620494	PV251006	01	9305	0	1110	1000	5210	090	391	378NAPAVALLEY	829.82
ABING, AURA	04/29/2025	624936	PV251057	01	6500	0	5760	1190	5210	090	245	167ACSA SAN DIEGO	308.20
ABING, AURA Total													1,138.02
ACHIEVE KIDS	04/03/2025	619311	PO250992	01	6500	0	5760	1180	5820	090	230	33857	1,096.00
ACHIEVE KIDS	04/03/2025	619311	PO250992	01	6500	0	5760	1180	5870	090	230	33857	1,148.00
ACHIEVE KIDS	04/03/2025	619311	PO250992	01	6500	0	5760	1180	5880	090	230	33857	4,184.00
ACHIEVE KIDS	04/03/2025	619311	PO250992	01	6500	0	5760	1180	5899	090	230	33857	80.88
ACHIEVE KIDS Total													6,508.88
ACT ENVIRO	04/01/2025	618167	PO251885	01	0000	0	0000	8200	5860	090	760	614713	8,756.28
ACT ENVIRO Total													8,756.28
ADAM-HILL COMPANY, THE	04/10/2025	620501	PO250566	01	8150	0	0000	8110	4320	090	741	30100518	45.91
ADAM-HILL COMPANY, THE Total													45.91
ADAPTED 4 SPECIAL ED	04/24/2025	623485	PO252326	01	9010	0	5760	1190	4200	090	350	11400	54.60
ADAPTED 4 SPECIAL ED	04/24/2025		PO252326	01	9010	0	5760	1190	4200	090	350	11400	4.93
ADAPTED 4 SPECIAL ED	04/24/2025		PO252326	01	0000	0	0000	0000	9580	000		11400	(4.93)
ADAPTED 4 SPECIAL ED Total													54.60
ADROIT ADVANCED	04/01/2025	618188	PO250812	01	0000	0	5760	3600	5820	090	781	50490	129,010.41
ADROIT ADVANCED	04/10/2025	620523	PO250914	01	0805	0	1110	3600	5820	090	122	50582	7,385.80
ADROIT ADVANCED	04/15/2025	621426	PO250812	01	0000	0	5760	3600	5820	090	781	50585	141,142.74
ADROIT ADVANCED Total													277,538.95
ADVANCED CHEMICAL TRANSPORT	04/10/2025	620538	PO250771	01	0000	0	0000	8200	5860	090	760	627244	870.49
ADVANCED CHEMICAL TRANSPORT	04/10/2025	620538	PO250771	01	0000	0	0000	8200	5860	090	760	627242	1,098.97

ADVANCED CHEMICAL TRANSPORT Total													1,969.46
ADVANCED INTEGRATED PEST MGMT	04/10/2025	620545	PO250492	01	0000	0	0000	8200	5807	090	760	156978 APR25	2,498.00
ADVANCED INTEGRATED PEST MGMT Total													2,498.00
AIR TUTORS LLC	04/29/2025	624942	PO250817	01	6762	0	1110	1000	5813	090	384	SSFSPED 0204-8	34,950.00
AIR TUTORS LLC	04/10/2025	620524	PO251726	01	6762	0	1110	1000	5899	090	384	SSFGENED 0304-8	14,775.00
AIR TUTORS LLC	04/29/2025	624942	PO250817	01	6762	0	1110	1000	5899	090	384	SSFSPED 0204-8	2,950.00
AIR TUTORS LLC	04/29/2025	624942	PO250817	01	6762	0	1110	1000	5899	090	384	SSFSPED 0304-8	38,575.00
AIR TUTORS LLC Total													91,250.00
AIRGAS USA LLC	04/10/2025	620560	PO250502	01	8150	0	0000	8110	4320	090	741	9159565908	105.00
AIRGAS USA LLC	04/29/2025	624963	PO250502	01	8150	0	0000	8110	4320	090	741	9159565919	428.55
AIRGAS USA LLC Total													533.55
AKSHAYA INC	04/17/2025	622076	PO252032	01	0000	0	0000	2424	5899	090	735	24518	5,810.00
AKSHAYA INC	04/17/2025	622076	PO252032	01	0000	0	0000	2424	5899	090	735	24571	5,950.00
AKSHAYA INC Total													11,760.00
ALL CITY MANAGEMENT SVCS INC.	04/03/2025	619284	PO250012	01	0000	0	0000	7300	5899	090	717	99756	8,169.63
ALL CITY MANAGEMENT SVCS INC.	04/17/2025	622069	PO250012	01	0000	0	0000	7300	5899	090	717	100093	8,186.00
ALL CITY MANAGEMENT SVCS INC. Total													16,355.63
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252225	01	9305	0	1110	1000	4200	025	391	14DQ-6TN3-PQL3	93.73
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252303	01	9010	0	1110	1000	4200	002	356	1QD7-1P4R-FF6Q	19.62
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252397	01	3182	0	1110	1000	4200	031	387	1WWR-1NDC-FD7V	101.52
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252397	01	3182	0	1110	1000	4200	031	387	1T9T-G4K3-PXT7	75.65
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252414	01	9010	0	1110	1000	4200	002	356	19JY-JFVT-QV7L	9.87
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252414	01	9010	0	1110	1000	4200	002	356	1LNG-D94F-QKKK	231.31
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252425	01	9010	0	1110	1000	4200	002	356	1RNW-N14C-TMGH	45.49
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252436	01	9044	0	1110	1000	4200	090	062	1P36-XF6N-QHWG	142.80
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252556	01	9010	0	1110	1000	4200	002	356	1XND-JTDV-RF6C	27.65
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252266	01	0000	0	3550	1000	4200	004	120	1NWR-PMY6-1TRJ	25.27
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252307	01	9010	0	1110	1000	4200	002	356	1F7X-Y3YN-DQ3J	35.36
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252225	01	9305	0	1110	1000	4320	025	391	1T9T-4Y3J-16L4	29.66
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252225	01	9305	0	1110	1000	4320	025	391	1NNX-9CDR-36PM	54.48
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252225	01	9305	0	1110	1000	4320	025	391	14DQ-6TN3-PQL3	594.63
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252303	01	9010	0	1110	1000	4320	002	356	1QD7-1P4R-FF6Q	169.23
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252303	01	9010	0	1110	1000	4320	002	356	1WM1-M7H4-1J41	107.50
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252310	01	0000	0	1110	1000	4320	033	070	14WH-QX17-1R67	123.08
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252345	01	0000	0	1110	1000	4320	033	070	1VD3-MLQJ-F713	65.25
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252353	01	9010	0	1110	1000	4320	002	356	14W7-C6QF-F7T4	415.93
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252360	01	0000	0	1110	1000	4320	032	070	1KMP-QHG1-F7VJ	63.51
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252360	01	0000	0	1237	1000	4320	032	070	1KMP-QHG1-F7VJ	105.84
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252361	01	6387	0	3800	1000	4320	032	394	16CV-346T-DPGF	249.35
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252368	01	0000	0	1110	2421	4320	032	451	1R4D-RVTG-FQ9N	160.42
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252370	01	3010	0	1110	1000	4320	013	301	1PWK-X3VX-DNHJ	336.31
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252372	01	3010	0	1110	1000	4320	013	301	1GCC-49DX-DYJL	206.75
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252395	01	0000	0	1110	1000	4320	090	762	1Q4X-KQYQ-RCNQ	251.92
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252576	01	0000	0	1110	1000	4320	012	070	16KV-LTRT-N7GL	339.86
AMAZON CAPITAL SERVICES	04/08/2025	619990	PO252355	01	9010	0	1110	1000	4320	002	356	147W-4NPT-DJLM	650.65
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252389	01	3010	0	1110	1000	4320	008	301	1YJ6-LQ6R-RPH6	42.52
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252389	01	0000	0	1110	1000	4320	008	070	1YJ6-LQ6R-RPH6	174.54
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252397	01	3182	0	1110	1000	4320	031	387	1WWR-1NDC-FD7V	274.87
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252397	01	3182	0	1110	1000	4320	031	387	1T9T-G4K3-PXT7	1,066.22
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252397	01	3182	0	1110	1000	4320	031	387	1K4Q-4MKL-RL6Y	(44.20)

AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252400	01	0000	0	1110	1000	4320	033	070	1XHY-3DKK-T4VY	110.00
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252408	01	0000	0	1225	1000	4320	032	070	13NR-T4JV-P4CK	73.32
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252414	01	9010	0	1110	1000	4320	002	356	1LNG-D94F-QKKK	272.14
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252420	01	9010	0	1110	1000	4320	002	356	1WPJ-WLYV-RYYQ	197.83
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252424	01	9010	0	1110	1000	4320	002	356	16VV-KGQ3-RTTJ	199.72
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252425	01	9010	0	1110	1000	4320	002	356	1RNW-N14C-TMGH	163.73
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252431	01	0000	0	1110	1000	4320	006	070	14HY-9PND-N7RJ	49.70
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252431	01	0000	0	1110	1000	4320	006	070	14QR-3Q4N-RW9D	542.60
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252438	01	0000	0	1110	1000	4320	006	070	1WK9-JTF7-QVCL	556.06
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252439	01	6387	0	3800	1000	4320	032	394	16VV-6KFR-QT9K	95.55
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252440	01	0000	0	1110	1000	4320	006	070	1T9T-G4K3-PYJV	573.40
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252451	01	0000	0	1110	1000	4320	022	070	1XGG-HXRR-QDDM	431.53
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252451	01	0000	0	1110	1000	4320	022	070	1RQ3-HDTP-TD3F	1,011.85
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252469	01	0000	0	0000	2424	4320	090	735	1HDW-CFTX-RVDT	126.31
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252477	01	0805	0	1110	1000	4320	032	180	1QLL-QNVD-TDLK	616.68
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252477	01	0805	0	1110	1000	4320	032	180	1XND-JTDV-RKDR	2,466.72
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252478	01	0000	0	1110	1000	4320	006	070	11YM-CLLK-R76V	78.00
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252478	01	0000	0	1110	1000	4320	006	070	1XNF-9K3T-T61X	479.63
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252483	01	0000	0	1110	1000	4320	006	070	1Q4X-KQYQ-RC7P	323.91
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252483	01	0000	0	1110	1000	4320	006	070	1TM6-VCDC-RQRD	131.51
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252484	01	0000	0	1110	1000	4320	006	070	11YM-CLLK-QYJJ	47.39
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252484	01	0000	0	1110	1000	4320	006	070	1RNW-N14C-THM6	628.14
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252496	01	9302	0	1110	1000	4320	090	600	1W14-K9Y3-Q6FL	194.33
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252496	01	9302	0	1110	1000	4320	090	600	1QN3-NVFG-NFNW	49.41
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252502	01	0000	0	1110	1000	4320	006	070	1TJ3-N9PP-RFLQ	140.01
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252505	01	0000	0	1110	1000	4320	090	762	1P96-R4WX-QNYH	82.86
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252505	01	0000	0	1110	1000	4320	090	762	1T9T-G4K3-QMFG	38.59
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252506	01	3010	0	1110	1000	4320	007	301	1F17-P73H-QKN9	786.91
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252512	01	3010	0	1110	1000	4320	008	301	1GD9-3JML-NC11	125.20
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252513	01	3010	0	1110	1000	4320	008	301	1PTX-FQ6Y-R4C4	78.16
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252526	01	3010	0	1110	1000	4320	008	301	19H3-KYQC-RKWG	41.52
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252530	01	9302	0	1110	1000	4320	090	600	11YM-CLLK-QQNF	137.93
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252531	01	9302	0	1110	1000	4320	090	600	1QFM-6G4C-R169	24.59
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252532	01	3010	0	1110	1000	4320	022	301	19H3-KYQC-RJFL	821.71
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252556	01	9010	0	1110	1000	4320	002	356	1XND-JTDV-RF6C	89.75
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252581	01	9010	0	1110	1000	4320	090	055	1KNG-9TN4-N4F9	463.40
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252582	01	0000	0	1110	1000	4320	090	762	1JFN-MXG3-QVDJ	159.15
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252583	01	6053	0	1110	1000	4320	090	841	1XYX-HNMQ-R66X	39.52
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252584	01	0000	0	1110	1000	4320	014	070	1DJP-4PCT-R3WN	46.11
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252595	01	0000	0	1110	1000	4320	032	070	19R3-7DPQ-QY14	71.12
AMAZON CAPITAL SERVICES	04/15/2025	621437	CM250076	01	9305	0	1110	1000	4320	032	391	14W7-C6QF-GF4D	(64.82)
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO251438	01	6500	0	5760	1190	4320	090	245	1C3G-RW47-L49X	37.35
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252014	01	0805	0	1110	1000	4320	021	180	14WH-QX17-1PFV	219.60
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252014	01	0805	0	1110	1000	4320	021	180	1TY1-CWG9-64C4	241.88
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252014	01	0805	0	1110	1000	4320	021	180	1VFY-PLC9-KP6Y	164.93
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252014	01	0805	0	1110	1000	4320	021	180	1P47-YWDD-FVT7	21.96
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252229	01	0000	0	0000	8200	4320	032	759	1TJ3-XL6C-1FGC	118.42
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252231	01	0000	0	1110	1000	4320	033	070	17FH-C3NK-T91M	98.80
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252231	01	0000	0	1110	1000	4320	033	070	1G9F-7TFP-1TNF	40.93
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252300	01	0000	0	0000	8200	4320	032	759	1FW3-FL7L-DQRX	467.81

AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252307	01	9010	0	1110	1000	4320	002	356	1F7X-Y3YN-DQ3J	63.51
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252311	01	9010	0	1110	1000	4320	002	356	11NW-F19C-FC7C	24.15
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252319	01	0805	0	1110	1000	4320	031	180	1JR7-D16T-DYXT	48.06
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252328	01	8150	0	0000	8110	4320	090	741	1CW9-RHVR-F94D	82.38
AMAZON CAPITAL SERVICES	04/15/2025	621437	PO252364	01	9305	0	1110	1000	4320	032	391	11NW-F19C-FHKG	409.65
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252366	01	3010	0	1110	2495	4320	022	301	1CQQ-JWF3-DWNF	504.97
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252387	01	6266	0	1110	1000	4320	090	341	1FTK-HRDC-FXMF	249.47
AMAZON CAPITAL SERVICES	04/15/2025	621372	PO252387	01	6266	0	1110	1000	4320	090	341	1W14-K9Y3-PQ9D	167.20
AMAZON CAPITAL SERVICES	04/22/2025	622893	PO252229	01	0000	0	0000	8200	4320	032	759	1FPW-1RLN-371P	236.84
AMAZON CAPITAL SERVICES	04/22/2025	622893	PO252229	01	0000	0	1231	1000	4320	032	070	1FPW-1RLN-371P	12.72
AMAZON CAPITAL SERVICES Total													21,958.39
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15653210737	1,235.00
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15652140737	29,787.16
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15569470737	22,845.68
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15569840737	9,703.80
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15652330737	11,857.95
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15653230737	1,030.95
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3120	5899	090	245	E15569800737	4,200.00
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3140	5899	090	245	E15569350737	5,470.71
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3140	5899	090	245	E15651940737	6,699.87
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	1180	5899	090	245	E15569240737	11,732.50
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	1180	5899	090	245	E15652280737	14,908.40
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15723150737	30,165.20
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15763850737	12,113.55
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15763790737	26,502.32
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	3310	0	5760	1110	5899	090	201	E15723130737	11,889.45
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3140	5899	090	245	E15723140737	6,415.18
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3140	5899	090	245	E15763100737	5,302.70
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	1180	5899	090	245	E15723070737	14,645.80
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	1180	5899	090	245	E15763200737	14,777.10
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3120	5899	090	245	E15763440737	5,250.00
AMERGIS HEALTHCARE	04/08/2025	620027	PO251071	01	6500	0	5760	3120	5899	090	245	E15723090737	5,250.00
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	022	128	E15569220737	1,060.65
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	022	128	E14600170132	1,094.40
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	022	128	E15569140737	1,068.30
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	014	124	E15569500737	1,020.60
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	021	124	E15569600737	551.25
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	025	124	E15569510737	783.90
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	033	128	E15569780737	1,170.00
AMERGIS HEALTHCARE	04/10/2025	620493	PO251201	01	0804	0	4760	1000	5899	033	128	E15569730737	1,170.00
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	033	128	E15672316737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	033	128	E15723100737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	021	124	E15723080737	1,315.80
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	025	124	E15723050737	787.50
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	022	128	E15723040737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	014	124	E15723030737	1,192.50
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	006	124	E15723010737	963.90
AMERGIS HEALTHCARE	04/10/2025	620500	PO251201	01	0804	0	4760	1000	5899	022	128	E15723000737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620553	PO251201	01	0804	0	4760	1000	5899	006	124	E15569270737	750.15
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	021	124	E15652160737	1,309.05

AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	022	128	E15651930737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	025	124	E15652110737	1,282.50
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	014	124	E15651820737	720.45
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	033	128	E15651800737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	006	124	E15651760737	772.65
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	033	128	E15651730737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620554	PO251201	01	0804	0	4760	1000	5899	022	128	E15651410737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	022	128	E15762970737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	014	124	E15763160737	1,454.40
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	033	128	E15763240737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	006	124	E15763410737	828.90
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	022	128	E15763600737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	021	124	E15763290737	1,311.75
AMERGIS HEALTHCARE	04/10/2025	620558	PO251201	01	0804	0	4760	1000	5899	033	128	E15763860737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	022	128	E15827180737	1,304.55
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	014	124	E15827190737	1,016.55
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	025	124	E15827350737	2,700.00
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	033	128	E15827020737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	021	124	E15827170737	1,237.95
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	033	128	E15827070737	1,462.50
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	006	124	E15827060737	1,012.95
AMERGIS HEALTHCARE	04/10/2025	620559	PO251201	01	0804	0	4760	1000	5899	022	128	E15827030737	1,274.40
AMERGIS HEALTHCARE	04/15/2025	621431	PO251201	01	0804	0	4760	1000	5899	022	128	E15449940737	1,210.95
AMERGIS HEALTHCARE	04/15/2025	621431	PO251201	01	0804	0	4760	1000	5899	022	128	E15515830737	1,304.55
AMERGIS HEALTHCARE	04/15/2025	621431	PO251201	01	0804	0	4760	1000	5899	022	128	E15515730737	1,304.55
AMERGIS HEALTHCARE	04/22/2025	622894	PO251201	01	0804	0	4760	1000	5899	022	128	E15449690737	1,304.55
AMERGIS HEALTHCARE	04/29/2025	624901	PO251071	01	6500	0	5760	3140	5899	090	245	E15827710737	5,200.65
AMERGIS HEALTHCARE	04/29/2025	624901	PO251071	01	3310	0	5760	1110	5899	090	201	E15827790737	31,908.24
AMERGIS HEALTHCARE	04/29/2025	624901	PO251071	01	6500	0	5760	1180	5899	090	245	E15827520737	14,793.35
AMERGIS HEALTHCARE	04/29/2025	624901	PO251071	01	6500	0	5760	3120	5899	090	245	E15827810737	5,250.00
AMERGIS HEALTHCARE	04/29/2025	624901	PO251071	01	3310	0	5760	1110	5899	090	201	E15827480737	12,357.90
AMERGIS HEALTHCARE	04/29/2025	624962	PO251071	01	6500	0	5760	3140	5899	090	245	E15874440737	6,755.77
AMERGIS HEALTHCARE	04/29/2025	624962	PO251071	01	6500	0	5760	3120	5899	090	245	E15874460737	5,250.00
AMERGIS HEALTHCARE	04/29/2025	624962	PO251071	01	3310	0	5760	1110	5899	090	201	E15874390737	29,594.24
AMERGIS HEALTHCARE	04/29/2025	624962	PO251071	01	3310	0	5760	1110	5899	090	201	E15874300737	12,318.75
AMERGIS HEALTHCARE	04/29/2025	624962	PO251071	01	6500	0	5760	1180	5899	090	245	E15873750737	10,420.80
AMERGIS HEALTHCARE	04/29/2025	624962	PO251071	01	3310	0	5760	1110	5899	090	201	E15950690737	1,430.00
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	006	124	E15950830737	1,019.70
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	033	128	E15874410737	1,170.00
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	025	124	E15874180737	1,350.00
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	033	128	E15874320737	1,462.50
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	014	124	E15873980737	532.80
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	022	128	E15873690737	1,304.55
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	021	124	E15873660737	1,107.00
AMERGIS HEALTHCARE	04/29/2025	624952	PO251201	01	0804	0	4760	1000	5899	022	128	E15873580737	1,304.55
AMERGIS HEALTHCARE Total													450,121.07
AMERICAN FIDELITY	04/10/2025	620495	PO250846	01	0000	0	0000	7350	5899	090	717	74090	1,856.40
AMERICAN FIDELITY	04/10/2025	620495	PO250846	01	0000	0	0000	7350	5899	090	717	74556	1,856.40
AMERICAN FIDELITY	04/22/2025	622922	PO250846	01	0000	0	0000	7350	5899	090	717	75608	1,856.40
AMERICAN FIDELITY Total													5,569.20

ANCHOR AUDIOSTORE.COM	04/15/2025	621417	PO252775	01	0805	0	1110	1000	6410	032	180	25-01179	8,036.26
ANCHOR AUDIOSTORE.COM Total													8,036.26
ANDERSON-ROSSE, JENNIFER	04/29/2025	624902	PV251056	01	9044	0	1110	1000	5210	090	062	306LEADERSHIPACADEMY	35.00
ANDERSON-ROSSE, JENNIFER Total													35.00
APPLE INC	04/08/2025	620041	PO252653	01	0805	0	1110	1000	4320	013	180	MB64050006	385.43
APPLE INC	04/15/2025	621376	PO252281	01	0805	0	4760	1000	4320	021	123	MB61907431	65.87
APPLE INC	04/15/2025	621376	PO252281	01	0805	0	4760	1000	4320	021	123	MB61909319	75.81
APPLE INC	04/17/2025	622070	PO252281	01	0805	0	4760	1000	4320	021	123	MB65671418	444.49
APPLE INC	04/22/2025	622917	PO252737	01	6500	0	5760	1190	4320	090	215	MB65231830	54.88
APPLE INC	04/15/2025	621376	PO252450	01	9010	0	5760	1190	4420	090	350	MB62184051	240.57
APPLE INC	04/15/2025	621376	PO252450	01	9010	0	5760	1190	4420	090	350	MB61909622	1,520.40
APPLE INC	04/15/2025	621438	PO252661	01	0805	0	4760	1000	4420	022	123	MB65138633	2,194.98
APPLE INC	04/15/2025	621438	PO252661	01	3010	0	1110	1000	4420	022	301	MB65138633	2,194.97
APPLE INC	04/15/2025	621438	PO252661	01	0805	0	4760	1000	4420	022	123	MB65066666	381.07
APPLE INC	04/15/2025	621438	PO252661	01	3010	0	1110	1000	4420	022	301	MB65066666	381.07
APPLE INC	04/15/2025	621438	PO252661	01	0000	0	1110	2421	4420	022	451	MB65066666	584.00
APPLE INC	04/15/2025	621438	PO252661	01	0000	0	1110	1000	4420	022	070	MB65066666	562.78
APPLE INC Total													9,086.32
ARCO'S AUTO BODY	04/08/2025	620034	PO250579	01	8150	0	0000	8110	5600	090	741	RO#039371	2,356.58
ARCO'S AUTO BODY Total													2,356.58
ASSISTIVE TECHNOLOGY	04/29/2025	624984	PO250263	01	6500	0	5760	1190	6410	090	215	04252025A	5,197.00
ASSISTIVE TECHNOLOGY Total													5,197.00
AT&T	04/01/2025	618213	PO250195	01	0000	0	0000	7200	5910	090	760	234-341-0882 686 MAR25	335.86
AT&T	04/01/2025	618213	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5 MAR25	335.86
AT&T	04/01/2025	618213	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4 MAR25	64.10
AT&T	04/01/2025	618213	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 MAR25	335.86
AT&T	04/01/2025	618213	PO250195	01	0000	0	0000	7200	5910	090	760	650 877-5285 411 6 MAR25	1.62
AT&T	04/01/2025	618212	PO250248	01	0000	0	0000	7200	5910	090	760	34701763 MAR25	18,014.07
AT&T	04/01/2025	618212	PO250248	01	6500	0	5760	2700	5910	090	245	34701763 MAR25	9.21
AT&T	04/29/2025	624908	PO250195	01	0000	0	0000	7200	5910	090	760	234 341-0882 686 2 APR25	28.83
AT&T	04/29/2025	624908	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-2596 271 5 APR25	28.83
AT&T	04/29/2025	624908	PO250195	01	0000	0	0000	7200	5910	090	760	231 371-0063 609 4 APR25	5.50
AT&T	04/29/2025	624908	PO250195	01	0000	0	0000	7200	5910	090	760	234 343-0139 137 5 APR25	28.83
AT&T	04/29/2025	624908	PO250195	01	0000	0	0000	7200	5910	090	760	650 877-5285 411 6	6.07
AT&T Total													19,194.64
AVID TRANSLATION LLC	04/01/2025	618237	PO252240	01	6500	0	5760	1190	5899	090	245	5689	15,945.00
AVID TRANSLATION LLC	04/10/2025	620565	PO252240	01	6500	0	5760	1190	5899	090	245	5769	20,455.00
AVID TRANSLATION LLC	04/10/2025	620562	PO252241	01	0000	0	4760	3900	5899	090	503	5738	720.00
AVID TRANSLATION LLC	04/10/2025	620562	PO252241	01	0000	0	4760	3900	5899	090	503	5749	750.00
AVID TRANSLATION LLC	04/15/2025	621406	PO252240	01	6500	0	5760	1190	5899	090	245	5766	263.12
AVID TRANSLATION LLC Total													38,133.12
B & H PHOTO-VIDEO INC	04/17/2025	622073	PO252344	01	6387	0	3800	1000	4320	033	394	232312005	1,407.50
B & H PHOTO-VIDEO INC	04/17/2025	622073	PO252667	01	6387	0	3800	1000	4320	033	394	232825581	1,702.46
B & H PHOTO-VIDEO INC	04/17/2025	622073	PO252344	01	6387	0	3800	1000	4420	033	394	232312005	4,004.94
B & H PHOTO-VIDEO INC	04/17/2025	622073	PO252344	01	6387	0	3800	1000	4420	033	394	232384245	8,762.53
B & H PHOTO-VIDEO INC Total													15,877.43
BALLESTEROS, KATE	04/29/2025	624903	PV251062	01	6266	0	1110	1000	5210	090	341	298CUE CONFERENCE	581.60
BALLESTEROS, KATE Total													581.60
BEACON SCHOOL	04/01/2025	618189	PO250809	01	6500	0	5760	3120	5870	090	245	0225	45,455.00
BEACON SCHOOL Total													45,455.00

BEE THERAPY GROUP LLC	04/03/2025	619312	PO251387	01	6500	0	5760	3150	5899	090	220	234	10,615.00
BEE THERAPY GROUP LLC Total													10,615.00
BELKORP AG LLC	04/01/2025	618217	PO250590	01	8150	0	0000	8110	4320	090	741	1064322	75.90
BELKORP AG LLC	04/03/2025	619289	PO250590	01	8150	0	0000	8110	4320	090	741	1064148	166.51
BELKORP AG LLC	04/03/2025	619289	PO250590	01	8150	0	0000	8110	4320	090	741	1065367	1,232.65
BELKORP AG LLC	04/15/2025	621422	PO250590	01	8150	0	0000	8110	4320	090	741	1072044	161.17
BELKORP AG LLC Total													1,636.23
BLICK ART MATERIALS	04/01/2025	618238	PO252515	01	3010	0	1110	1000	4320	022	301	5113142	992.19
BLICK ART MATERIALS	04/29/2025	624914	PO250022	01	0000	0	1110	1000	4320	033	070	5105916	1,470.85
BLICK ART MATERIALS	04/29/2025	624953	PO250038	01	0000	0	1201	1000	4320	032	070	5211745	306.65
BLICK ART MATERIALS Total													2,769.69
BLICK ART MATRLS - DICK BLICK	04/03/2025	619285	PO252568	01	0000	0	1110	1000	4320	021	322	5089429	399.84
BLICK ART MATRLS - DICK BLICK Total													399.84
BLOOM BALLOON LLC	04/03/2025	619310	PO252730	01	0801	0	1110	1000	5899	090	127	PRE PAY 50%	381.10
BLOOM BALLOON LLC Total													381.10
BLUE LINE TRANSFER	04/10/2025	620525	PO250514	01	0000	0	0000	8200	5540	090	760	1561725	7,775.13
BLUE LINE TRANSFER Total													7,775.13
BMI IMAGING SYSTEMS	04/08/2025	620035	PO252768	01	0000	0	0000	3900	5813	090	305	100433	2,400.00
BMI IMAGING SYSTEMS Total													2,400.00
BODWIN, DIANE LITLE	04/08/2025	620007	PO250418	01	0000	0	0000	2424	5801	090	762	FEB/MAR25 SVCS	743.78
BODWIN, DIANE LITLE Total													743.78
BORGZINNER, MIRNA	04/15/2025	621373	PV251024	01	6266	0	1110	1000	5210	090	341	465CSEA25 PARA	1,003.88
BORGZINNER, MIRNA Total													1,003.88
BOUDIN BAKERY	04/24/2025	623499	PO252155	01	0000	0	0000	7400	4322	090	715	1602190	406.48
BOUDIN BAKERY	04/24/2025	623499	PO252155	01	0000	0	0000	7400	4322	090	715	1598708	169.54
BOUDIN BAKERY	04/24/2025	623499	PO252155	01	0000	0	0000	7400	4322	090	715	1600140	221.05
BOUDIN BAKERY	04/24/2025	623499	PO252155	01	0000	0	0000	7400	4322	090	715	1600366	218.73
BOUDIN BAKERY	04/24/2025	623499	PO252155	01	0000	0	0000	7400	4322	090	715	1601942	255.06
BOUDIN BAKERY	04/24/2025	623499	PO252155	01	0000	0	0000	7400	4322	090	715	1602351	206.76
BOUDIN BAKERY Total													1,477.62
BOURDON, KARLA	04/01/2025	618186	MV250027	01	9010	0	1110	1000	5210	090	174	450CEI PARENTSTUDENT	185.49
BOURDON, KARLA Total													185.49
BOYD, AARON	04/08/2025	620015	PV250989	01	0000	0	1110	1000	4320	033	070	541 VIDEO ART	156.00
BOYD, AARON	04/10/2025	620546	PV251010	01	9011	0	1202	1000	4320	033	322	536GOLFTEAMATCH	545.43
BOYD, AARON	04/01/2025	618160	PV250949	01	0000	0	1110	1000	5810	033	070	535BADMINTON	123.70
BOYD, AARON Total													825.13
BOYS & GIRLS CLUBS	04/08/2025	620045	PO251356	01	2600	0	0000	8200	5899	090	358	20250331 SSFUSD	100,000.00
BOYS & GIRLS CLUBS Total													100,000.00
BROADMOOR LANDSCAPE SUPPLY	04/01/2025	618244	PO250513	01	8150	0	0000	8110	4320	090	741	67161	624.09
BROADMOOR LANDSCAPE SUPPLY	04/01/2025	618244	PO250513	01	8150	0	0000	8110	4320	090	741	67257	459.28
BROADMOOR LANDSCAPE SUPPLY	04/01/2025	618244	PO250513	01	8150	0	0000	8110	4320	090	741	67348	137.26
BROADMOOR LANDSCAPE SUPPLY	04/10/2025	620502	PO250513	01	8150	0	0000	8110	4320	090	741	67391	53.79
BROADMOOR LANDSCAPE SUPPLY	04/10/2025	620539	PO250513	01	8150	0	0000	8110	4320	090	741	67409	257.11
BROADMOOR LANDSCAPE SUPPLY	04/15/2025	621391	PO250513	01	8150	0	0000	8110	4320	090	741	67417	71.36
BROADMOOR LANDSCAPE SUPPLY	04/24/2025	623508	PO250513	01	8150	0	0000	8110	4320	090	741	67471	166.57
BROADMOOR LANDSCAPE SUPPLY Total													1,769.46
BROCKMEYER, JASON	04/17/2025	622074	PV251034	01	9010	0	1110	1000	4322	090	057	552NGSSWKSHOP	408.00
BROCKMEYER, JASON Total													408.00
BSN SPORTS LLC	04/10/2025	620566	PO252313	01	9011	0	1202	1000	4320	033	322	929301520	294.68
BSN SPORTS LLC	04/10/2025	620566	PO252153	01	9010	0	1202	1000	4420	033	322	929288991	2,887.94

BSN SPORTS LLC	04/01/2025	618225	PO252071	01	9011	0	1202	1000	5810	033	322	929195770	1,089.17
BSN SPORTS LLC Total													4,271.79
BUCKLEY, DEDE	04/08/2025	620016	PV251001	01	6500	0	5001	2700	5220	090	245	FEB25MILEAGE177	19.60
BUCKLEY, DEDE	04/08/2025	620016	PV251002	01	6500	0	5001	2700	5220	090	245	JAN25MILEAGE176	14.84
BUCKLEY, DEDE Total													34.44
C.C. IMEX	04/08/2025	620042	PO252099	01	9010	0	1110	1000	4320	090	360	48135	544.30
C.C. IMEX Total													544.30
CALIFORNIA DEPARTMENT OF TAX	04/15/2025	621455	PV251036	01	0000	0	0000	0000	9580	000		020-300028 MAR25	1,077.21
CALIFORNIA DEPARTMENT OF TAX Total													1,077.21
CALIFORNIA WATER SERVICE	04/08/2025	620051	PO250549	01	0000	0	0000	8200	5530	090	760	6907544444 MAR25	28,111.63
CALIFORNIA WATER SERVICE Total													28,111.63
CALPERS	04/10/2025	620569	PV251016	01	0000	0	0000	7600	3701	090	810	MAY25 PREMIUMS- BOT	686.16
CALPERS	04/22/2025	622927	PV251051	01	0000	0	0000	7600	3701	090	810	MAY 1354490268	35,419.08
CALPERS	04/22/2025	622927	PV251051	01	0000	0	0000	7600	3702	090	810	MAY 1354490268	25,754.00
CALPERS	04/10/2025	620569	PV251016	01	0000	0	0000	7600	5899	090	810	MAY25 PREMIUMS- BOT	1.65
CALPERS	04/22/2025	622927	PV251051	01	0000	0	0000	7340	5899	090	717	MAY 1354490268	2,596.69
CALPERS	04/22/2025	622927	PV251051	01	0000	0	0000	7600	5899	090	810	MAY 1354490268	448.29
CALPERS	04/22/2025	622927	PV251051	01	0000	0	0000	0000	9564	000		MAY 1354490268	1,081,954.66
CALPERS Total													1,146,860.53
CAM EDUCATIONAL SERVICES LLC	04/08/2025	620046	PO251358	01	2600	0	0000	8200	5899	090	358	SSFU-0022	78,109.00
CAM EDUCATIONAL SERVICES LLC Total													78,109.00
CATHOLIC CHARITIES -	04/29/2025	624970	PO252728	01	0000	0	1110	1000	5821	090	764	50012	1,500.00
CATHOLIC CHARITIES -	04/29/2025	624970	PO252728	01	0000	0	1110	1000	5821	090	764	50013	1,500.00
CATHOLIC CHARITIES - Total													3,000.00
CBF INC.	04/22/2025	622896	PO250598	01	0000	0	0000	2424	5600	090	735	55355A	4,550.00
CBF INC. Total													4,550.00
CDW GOVERNMENT INC	04/01/2025	618218	PO250419	01	0000	0	0000	2424	4320	090	735	AD1867V	54.94
CDW GOVERNMENT INC	04/10/2025	620503	PO250419	01	0000	0	0000	2424	4320	090	735	AD4MW5E	63.77
CDW GOVERNMENT INC	04/10/2025	620503	PO250419	01	0000	0	0000	2424	4320	090	735	AD4J41I	123.73
CDW GOVERNMENT INC	04/10/2025	620503	PO250419	01	0000	0	0000	2424	4320	090	735	AD4T89V	157.26
CDW GOVERNMENT INC	04/10/2025	620526	PO250419	01	0000	0	0000	2424	4320	090	735	AD3VV7Z	38.83
CDW GOVERNMENT INC	04/22/2025	622897	PO250419	01	0000	0	0000	2424	4320	090	735	AC6Q22Z	98.06
CDW GOVERNMENT INC	04/22/2025	622897	PO250419	01	0000	0	0000	2424	4320	090	735	AC6VD2A	169.98
CDW GOVERNMENT INC	04/22/2025	622918	PO250419	01	0000	0	0000	2424	4320	090	735	AC7WX7V	147.18
CDW GOVERNMENT INC	04/24/2025	623486	PO250419	01	0000	0	0000	2424	4320	090	735	AD55P1A	106.30
CDW GOVERNMENT INC	04/24/2025	623486	PO250419	01	0000	0	0000	2424	4320	090	735	AD6BL3A	51.21
CDW GOVERNMENT INC	04/24/2025	623486	PO250419	01	0000	0	0000	2424	4320	090	735	AD6TQ1I	31.89
CDW GOVERNMENT INC	04/10/2025	620526	PO252207	01	6387	0	3800	1000	4420	033	394	AC7Y88J	626.63
CDW GOVERNMENT INC	04/10/2025	620526	PO252223	01	3010	0	1110	1000	4420	007	301	AC8D12S	780.01
CDW GOVERNMENT INC	04/10/2025	620503	PO252256	01	0000	0	1110	1000	4420	032	070	AC8548Y	780.01
CDW GOVERNMENT INC	04/10/2025	620540	PO252259	01	0805	0	1110	1000	4420	013	180	AC8548Z	1,560.03
CDW GOVERNMENT INC	04/10/2025	620503	PO252651	01	0805	0	4760	1000	4420	021	123	AD4F87M	87.77
CDW GOVERNMENT INC	04/10/2025	620503	PO252651	01	0805	0	4760	1000	4420	021	123	AD4MT5D	780.01
CDW GOVERNMENT INC	04/10/2025	620510	PO252656	01	0805	0	1110	1000	4420	021	180	AD4F87J	577.89
CDW GOVERNMENT INC	04/10/2025	620510	PO252656	01	0805	0	1110	1000	4420	021	180	AD4MT4Y	3,900.07
CDW GOVERNMENT INC	04/10/2025	620503	PO252696	01	0805	0	1110	1000	4420	013	180	AD4SZ9F	2,779.84
CDW GOVERNMENT INC	04/22/2025	622897	PO252735	01	0805	0	1110	1000	4420	033	180	AD5YI2U	620.97
CDW GOVERNMENT INC	04/22/2025	622897	PO252735	01	0805	0	1110	1000	4420	033	180	AD5R69I	265.06
CDW GOVERNMENT INC	04/29/2025	624909	PO252767	01	8150	0	0000	8110	5813	090	741	AD51P5T	515.00
CDW GOVERNMENT INC Total													14,316.44

CENTER FOR THE COLLABORATIVE	04/03/2025	619305	PO252511	01	3010	0	1110	1000	4200	007	301	INV259482	1,827.61
CENTER FOR THE COLLABORATIVE	04/03/2025	619305	PO252511	01	3010	0	1110	1000	4320	007	301	INV259482	524.10
CENTER FOR THE COLLABORATIVE Total													2,351.71
CERTIFIED LANGUAGES	04/29/2025	624943	PO250810	01	0000	0	0000	3140	5899	090	507	817056033125	8.25
CERTIFIED LANGUAGES	04/29/2025	624943	PO250810	01	0000	0	0000	3140	5899	090	507	817056022825	11.55
CERTIFIED LANGUAGES	04/29/2025	624985	PO251027	01	6500	0	5760	1190	5899	090	245	578210022825	973.20
CERTIFIED LANGUAGES	04/29/2025	624985	PO251027	01	6500	0	5760	1190	5899	090	245	578210033125	1,206.15
CERTIFIED LANGUAGES Total													2,199.15
CHABOT SPACE & SCIENCE CENTER	04/01/2025	618164	PO251903	01	3010	0	1110	1000	5815	008	301	13967868	1,260.00
CHABOT SPACE & SCIENCE CENTER Total													1,260.00
CHAN, GENEVIEVE	04/10/2025	620547	PV251019	01	0000	0	1110	1000	5210	090	762	463SKILLS-SMCOE	35.74
CHAN, GENEVIEVE	04/15/2025	621412	PV251022	01	0000	0	1110	1000	5210	090	762	472COMMONSENSE	61.73
CHAN, GENEVIEVE	04/29/2025	624904	PV251055	01	0000	0	1110	1000	5210	090	170	504AI LITERACY	67.72
CHAN, GENEVIEVE	04/29/2025	624904	PV251061	01	6266	0	1110	1000	5210	090	341	297SPRING CUE 2025	668.23
CHAN, GENEVIEVE Total													833.42
CHAVEZ GROUP	04/08/2025	620008	PO250412	01	0000	0	0000	7110	5899	090	713	878	920.00
CHAVEZ GROUP Total													920.00
CHILDREN'S HEALTH COUNCIL	04/29/2025	624920	PO251573	01	6500	0	5760	1180	5870	090	230	127640	2,297.70
CHILDREN'S HEALTH COUNCIL	04/29/2025	624920	PO251573	01	6500	0	5760	1180	5880	090	230	127640	6,940.00
CHILDREN'S HEALTH COUNCIL	04/29/2025	624920	PO251573	01	6500	0	5760	1180	5899	090	230	127640	320.00
CHILDREN'S HEALTH COUNCIL Total													9,557.70
CITY AUTO SUPPLY	04/01/2025	618174	PO250542	01	8150	0	0000	8110	4320	090	741	3-070105	420.52
CITY AUTO SUPPLY	04/01/2025	618174	PO250542	01	8150	0	0000	8110	4320	090	741	3-068751	100.82
CITY AUTO SUPPLY	04/15/2025	621392	PO250542	01	8150	0	0000	8110	4320	090	741	3-073105	303.30
CITY AUTO SUPPLY	04/15/2025	621392	PO250542	01	8150	0	0000	8110	4320	090	741	3-073712	138.27
CITY AUTO SUPPLY	04/24/2025	623492	PO250542	01	8150	0	0000	8110	4320	090	741	3-075862	176.17
CITY AUTO SUPPLY Total													1,139.08
CITY OF DALY CITY	04/24/2025	623493	PO250550	01	0000	0	0000	8200	5530	090	760	JAN/FEB25 17314060-13	1,324.27
CITY OF DALY CITY	04/29/2025	624954	PO251359	01	2600	0	0000	8200	5899	090	358	AYRP JS 24/25-T2	30,264.00
CITY OF DALY CITY Total													31,588.27
CITY OF FOSTER CITY	04/29/2025	624939	PO252818	01	0000	0	0000	7300	5811	090	717	16402	1,746.00
CITY OF FOSTER CITY Total													1,746.00
CITY OF SAN BRUNO -	04/10/2025	620527	PO250551	01	0000	0	0000	8200	5530	090	760	630420 MAR25	189.44
CITY OF SAN BRUNO -	04/10/2025	620527	PO250551	01	0000	0	0000	8200	5530	090	760	630440 MAR25	107.17
CITY OF SAN BRUNO - Total													296.61
CLEARLITE TROPHIES	04/08/2025	620029	PO252724	01	9011	0	1202	1000	5810	033	322	92541	123.06
CLEARLITE TROPHIES Total													123.06
CLEMENTS, RHONDA	04/15/2025	621445	PV251037	01	0000	0	1110	1000	4322	033	763	500WASC FOOD	114.78
CLEMENTS, RHONDA Total													114.78
CONGLOBAL INDUSTRIES LLC	04/01/2025	618197	PO252125	01	8150	0	0000	8110	4420	032	741	#IVCGI1106887	5,164.14
CONGLOBAL INDUSTRIES LLC Total													5,164.14
CONTRACTORS ELECTRICAL	04/01/2025	618198	PO250576	01	8150	0	0000	8110	4320	090	741	7250-1223139	178.00
CONTRACTORS ELECTRICAL	04/01/2025	618214	PO250576	01	8150	0	0000	8110	4320	090	741	7250-1223122	210.96
CONTRACTORS ELECTRICAL	04/29/2025	624930	PO250576	01	8150	0	0000	8110	4320	090	741	7250-1225781	43.95
CONTRACTORS ELECTRICAL Total													432.91
CORE SKILLS INSTITUTE	04/01/2025	618199	PO252702	01	6387	0	1110	1000	5899	090	394	1204	2,920.00
CORE SKILLS INSTITUTE Total													2,920.00
COUNTY COUNSEL	04/10/2025	620541	PO250955	01	0000	0	0000	7400	5889	090	715	4754	10,115.00
COUNTY COUNSEL	04/29/2025	624931	PO250955	01	0000	0	0000	7400	5889	090	715	4767	3,880.80
COUNTY COUNSEL Total													13,995.80

COVACHA, JONATHAN	04/01/2025	618249	PV250976	01	9010	0	1110	1000	4320	008	430	543BAYEDFUND	203.70
COVACHA, JONATHAN	04/01/2025	618249	PV250978	01	9010	0	1110	1000	4320	008	430	503BAYEDFUND	322.96
COVACHA, JONATHAN Total													526.66
CROWN CASTLE FIBER LLC	04/08/2025	620043	PO251188	01	0000	0	0000	2424	5899	090	735	1822474	10,103.21
CROWN CASTLE FIBER LLC Total													10,103.21
CRYSTAL COMMUNICATIONS	04/15/2025	621418	PO252657	01	0805	0	1110	1000	4320	007	180	0166450-IN	17,784.17
CRYSTAL COMMUNICATIONS Total													17,784.17
CSPCA	04/15/2025	621393	PO252786	01	0000	0	0000	7490	5210	090	716	ORDER#13265278-1	600.00
CSPCA	04/15/2025	621393	PO252786	01	0000	0	0000	7490	5210	090	716	ORDER#13265309-1	600.00
CSPCA Total													1,200.00
CURIODYSSEY	04/01/2025	618168	PO252504	01	0805	0	1110	1000	5815	014	180	13181028	351.25
CURIODYSSEY Total													351.25
CUSTODIO, ANDREI	04/01/2025	618208	PV250970	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#283878	1,098.79
CUSTODIO, ANDREI Total													1,098.79
CYO TRANSPORTATION SERVICES	04/08/2025	620052	PO252219	01	3010	0	1110	1000	5815	008	301	51063.51064	1,096.00
CYO TRANSPORTATION SERVICES	04/08/2025	620052	PO252219	01	0000	0	1110	1000	5821	090	764	51063.51064	3,000.00
CYO TRANSPORTATION SERVICES Total													4,096.00
DANNIS WOLIVER KELLEY	04/03/2025	619286	PO250283	01	0000	0	0000	7300	5889	090	717	317781	194.11
DANNIS WOLIVER KELLEY	04/03/2025	619286	PO250283	01	0000	0	0000	7300	5889	090	717	317781-1	1,630.00
DANNIS WOLIVER KELLEY Total													1,824.11
DE LA TORRE, MARIELA	04/01/2025	618234	PV250971	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#282577	135.49
DE LA TORRE, MARIELA Total													135.49
DELL MARKETING L.P.	04/10/2025	620542	PO252700	01	0000	0	1110	1000	4420	009	070	10808662701	2,556.74
DELL MARKETING L.P.	04/15/2025	621397	PO252736	01	0000	0	1110	1000	4420	033	070	10808989074	1,976.79
DELL MARKETING L.P. Total													4,533.53
DEMCO INC.	04/29/2025		PO252352	01	0000	0	1110	2421	4200	010	451	7636313	1.34
DEMCO INC.	04/29/2025	624988	PO252352	01	0000	0	1110	2421	4200	010	451	7636313	535.72
DEMCO INC.	04/10/2025	620533	PO252154	01	0000	0	1110	1000	4320	021	451	7602183	270.50
DEMCO INC.	04/29/2025		PO252352	01	0000	0	0000	0000	9580	000		7636313	(1.34)
DEMCO INC. Total													806.22
DEVIL MOUNTAIN	04/08/2025	620009	PO252723	01	8150	0	0000	8110	4320	090	741	INV477358	229.65
DEVIL MOUNTAIN	04/15/2025	621423	PO252723	01	8150	0	0000	8110	4320	090	741	INV486080	1,134.00
DEVIL MOUNTAIN Total													1,363.65
DIEP, JENNIFER	04/10/2025	620496	PV250982	01	9044	0	1110	1000	5210	090	062	322EXPLORATORIUM	100.44
DIEP, JENNIFER Total													100.44
DISTRICT 1 SAN FRANCISCO	04/15/2025	621439	PO252804	01	0000	0	1202	1000	5814	033	322	3169	4,327.00
DISTRICT 1 SAN FRANCISCO	04/15/2025	621439	PO252804	01	0000	0	1202	1000	5814	033	322	3170	5,249.00
DISTRICT 1 SAN FRANCISCO	04/01/2025	618169	PO250162	01	0000	0	1202	1000	5899	032	322	3145	532.00
DISTRICT 1 SAN FRANCISCO Total													10,108.00
DOOLEY CORPORATION	04/15/2025	621407	PO250922	01	3327	0	5760	3120	5870	090	245	9973	7,772.00
DOOLEY CORPORATION Total													7,772.00
DUNN-EDWARDS CORPORATION	04/08/2025	620023	PO250517	01	8150	0	0000	8110	4320	090	741	2020A17154	126.67
DUNN-EDWARDS CORPORATION	04/10/2025	620561	PO250517	01	8150	0	0000	8110	4320	090	741	2020A17387	548.10
DUNN-EDWARDS CORPORATION	04/24/2025	623494	PO250517	01	8150	0	0000	8110	4320	090	741	2020A17597	416.61
DUNN-EDWARDS CORPORATION	04/29/2025	624910	PO250517	01	8150	0	0000	8110	4320	090	741	2020A17855	180.73
DUNN-EDWARDS CORPORATION Total													1,272.11
EDUCATION TEAM, THE	04/01/2025	618222	PO251074	01	0000	0	0000	7400	5899	090	720	785990	1,662.80
EDUCATION TEAM, THE	04/17/2025	622068	PO251074	01	0000	0	0000	7400	5899	090	720	1003406	1,388.08
EDUCATION TEAM, THE	04/17/2025	622068	PO251074	01	0000	0	0000	7400	5899	090	720	1003400	1,600.53
EDUCATION TEAM, THE	04/17/2025	622068	PO251074	01	0000	0	0000	7400	5899	090	720	1001516	1,659.13

EDUCATION TEAM, THE	04/22/2025	622904	PO251074	01	0000	0	0000	7400	5899	090	720	1005111	2,091.30
EDUCATION TEAM, THE Total													8,401.84
EFFECTIFF LLC	04/08/2025	619991	PO250815	01	6500	0	5760	1190	5899	090	245	INV-03106-A	3,009.90
EFFECTIFF LLC	04/15/2025	621427	PO250815	01	6500	0	5760	1190	5899	090	245	U-25-00153	7,248.37
EFFECTIFF LLC Total													10,258.27
ELLIS, CATRINA	04/15/2025	621382	PV251012	01	7412	0	1110	1000	5210	032	362	368TRANSLANGUAGING	23.38
ELLIS, CATRINA Total													23.38
EMPLOYMENT DEVELOPMENT DEPT	04/15/2025	621430	PV251030	01	0000	0	0000	0000	9565	000		SUI Q1-2025	13,027.25
EMPLOYMENT DEVELOPMENT DEPT Total													13,027.25
ENGELBART, HALEY	04/10/2025	620497	PV251009	01	6266	0	1110	1000	5210	090	341	300CUESPRING2025	552.23
ENGELBART, HALEY Total													552.23
EPS OPERATIONS LLC	04/15/2025	621398	PO252623	01	6762	0	1110	1000	4320	090	384	INV900050023	8,257.27
EPS OPERATIONS LLC Total													8,257.27
ESTRADA, MARK	04/01/2025	618161	PV250950	01	9206	0	1110	1000	4322	032	356	520REFRESHSNACKS	73.53
ESTRADA, MARK Total													73.53
EVERDRIVEN TECHNOLOGIES LLC	04/01/2025	618190	PO250807	01	0000	0	5760	3600	5820	090	781	64694	17,195.37
EVERDRIVEN TECHNOLOGIES LLC	04/01/2025	618190	PO250807	01	0000	0	5760	3600	5820	090	781	65000	21,995.91
EVERDRIVEN TECHNOLOGIES LLC	04/01/2025	618190	PO250807	01	0000	0	5760	3600	5820	090	781	65549	21,642.84
EVERDRIVEN TECHNOLOGIES LLC	04/08/2025	619992	PO250807	01	0000	0	5760	3600	5820	090	781	66171	22,026.45
EVERDRIVEN TECHNOLOGIES LLC	04/08/2025	619992	PO250807	01	0000	0	5760	3600	5820	090	781	65877	21,394.96
EVERDRIVEN TECHNOLOGIES LLC	04/29/2025	624944	PO250807	01	0000	0	5760	3600	5820	090	781	66477	22,270.50
EVERDRIVEN TECHNOLOGIES LLC	04/29/2025	624944	PO250807	01	0000	0	5760	3600	5820	090	781	66985	3,060.10
EVERDRIVEN TECHNOLOGIES LLC	04/29/2025	624944	PO250807	01	0000	0	5760	3600	5820	090	781	67290	18,890.69
EVERDRIVEN TECHNOLOGIES LLC Total													148,476.82
FAGEN FRIEDMAN & FULFROST LLP	04/10/2025	620548	PO252792	01	6500	0	5760	1190	5210	090	245	F3SES-022025-0686-0687	840.00
FAGEN FRIEDMAN & FULFROST LLP	04/10/2025	620548	PO252792	01	6500	0	5760	1190	5210	090	245	F3SES-022025-0691-0692	980.00
FAGEN FRIEDMAN & FULFROST LLP	04/10/2025	620548	PO252792	01	6500	0	5760	1190	5210	090	245	F3SES-022025-0665-0666	1,540.00
FAGEN FRIEDMAN & FULFROST LLP	04/29/2025	624958	PO251024	01	6500	0	5760	1190	5889	090	245	232860	6,296.00
FAGEN FRIEDMAN & FULFROST LLP	04/29/2025	624958	PO251024	01	0000	0	0000	7400	5889	090	715	232860	6,480.00
FAGEN FRIEDMAN & FULFROST LLP	04/29/2025	624958	PO251024	01	0000	0	0000	7400	5889	090	715	232860-1	18.50
FAGEN FRIEDMAN & FULFROST LLP Total													16,154.50
FAUSTO, JEWEL	04/10/2025	620549	PV251014	01	0000	0	0000	7340	5220	090	717	APR25MILEAGE201	20.30
FAUSTO, JEWEL	04/22/2025	622905	PV251052	01	0000	0	0000	7340	5220	090	717	APR25MILEAGE207	20.30
FAUSTO, JEWEL Total													40.60
FEDERAL EXPRESS	04/15/2025	621447	PV251038	01	0000	0	0000	2424	5920	090	735	8-826-86783	19.00
FEDERAL EXPRESS	04/15/2025	621447	PV251038	01	6387	0	3800	1000	5920	090	394	8-826-86783	22.76
FEDERAL EXPRESS Total													41.76
FERGUSON ENTERPRISES LLC	04/03/2025	619307	PO250516	01	8150	0	0000	8110	4320	090	741	5849524	628.48
FERGUSON ENTERPRISES LLC	04/03/2025	619307	PO250516	01	8150	0	0000	8110	4320	090	741	5849737	99.03
FERGUSON ENTERPRISES LLC	04/08/2025	620047	PO250516	01	8150	0	0000	8110	4320	090	741	5853966	89.78
FERGUSON ENTERPRISES LLC	04/15/2025	621394	PO250516	01	8150	0	0000	8110	4320	090	741	5864366	327.96
FERGUSON ENTERPRISES LLC	04/24/2025	623505	PO250516	01	8150	0	0000	8110	4320	090	741	5870326	316.43
FERGUSON ENTERPRISES LLC Total													1,461.68
FIRST ALARM	04/15/2025	621395	PO250585	01	8150	0	0000	8300	5806	090	741	879930	1,603.18
FIRST ALARM Total													1,603.18
FLINN SCIENTIFIC INC.	04/24/2025	623487	PO252330	01	9010	0	1110	1000	4320	090	055	3117408	36.81
FLINN SCIENTIFIC INC.	04/24/2025		PO252330	01	9010	0	1110	1000	4320	090	055	3117408-1	0.74
FLINN SCIENTIFIC INC.	04/24/2025	623487	PO252330	01	9010	0	1110	1000	4320	090	055	3117408-1	7.50
FLINN SCIENTIFIC INC.	04/24/2025	623487	PO252418	01	0805	0	1110	1000	4320	021	180	3119944	231.79
FLINN SCIENTIFIC INC.	04/24/2025		PO252418	01	0805	0	1110	1000	4320	021	180	3119944-1	2.08

FLINN SCIENTIFIC INC.	04/24/2025	623487	PO252418	01	0805	0	1110	1000	4320	021	180	3119944-1	21.10
FLINN SCIENTIFIC INC.	04/24/2025		PO252330	01	0000	0	0000	0000	9580	000		3117408-1	(0.74)
FLINN SCIENTIFIC INC.	04/24/2025		PO252418	01	0000	0	0000	0000	9580	000		3119944-1	(2.08)
FLINN SCIENTIFIC INC. Total													297.20
FLORES, JUANITA	04/03/2025	619294	PV250981	01	6266	0	1110	1000	5210	090	341	459CSEA ONTARIO	994.07
FLORES, JUANITA Total													994.07
FLYERS ENERGY LLC	04/01/2025	618223	PO250490	01	0000	0	0000	8200	4320	090	760	25-299098	9,166.34
FLYERS ENERGY LLC Total													9,166.34
FOLLETT CONTENT SOLUTIONS LLC	04/03/2025	619270	PO250046	01	0000	0	1110	2421	4200	032	451	548079F	481.69
FOLLETT CONTENT SOLUTIONS LLC	04/03/2025	619270	PO252161	01	0000	0	1110	2421	4200	021	451	520179	167.72
FOLLETT CONTENT SOLUTIONS LLC	04/03/2025	619270	PO252161	01	0000	0	1110	2421	4200	021	451	520179F	189.19
FOLLETT CONTENT SOLUTIONS LLC	04/17/2025	622077	PO252358	01	0000	0	1110	2421	4200	008	451	542475	110.03
FOLLETT CONTENT SOLUTIONS LLC	04/17/2025	622077	PO252358	01	0000	0	1110	2421	4200	008	451	542475F	92.61
FOLLETT CONTENT SOLUTIONS LLC Total													1,041.24
FRED FINCH YOUTH	04/15/2025	621408	PO250997	01	6500	0	5760	1180	5880	090	230	SE 87-INVOICE MAR25	5,773.91
FRED FINCH YOUTH Total													5,773.91
FRED FINCH YOUTH CENTER	04/03/2025	619313	PO250997	01	6500	0	5760	1180	5870	090	230	009 ANFU	1,044.00
FRED FINCH YOUTH CENTER	04/08/2025	620002	PO250997	01	6500	0	5760	1180	5880	090	230	SE 87-INVOICE FEB25	5,773.91
FRED FINCH YOUTH CENTER Total													6,817.91
FREESTYLE PHOTO	04/01/2025		PO252033	01	0000	0	1110	1000	4320	033	070	1760333	32.16
FREESTYLE PHOTO	04/01/2025	618228	PO252033	01	0000	0	1110	1000	4320	033	070	1760333	1,695.73
FREESTYLE PHOTO	04/01/2025		PO252040	01	7339	0	3800	1000	4320	033	332	1760334	17.84
FREESTYLE PHOTO	04/01/2025	618240	PO252040	01	7339	0	3800	1000	4320	033	332	1760334	956.53
FREESTYLE PHOTO	04/01/2025		PO252040	01	7339	0	3800	1000	4320	033	332	1764545	5.06
FREESTYLE PHOTO	04/01/2025	618245	PO252040	01	7339	0	3800	1000	4320	033	332	1764545	256.40
FREESTYLE PHOTO	04/10/2025		PO252033	01	0000	0	1110	1000	4320	033	070	1766499	27.84
FREESTYLE PHOTO	04/10/2025	620498	PO252033	01	0000	0	1110	1000	4320	033	070	1766499	1,379.16
FREESTYLE PHOTO	04/01/2025		PO252033	01	0000	0	0000	0000	9580	000		1760333	(32.16)
FREESTYLE PHOTO	04/01/2025		PO252040	01	0000	0	0000	0000	9580	000		1760334	(17.84)
FREESTYLE PHOTO	04/01/2025		PO252040	01	0000	0	0000	0000	9580	000		1764545	(5.06)
FREESTYLE PHOTO	04/10/2025		PO252033	01	0000	0	0000	0000	9580	000		1766499	(27.84)
FREESTYLE PHOTO Total													4,287.82
GARCIA, MARCOS	04/01/2025	618162	PV250958	01	9010	0	1110	1000	5210	090	174	433CEI CONFERENCE	91.73
GARCIA, MARCOS Total													91.73
GNXCOR USA INC.	04/24/2025	623475	PO250793	01	0000	0	0000	8200	5899	090	760	6026941	190.00
GNXCOR USA INC. Total													190.00
GOLDSTEIN, ROB	04/22/2025	622906	PV251049	01	0805	0	1110	1000	4320	021	180	542CULTURENIGHT	39.34
GOLDSTEIN, ROB Total													39.34
GRAINGER	04/08/2025	620036	PO250512	01	8150	0	0000	8110	4320	090	741	9445329007	391.92
GRAINGER	04/08/2025	620036	PO250512	01	8150	0	0000	8110	4320	090	741	9450534400	95.31
GRAINGER	04/08/2025	620036	PO250512	01	8150	0	0000	8110	4320	090	741	9453714140	12.33
GRAINGER	04/08/2025	620053	PO250512	01	8150	0	0000	8110	4320	090	741	7128331621	381.44
GRAINGER	04/24/2025	623509	PO250512	01	8150	0	0000	8110	4320	090	741	9460525570	214.32
GRAINGER	04/29/2025	624915	PO250512	01	8150	0	0000	8110	4320	090	741	9470337396	103.65
GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9462332462	2,487.57
GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9462332470	725.14
GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9466770105	256.01
GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9477302088	2.31
GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9476996443	11.53
GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9476762696	2.31

GRAINGER	04/29/2025	624964	PO252758	01	0000	0	0000	0000	9320	000		9478363386	30.00
GRAINGER Total													4,713.84
GREEN CAB PENINSULA	04/01/2025	618191	PO250816	01	0000	0	5760	3600	5820	090	781	2238	4,500.00
GREEN CAB PENINSULA	04/01/2025	618191	PO250816	01	0000	0	5760	3600	5820	090	781	2414	4,500.00
GREEN CAB PENINSULA	04/01/2025	618191	PO250816	01	0000	0	5760	3600	5820	090	781	2501	500.00
GREEN CAB PENINSULA	04/15/2025	621428	PO250816	01	0000	0	5760	3600	5820	090	781	2502	3,500.00
GREEN CAB PENINSULA	04/15/2025	621428	PO250816	01	0000	0	5760	3600	5820	090	781	2239	5,700.00
GREEN CAB PENINSULA	04/15/2025	621428	PO250816	01	0000	0	5760	3600	5820	090	781	2415	5,700.00
GREEN CAB PENINSULA	04/15/2025	621428	PO250816	01	0000	0	5760	3600	5820	090	781	2551	3,450.00
GREEN CAB PENINSULA Total													27,850.00
GREEN NINJA	04/29/2025	624978	PO251453	01	6300	0	1110	1000	4100	090	307	1275	1,731.06
GREEN NINJA	04/29/2025	624978	PO251458	01	6300	0	1110	1000	4100	090	307	1274	2,904.35
GREEN NINJA Total													4,635.41
GREENBERG, LORRAINE	04/01/2025	618209	PV250972	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#282549	129.57
GREENBERG, LORRAINE Total													129.57
GUTIERREZ CANAS, KEVIN ANDRES	04/15/2025	621374	PV251026	01	6387	0	3800	1000	4322	090	394	466AIRFAREMEALS	463.45
GUTIERREZ CANAS, KEVIN ANDRES	04/15/2025	621374	PV251026	01	6387	0	3800	1000	5899	090	394	466AIRFAREMEALS	596.00
GUTIERREZ CANAS, KEVIN ANDRES Total													1,059.45
HAHN, MATTHEW	04/15/2025	621402	PV251027	01	6266	0	1110	1000	5210	090	341	297CUESPRING CONF	587.75
HAHN, MATTHEW Total													587.75
HANNA INTERPRETING	04/01/2025	618192	PO250811	01	6500	0	5760	1190	5899	090	245	608837	11,812.50
HANNA INTERPRETING	04/08/2025	619993	PO250811	01	6500	0	5760	1190	5899	090	245	624861	13,862.50
HANNA INTERPRETING	04/29/2025	624986	PO250811	01	6500	0	5760	1190	5899	090	245	633596	14,781.25
HANNA INTERPRETING Total													40,456.25
HANNON, J. MARWAN	04/08/2025	619984	PV250985	01	0000	0	0000	7400	4322	090	715	539GRPINTERVIEWMEALS	320.26
HANNON, J. MARWAN Total													320.26
HAWTHORNE EDUCATIONAL SERVICES	04/15/2025	621449	PO251805	01	0000	0	0000	2100	4200	090	762	574299	955.91
HAWTHORNE EDUCATIONAL SERVICES Total													955.91
HEALTH CONNECTED	04/15/2025	621450	PO250416	01	6762	0	1110	1000	5899	090	384	3034	3,015.00
HEALTH CONNECTED Total													3,015.00
HEINEMANN	04/22/2025	622919	PO250255	01	6300	0	1110	1000	4100	090	307	956084671	97.80
HEINEMANN Total													97.80
HEMMERLA, KARL	04/15/2025	621448	PV251032	01	6500	0	5760	1190	5210	090	245	171ACSA LEADERS	334.23
HEMMERLA, KARL Total													334.23
HILLYARD	04/01/2025	618175	PO250003	01	0000	0	0000	8200	4320	025	759	605744536	2,564.68
HILLYARD	04/03/2025	619295	PO250025	01	0000	0	0000	8200	4320	033	759	605775591	6,801.66
HILLYARD	04/03/2025	619295	PO250500	01	0000	0	0000	8200	4320	090	760	605781996	6,207.50
HILLYARD	04/03/2025	619295	PO250660	01	0000	0	0000	8200	4320	021	759	605778209	2,033.45
HILLYARD	04/08/2025	619985	PO250025	01	0000	0	0000	8200	4320	033	759	605778208	299.56
HILLYARD	04/08/2025	619985	PO250705	01	0000	0	0000	8200	4320	007	759	605780381	903.06
HILLYARD	04/15/2025	621383	PO250680	01	0000	0	0000	8200	4320	013	070	605780384	1,198.96
HILLYARD	04/29/2025	624940	PO250082	01	0000	0	0000	8200	4320	022	759	605724722	60.65
HILLYARD	04/29/2025	624940	PO250660	01	0000	0	0000	8200	4320	021	759	605690530	3,760.45
HILLYARD	04/29/2025	624940	PO250705	01	0000	0	0000	8200	4320	007	759	605717792	1,437.11
HILLYARD	04/03/2025	619271	PO252668	01	0000	0	0000	0000	9320	000		605780383	2,021.70
HILLYARD Total													27,288.78
HO, JANICE	04/15/2025	621403	PV251031	01	9044	0	1110	1000	5210	090	062	315EXPLORATORIUM	89.46
HO, JANICE Total													89.46
HOME DEPOT CREDIT SERVICES	04/01/2025	618219	PO250498	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250 MAR25	2,486.63
HOME DEPOT CREDIT SERVICES	04/29/2025	624916	PO250498	01	8150	0	0000	8110	4320	090	741	6035 3225 0255 4250 APR25	4,452.15

HOME DEPOT CREDIT SERVICES Total													6,938.78
HONG, KAREN	04/22/2025	622923	PV251042	01	9010	0	1110	1000	4322	007	430	554STAFAPRECDINER	144.79
HONG, KAREN	04/29/2025	624905	PV251058	01	9010	0	1110	1000	5810	007	430	570STAFFT-SHIRTS	523.45
HONG, KAREN Total													668.24
HOPSKIPDRIVE INC	04/10/2025	620529	PO250915	01	0000	0	1110	3600	5820	090	122	28719	8,025.47
HOPSKIPDRIVE INC Total													8,025.47
HOWIES ATHLETIC TAPE	04/01/2025		PO250164	01	0000	0	1230	1000	4320	032	070	INV000300872	1.92
HOWIES ATHLETIC TAPE	04/01/2025	618179	PO250164	01	0000	0	1230	1000	4320	032	070	INV000300872	232.85
HOWIES ATHLETIC TAPE	04/01/2025		PO250164	01	0000	0	0000	0000	9580	000		INV000300872	(1.92)
HOWIES ATHLETIC TAPE Total													232.85
HUNTLEY, MELANIE	04/15/2025	621384	PV251015	01	6500	0	5760	2490	5820	090	230	FEB25MILEAGE194	108.36
HUNTLEY, MELANIE Total													108.36
IMPERIAL DADE	04/01/2025	618204	PO252673	01	0000	0	0000	0000	9320	000		37225597	863.62
IMPERIAL DADE Total													863.62
INSECT LORE PRODUCTS INC.	04/24/2025	623488	PO252038	01	9010	0	1110	1000	4320	002	356	INV2582842	70.30
INSECT LORE PRODUCTS INC. Total													70.30
INSTITUTE FOR DISABILITIES	04/29/2025	624975	PO252274	01	9010	0	5760	3150	5813	090	350	1000002652	168.00
INSTITUTE FOR DISABILITIES Total													168.00
J.W. PEPPER & SON INC	04/01/2025	618165	PO252146	01	3010	0	1110	1000	4320	022	301	367262393	21.96
J.W. PEPPER & SON INC	04/10/2025	620534	PO250027	01	0000	0	1227	1000	4320	033	070	367462982	60.42
J.W. PEPPER & SON INC Total													82.38
JACKSON, CLARE	04/08/2025	620031	PV250986	01	3182	0	1110	1000	4320	031	387	522PIZZATOPCREDIT	124.86
JACKSON, CLARE Total													124.86
JACUINDE-LOSNO, SONIA	04/10/2025	620506	PV250995	01	0000	0	0000	2110	5220	090	762	JAN-MAR25MILEAGE171	64.61
JACUINDE-LOSNO, SONIA Total													64.61
JOHNSTONE SUPPLY	04/24/2025	623495	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101095206.001	275.43
JOHNSTONE SUPPLY	04/24/2025	623500	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101084827.001	99.83
JOHNSTONE SUPPLY	04/24/2025	623500	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101086402.001	16.47
JOHNSTONE SUPPLY	04/24/2025	623506	PO250521	01	8150	0	0000	8110	4320	090	741	110-S101094418.001	115.17
JOHNSTONE SUPPLY Total													506.90
JONES SCHOOL SUPPLY CO	04/01/2025	618229	PO252197	01	0000	0	1110	1000	4320	021	070	2137866	1,309.58
JONES SCHOOL SUPPLY CO Total													1,309.58
JUSTO, ANA	04/10/2025	620507	PV250991	01	0000	0	0000	7350	5220	090	717	MAR25MILEAGE196	20.30
JUSTO, ANA Total													20.30
KBA DOCUMENT SOLUTIONS LLC	04/10/2025	620519	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1525129	4,914.18
KBA DOCUMENT SOLUTIONS LLC	04/15/2025	621378	PO250692	01	0000	0	1110	1000	5600	090	722	55Y1517715	4,914.18
KBA DOCUMENT SOLUTIONS LLC	04/15/2025	621432	PO250956	01	0000	0	1110	1000	5600	090	722	55Y1526101	3,619.52
KBA DOCUMENT SOLUTIONS LLC Total													13,447.88
KELLER SUPPLY COMPANY	04/29/2025	624956	PO250555	01	8150	0	0000	8110	4320	090	741	S023623136.001	168.90
KELLER SUPPLY COMPANY	04/29/2025	624956	PO250555	01	8150	0	0000	8110	4320	090	741	S023894128.001	208.90
KELLER SUPPLY COMPANY	04/29/2025	624956	PO250555	01	8150	0	0000	8110	4320	090	741	S023943451.001	108.60
KELLER SUPPLY COMPANY	04/29/2025	624956	PO250555	01	8150	0	0000	8110	4320	090	741	S023916661.001	102.33
KELLER SUPPLY COMPANY Total													588.73
KELLY SPICERS FACILITIES	04/03/2025	619276	PO250561	01	8150	0	0000	8110	4320	090	741	70029205	96.18
KELLY SPICERS FACILITIES Total													96.18
KELLY SPICERS STORES	04/01/2025	618163	PO250026	01	0000	0	1110	1000	4320	033	070	11881603	3,436.34
KELLY SPICERS STORES	04/01/2025	618176	PO252585	01	0805	0	1110	1000	4320	006	180	11883872	1,293.78
KELLY SPICERS STORES	04/01/2025	618250	PO252625	01	0000	0	1110	1000	4320	008	070	11883873	1,722.29
KELLY SPICERS STORES	04/01/2025	618220	PO252684	01	0805	0	1110	1000	4320	013	180	11885155	1,293.78
KELLY SPICERS STORES	04/08/2025	620017	PO252721	01	0805	0	4760	1000	4320	014	123	11892542	1,293.78

KELLY SPICERS STORES	04/10/2025	620499	PO250005	01	0000	0	1110	1000	4320	025	070	11894899	1,079.52
KELLY SPICERS STORES	04/15/2025	621404	PO252793	01	0000	0	1110	1000	4320	007	070	11897474	865.27
KELLY SPICERS STORES	04/10/2025	620499	PO252760	01	0000	0	0000	0000	9320	000		11893788	1,722.29
KELLY SPICERS STORES Total													12,707.05
KREISMAN, DEBORAH	04/01/2025	618251	PV250980	01	9044	0	1110	1000	5210	090	062	351EXPLORATORIUM	60.78
KREISMAN, DEBORAH Total													60.78
KROL, DANIELLE	04/08/2025	620018	PV250992	01	6500	0	5760	2490	5820	090	230	FEB25MILEAGE191	140.14
KROL, DANIELLE Total													140.14
KWAN, EUGENE	04/22/2025	622924	PV251053	01	0000	0	0000	7350	5220	090	717	APR25MILEAGE203	38.64
KWAN, EUGENE Total													38.64
KWONG, TIMOTHY	04/01/2025	618235	PV250973	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#282552	213.37
KWONG, TIMOTHY	04/01/2025	618210	PV250974	01	0000	0	0000	0000	8699	090	717	REISSUE P/R CK#283925	213.37
KWONG, TIMOTHY Total													426.74
LAKESHORE LEARNING	04/01/2025	618170	PO252282	01	0805	0	1110	1000	4320	013	180	90357520	424.34
LAKESHORE LEARNING	04/01/2025	618170	PO252282	01	0805	0	1110	1000	4320	013	180	90357521	372.64
LAKESHORE LEARNING	04/03/2025	619280	PO252658	01	3010	0	1110	1000	4320	007	301	90509658	721.12
LAKESHORE LEARNING	04/08/2025	620010	PO252609	01	3010	0	1110	1000	4320	007	301	90509652	2,591.68
LAKESHORE LEARNING	04/15/2025	621433	PO252655	01	3010	0	1110	1000	4320	008	301	90509657	38.29
LAKESHORE LEARNING	04/15/2025	621419	PO252686	01	0805	0	4760	1000	4320	013	123	90509660	166.99
LAKESHORE LEARNING	04/15/2025	621419	PO252686	01	0805	0	4760	1000	4320	013	123	90518266	523.75
LAKESHORE LEARNING	04/15/2025	621399	PO252722	01	3010	0	1110	1000	4320	013	301	90564293	206.91
LAKESHORE LEARNING	04/29/2025	624971	PO252686	01	0805	0	4760	1000	4320	013	123	90600670	33.36
LAKESHORE LEARNING	04/15/2025	621399	PO252722	01	3010	0	1110	1000	4420	013	301	90564293	3,438.32
LAKESHORE LEARNING Total													8,517.40
LAMPE, SARINA	04/22/2025	622925	PV251048	01	0805	0	1110	1000	4320	021	180	532HANUKAHCHOCO	87.64
LAMPE, SARINA	04/10/2025	620555	PV251008	01	6266	0	1110	1000	5210	090	341	303SPRINGCUE25	768.89
LAMPE, SARINA Total													856.53
LC PHOTO BOOTHS	04/01/2025		PO252601	01	3182	0	1110	1000	5899	031	387	20250311-01	8.30
LC PHOTO BOOTHS	04/01/2025	618232	PO252601	01	3182	0	1110	1000	5899	031	387	20250311-01	1,034.41
LC PHOTO BOOTHS	04/01/2025		PO252601	01	0000	0	0000	0000	9580	000		20250311-01	(8.30)
LC PHOTO BOOTHS Total													1,034.41
LEADER SERVICES	04/22/2025	622920	PV251039	01	9010	0	5001	3900	5899	090	310	CA1273-IN	7,695.55
LEADER SERVICES Total													7,695.55
LENTS, LEAH	04/15/2025	621385	PV251021	01	0000	0	1110	1000	5210	090	762	471COMMONSENSE	63.46
LENTS, LEAH	04/15/2025	621375	PV251023	01	6266	0	1110	1000	5210	090	341	296SPRING CUE25	554.92
LENTS, LEAH	04/29/2025	624906	PV251063	01	6266	0	1110	1000	5210	090	341	296SPRING CUE (B)	49.99
LENTS, LEAH	04/29/2025	624906	PV251064	01	0000	0	1110	1000	5210	090	170	503NAT AI	67.72
LENTS, LEAH Total													736.09
LINCOLN AQUATICS	04/01/2025	618246	PO250505	01	8150	0	0000	8110	4320	090	741	SL051859	2,119.72
LINCOLN AQUATICS	04/03/2025	619277	PO250505	01	8150	0	0000	8110	4320	090	741	SL051973	1,822.42
LINCOLN AQUATICS Total													3,942.14
LINTOCO-LOW, TEENA	04/15/2025	621415	PV251025	01	6266	0	1110	1000	5210	090	341	427CSEA PARAEDUCATOR	1,089.05
LINTOCO-LOW, TEENA Total													1,089.05
LITERACY RESOURCES LLC	04/15/2025	621377	PO252510	01	3010	0	1110	1000	4320	007	301	392932	683.68
LITERACY RESOURCES LLC	04/15/2025	621377	PO252510	01	3010	0	1110	1000	5813	007	301	392932	178.00
LITERACY RESOURCES LLC Total													861.68
LOWE'S BUSINESS ACCOUNT/SYNCB	04/10/2025	620520	PO250497	01	8150	0	0000	8110	4320	090	741	821 3105 920566 1 MAR25	6,380.05
LOWE'S BUSINESS ACCOUNT/SYNCB	04/10/2025	620520	PO252249	01	9305	0	1110	1000	4420	025	391	821 3105 920566 1-2 MAR25	825.58
LOWE'S BUSINESS ACCOUNT/SYNCB	04/10/2025	620520	PO252349	01	6387	0	3800	1000	4420	033	394	821 3105 920566 1-3 MAR25	1,851.80
LOWE'S BUSINESS ACCOUNT/SYNCB Total													9,057.43

LUAULU, ELIZABETH	04/22/2025	622907	PV251054	01	0000	0	1110	1000	5220	090	762	FEB-MAR25MILEAGE167	23.24
LUAULU, ELIZABETH Total													23.24
MABEL BEN	04/08/2025	620020	PV250994	01	0000	0	0000	7350	5220	090	717	MAR25MILEAGE193	81.20
MABEL BEN Total													81.20
MAINTEX INC.	04/10/2025	620521	PO250570	01	8150	0	0000	8110	4320	090	741	1124786-00	24,808.90
MAINTEX INC.	04/08/2025	620037	PO252671	01	0000	0	0000	0000	9320	000		1127920-00	1,659.92
MAINTEX INC. Total													26,468.82
MALDONADO, FATIMA	04/10/2025	620550	PV251013	01	6266	0	1110	1000	5210	090	341	458CSEA	979.64
MALDONADO, FATIMA Total													979.64
MANEJA, JERELL JAMES	04/10/2025	620556	PV250990	01	0805	0	1110	1000	5210	032	180	371MTSS CERTIFICATION	362.76
MANEJA, JERELL JAMES Total													362.76
MARINDA, RIZZA	04/10/2025	620551	PV251011	01	0000	0	0000	7300	5920	090	717	561USPS BNYMELLON	31.40
MARINDA, RIZZA Total													31.40
MARTINEZ, LEILAHNIE	04/10/2025	620552	PV251020	01	0000	0	0000	2700	5220	032	070	MAR25MILEAGE198	12.60
MARTINEZ, LEILAHNIE Total													12.60
MARTINEZ, VERONICA	04/22/2025	622926	PV251045	01	0000	0	0000	7400	4322	090	715	567SNACKINTERVIEW	105.00
MARTINEZ, VERONICA Total													105.00
MASTER TEACHER INC	04/17/2025		PO252681	01	0000	0	1110	1000	5810	008	070	116806574	10.66
MASTER TEACHER INC	04/17/2025	622078	PO252681	01	0000	0	1110	1000	5810	008	070	116806574	122.95
MASTER TEACHER INC	04/17/2025		PO252681	01	0000	0	0000	0000	9580	000		116806574	(10.66)
MASTER TEACHER INC Total													122.95
MAXX METALS	04/01/2025	618200	PO250573	01	8150	0	0000	8110	4320	090	741	210453	454.39
MAXX METALS	04/01/2025	618200	PO250573	01	8150	0	0000	8110	4320	090	741	210454	2,090.81
MAXX METALS	04/03/2025	619281	PO250573	01	8150	0	0000	8110	4320	090	741	210519	866.28
MAXX METALS	04/15/2025	621379	PO250573	01	8150	0	0000	8110	4320	090	741	210383	1,985.03
MAXX METALS	04/29/2025	624965	PO250573	01	8150	0	0000	8110	4320	090	741	210384	1,543.22
MAXX METALS	04/29/2025	624965	PO250573	01	8150	0	0000	8110	4320	090	741	210554	257.95
MAXX METALS	04/29/2025	624965	PO250573	01	8150	0	0000	8110	4320	090	741	210563	916.07
MAXX METALS	04/29/2025	624965	PO250573	01	8150	0	0000	8110	4320	090	741	210693	858.53
MAXX METALS Total													8,972.28
MCCLOSKEY, LIAM	04/08/2025	619986	PV250988	01	8150	0	0000	8110	4320	090	741	531 DE METAL GATE	1,371.25
MCCLOSKEY, LIAM Total													1,371.25
MCDONALD, RACHEL	04/01/2025	618177	PV250968	01	0805	0	1110	1000	5210	032	180	395CADA SDIEGO	751.61
MCDONALD, RACHEL	04/01/2025	618177	PV250969	01	0805	0	1110	1000	5210	032	180	396CADA 2025	1,611.73
MCDONALD, RACHEL Total													2,363.34
MEDCO SUPPLY COMPANY	04/03/2025	619299	PO250165	01	0000	0	1230	1000	4320	032	070	IN98553815	363.24
MEDCO SUPPLY COMPANY Total													363.24
MEELO EDUCATION	04/08/2025	619994	PO251067	01	3310	0	5760	1110	5899	090	201	FEB25 SVC	111,392.55
MEELO EDUCATION Total													111,392.55
METLIFE INSURANCE COMPANY	04/10/2025	620570	PV251017	01	0000	0	0000	7600	3701	090	810	MAY25 PREMIUMS	13.79
METLIFE INSURANCE COMPANY	04/10/2025	620570	PV251017	01	0000	0	0000	0000	9573	000		MAY25 PREMIUMS	4,166.27
METLIFE INSURANCE COMPANY	04/10/2025	620570	PV251017	01	0000	0	0000	0000	9573	000		MAY25 PREMIUMS	5,430.96
METLIFE INSURANCE COMPANY Total													9,611.02
MOSS, KIMBERLY	04/22/2025	622908	PV251043	01	0000	0	1110	1000	4320	090	127	558RFEP CEREMONY	331.22
MOSS, KIMBERLY	04/22/2025	622908	PV251043	01	0000	0	1110	1000	5810	090	127	558RFEP CEREMONY	16.50
MOSS, KIMBERLY Total													347.72
MRC	04/29/2025	624917	PO251450	01	0000	0	0000	7350	5600	090	717	IN4764302	87.92
MRC Total													87.92
MULLASSERY, KARIE	04/03/2025	619296	PV250977	01	0000	0	1110	1000	4322	090	762	519FOODPILOTMEET	32.46
MULLASSERY, KARIE Total													32.46

MULTI-HEALTH SYSTEMS INC.	04/03/2025	619324	PO252192	01	6500	0	5760	1190	5813	090	245	SIP00494861	433.75
MULTI-HEALTH SYSTEMS INC. Total													433.75
NASCO	04/08/2025	620048	PO250021	01	0000	0	1110	1000	4320	033	070	697360	1,462.88
NASCO Total													1,462.88
NATIONAL BENEFIT SERVICES	04/15/2025	621386	PV251018	01	0000	0	0000	0000	9579	000		APR25 CONTRIBUTION	800.00
NATIONAL BENEFIT SERVICES Total													800.00
NATIONAL MARIACHI	04/03/2025	619300	PO252534	01	3010	0	1110	1000	5210	022	301	20250030	750.00
NATIONAL MARIACHI Total													750.00
NCS PEARSON INC.	04/03/2025	619325	PO252172	01	6500	0	5760	1190	5813	090	245	28177878	1,106.80
NCS PEARSON INC. Total													1,106.80
NEW A&A TOP AND TRIM	04/15/2025	621424	PO250586	01	8150	0	0000	8110	5600	090	741	5494	450.00
NEW A&A TOP AND TRIM Total													450.00
NG, SHEK HANG (ROCKY)	04/29/2025	624937	PV251060	01	6387	0	3800	1000	4320	090	394	565UCDAVISBITOECH	191.98
NG, SHEK HANG (ROCKY) Total													191.98
ODENCRANS, ERICA	04/22/2025	622909	PV251046	01	0805	0	1110	1000	4320	021	180	506CULTURE NIGHT	43.92
ODENCRANS, ERICA	04/10/2025	620557	PV251007	01	0000	0	1110	1000	5210	021	070	290CADA SANDIEGO	1,065.93
ODENCRANS, ERICA Total													1,109.85
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252412	01	0805	0	1110	1000	4320	025	180	410406374001	1,381.39
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252412	01	0805	0	1110	1000	4320	025	180	413972616001	9.99
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252412	01	0805	0	1110	1000	4320	025	180	413972615001	6.35
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252434	01	0000	0	1110	1000	4320	012	070	415869062001	31.64
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252434	01	0000	0	1110	1000	4320	012	070	414130889001	109.41
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252434	01	0000	0	1110	1000	4320	012	070	414130881001	555.19
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252434	01	0000	0	1110	1000	4320	012	070	414109561001	74.24
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252465	01	3182	0	1110	1000	4320	031	387	413983735001	763.88
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252474	01	0000	0	1110	1000	4320	032	070	412614873001	24.88
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252474	01	0000	0	1110	2421	4320	032	451	412614873001	14.36
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252474	01	0000	0	1110	2421	4320	032	451	412633521001	17.02
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252474	01	0000	0	1110	2421	4320	032	451	412633518001	30.52
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252495	01	9302	0	1110	1000	4320	090	600	415132792001	133.69
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252516	01	3010	0	0000	2495	4320	022	301	414485901001	33.06
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252516	01	0000	0	1110	1000	4320	022	070	414485901001	33.06
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252516	01	3010	0	0000	2495	4320	022	301	414485902001	36.50
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252516	01	0000	0	1110	1000	4320	022	070	414485902001	36.51
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252516	01	3010	0	0000	2495	4320	022	301	414484712001	834.11
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252516	01	0000	0	1110	1000	4320	022	070	414484712001	834.11
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252533	01	0000	0	0000	7340	4320	090	717	415719410001	1,653.36
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252465	01	3182	0	1110	1000	4320	031	387	414817802001	1,212.66
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252182	01	9305	0	1110	1000	4320	025	391	409140115001	133.76
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252182	01	9305	0	1110	1000	4320	025	391	412307180001	(44.59)
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252516	01	3010	0	0000	2495	4320	022	301	413922975001	9.49
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252516	01	0000	0	1110	1000	4320	022	070	413922975001	9.49
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252533	01	0000	0	0000	7340	4320	090	717	415719867001	380.71
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252560	01	9302	0	1110	1000	4320	090	600	413411086001	132.04
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252560	01	9302	0	1110	1000	4320	090	600	413379432001	53.92
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252562	01	9010	0	1110	1000	4320	002	356	413711836001	42.01
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252562	01	9010	0	1110	1000	4320	002	356	413711159001	29.42
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252577	01	0000	0	1110	1000	4320	012	070	415429687001	114.16
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252577	01	0000	0	1110	1000	4320	012	070	415429684001	56.90
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252577	01	0000	0	1110	1000	4320	012	070	415429682001	32.40

ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252577	01	0000	0	1110	1000	4320	012	070	415427813001	274.93
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252577	01	0000	0	1110	1000	4320	012	070	416929494001	28.55
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252577	01	0000	0	1110	1000	4320	012	070	416929015001	20.01
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252602	01	3010	0	1110	1000	4320	007	301	416109683001	44.38
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252602	01	3010	0	1110	1000	4320	007	301	416108029001	434.72
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252618	01	3010	0	1110	1000	4320	008	301	416660953001	1,599.33
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252633	01	0000	0	0000	7150	4320	090	714	414873408001	126.08
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252647	01	0000	0	1110	1000	4320	008	070	413318335001	43.60
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252647	01	3010	0	1110	1000	4320	008	301	413318335001	68.71
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252687	01	0000	0	1110	1000	4320	008	070	415316915001	215.31
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620515	PO252647	01	3010	0	1110	1000	4320	008	301	413320694001	152.99
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	CM250077	01	0805	0	1110	1000	4320	009	180	410612710001	(73.89)
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO250435	01	0000	0	0000	2424	4320	090	735	417791056001	18.78
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO250435	01	0000	0	0000	2424	4320	090	735	417791710001	36.67
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252428	01	0000	0	0000	7400	4320	090	715	413018053001	185.82
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252428	01	0000	0	0000	7400	4320	090	715	413037869001	33.01
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252465	01	3182	0	1110	1000	4320	031	387	414817803001	25.81
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252465	01	3182	0	1110	1000	4320	031	387	416634591001	25.81
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252465	01	3182	0	1110	1000	4320	031	387	416060990001	(25.81)
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252610	01	3010	0	1110	1000	4320	008	301	415363740001	377.88
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252610	01	3010	0	1110	1000	4320	008	301	415363741001	661.00
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252610	01	3010	0	1110	1000	4320	008	301	415363739001	287.88
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252610	01	3010	0	1110	1000	4320	008	301	415361881001	4,903.90
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252648	01	3010	0	1110	1000	4320	007	301	413078793001	43.93
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252648	01	3010	0	1110	1000	4320	007	301	413012322001	92.65
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252648	01	3010	0	1110	1000	4320	007	301	413078784001	62.40
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252650	01	0000	0	1110	1000	4320	007	070	416956067001	32.07
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252650	01	0000	0	1110	1000	4320	007	070	416955990001	274.75
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252683	01	0805	0	4760	1000	4320	013	123	411291267001	608.45
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252694	01	0805	0	4760	1000	4320	013	123	415950248001	632.24
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252694	01	0805	0	4760	1000	4320	013	123	415950249001	100.60
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252694	01	0805	0	4760	1000	4320	013	123	415943191001	299.11
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252705	01	0000	0	0000	7350	4320	090	717	418259755001	18.12
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252705	01	0000	0	0000	7350	4320	090	717	418259752001	21.74
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252705	01	0000	0	0000	7350	4320	090	717	418259637001	161.88
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252739	01	3010	0	1110	1000	4320	007	301	410796356001	9.82
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252739	01	3010	0	1110	1000	4320	007	301	414716463001	218.82
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252739	01	3010	0	1110	1000	4320	007	301	410796391001	7.01
ODP BUSINESS SOLUTIONS LLC	04/29/2025	624989	PO252740	01	0805	0	4760	1000	4320	014	123	417927598001	762.08
ODP BUSINESS SOLUTIONS LLC	04/29/2025	624989	PO252740	01	0805	0	4760	1000	4320	014	123	415912868001	270.59
ODP BUSINESS SOLUTIONS LLC	04/29/2025	624989	PO252740	01	0805	0	4760	1000	4320	014	123	415912666001	54.27
ODP BUSINESS SOLUTIONS LLC	04/29/2025	624989	PO252740	01	0805	0	4760	1000	4320	014	123	415912865001	50.80
ODP BUSINESS SOLUTIONS LLC	04/29/2025	624989	PO252740	01	0805	0	4760	1000	4320	014	123	415737329001	2,228.40
ODP BUSINESS SOLUTIONS LLC	04/29/2025	624989	PO252741	01	0805	0	4760	1000	4320	014	123	415948626001	72.75
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252428	01	0000	0	0000	7400	4322	090	715	413018053001	280.80
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252428	01	0000	0	0000	7400	4322	090	715	413037867001	150.26
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252423	01	3010	0	1110	1000	5810	008	301	414028415001	442.96
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252423	01	3010	0	1110	1000	5810	008	301	409727243001	297.57
ODP BUSINESS SOLUTIONS LLC Total													25,435.18
O'GRADY PLUMBING	04/01/2025	618205	PO251959	01	8150	0	0000	8110	5899	021	741	1658	500.00

O'GRADY PLUMBING	04/22/2025	622898	PO251959	01	8150	0	0000	8110	5899	021	741	1653	2,500.00
O'GRADY PLUMBING Total													3,000.00
OLIVA, CATHERINE	04/08/2025	620021	PV250996	01	6500	0	5760	2490	5820	090	245	FEB25MILEAGE	14.70
OLIVA, CATHERINE	04/08/2025	620021	PV250997	01	6500	0	5760	2490	5820	090	245	FEB25MILEAGE(B)	3.92
OLIVA, CATHERINE Total													18.62
OTIS ELEVATOR COMPANY	04/03/2025	619308	PO250649	01	0000	0	0000	8200	5600	090	760	100401880622	1,935.65
OTIS ELEVATOR COMPANY Total													1,935.65
P G & E	04/03/2025	619290	PO250214	01	0000	0	0000	8200	5510	090	760	7314282172-4 MAR25	240,422.12
P G & E Total													240,422.12
PENA, ROGER	04/10/2025	620508	PV251000	01	6500	0	5760	2490	5820	090	245	FEB25MILEAGE188	44.80
PENA, ROGER Total													44.80
PHOENIX TRANSPORATION	04/03/2025	619278	PO252548	01	9010	0	1227	3900	5821	033	322	9382	1,406.30
PHOENIX TRANSPORATION	04/03/2025	619272	PO252605	01	0000	0	1110	1000	5821	033	070	9457	2,000.00
PHOENIX TRANSPORATION	04/03/2025	619278	PO252608	01	0000	0	1110	1000	5821	033	070	9456	1,298.00
PHOENIX TRANSPORATION	04/03/2025	619282	PO252632	01	6387	0	3800	1000	5821	033	394	9482	1,150.00
PHOENIX TRANSPORATION	04/10/2025	620536	PO252764	01	9010	0	1202	1000	5821	033	322	9456-1	1,045.00
PHOENIX TRANSPORATION	04/10/2025	620536	PO252764	01	9010	0	1202	1000	5821	033	322	9515	940.00
PHOENIX TRANSPORATION	04/15/2025	621440	PO252807	01	0805	0	1110	1000	5821	033	180	9605	2,378.00
PHOENIX TRANSPORATION	04/24/2025	623489	PO252808	01	0000	0	1202	3900	5821	033	322	9594	1,350.95
PHOENIX TRANSPORATION	04/29/2025	624918	PO252821	01	6387	0	3800	1000	5821	033	394	9652	3,894.00
PHOENIX TRANSPORATION Total													15,462.25
PINE, CHRISTOPHER	04/08/2025	619987	PV250987	01	0000	0	1236	1000	4320	032	070	551CONDOMSHEALTH	45.37
PINE, CHRISTOPHER Total													45.37
PLUMBMASTER INC.	04/10/2025	620511	PO250544	01	8150	0	0000	8110	4320	090	741	63178147	586.60
PLUMBMASTER INC. Total													586.60
PROCARE THERAPY	04/03/2025	619314	PO251239	01	6500	0	5760	3140	5899	090	245	21158692	1,950.00
PROCARE THERAPY	04/03/2025	619314	PO251239	01	6500	0	5760	3140	5899	090	245	21164103	1,599.00
PROCARE THERAPY	04/15/2025	621409	PO251239	01	6500	0	5760	3140	5899	090	245	21169793	1,950.00
PROCARE THERAPY	04/29/2025	624921	PO251239	01	6500	0	5760	3140	5899	090	245	21174749	1,950.00
PROCARE THERAPY	04/29/2025	624921	PO251239	01	6500	0	5760	3140	5899	090	245	21186449	1,950.00
PROCARE THERAPY Total													9,399.00
PRO-ED INC.	04/08/2025	620044	PO252190	01	6500	0	5760	1190	4320	090	245	3076688	1,821.84
PRO-ED INC.	04/08/2025		PO252190	01	6500	0	5760	1190	4320	090	245	3076688-1	16.29
PRO-ED INC.	04/08/2025	620044	PO252190	01	6500	0	5760	1190	4320	090	245	3076688-1	165.00
PRO-ED INC.	04/08/2025	620044	PO252190	01	6500	0	5760	1190	5813	090	245	3076688	90.00
PRO-ED INC.	04/08/2025		PO252190	01	0000	0	0000	0000	9580	000		3076688-1	(16.29)
PRO-ED INC. Total													2,076.84
PROFESSIONAL CHARTER SERVICES	04/22/2025	622899	PO252555	01	6387	0	3800	1000	5821	033	394	13004-1	5,000.00
PROFESSIONAL CHARTER SERVICES	04/22/2025	622899	PO252803	01	9122	0	1110	1000	5821	033	356	13004-2	5,000.00
PROFESSIONAL CHARTER SERVICES Total													10,000.00
QBS LLC	04/08/2025	619995	PO250814	01	6500	0	5760	1190	5899	090	245	INV511174	7,196.00
QBS LLC	04/08/2025	619995	PO250814	01	6500	0	5760	1190	5899	090	245	INV512175	60.00
QBS LLC Total													7,256.00
QUADIENT LEASING USA INC	04/01/2025	618215	PO250213	01	0000	0	0000	7550	4320	090	718	17687410	61.58
QUADIENT LEASING USA INC Total													61.58
QUALITY LOGO PRODUCTS	04/10/2025	620567	PO252677	01	9305	0	1110	1000	4320	033	391	QSI-1176353	1,000.03
QUALITY LOGO PRODUCTS Total													1,000.03
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	629383-00	3,815.35
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	630618-00	203.13
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	627815-01	292.58

R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	630617-00	3,042.31
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	631152-00	951.51
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	631283-00	50.78
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	631329-00	2,317.11
R & H WHOLESALE SUPPLY INC	04/03/2025	619279	PO250543	01	8150	0	0000	8110	4320	090	741	631173-00	1,028.79
R & H WHOLESALE SUPPLY INC	04/03/2025	619326	PO250543	01	8150	0	0000	8110	4320	090	741	623413-01	90.49
R & H WHOLESALE SUPPLY INC	04/03/2025	619326	PO250543	01	8150	0	0000	8110	4320	090	741	630253-00	595.96
R & H WHOLESALE SUPPLY INC	04/03/2025	619326	PO250543	01	8150	0	0000	8110	4320	090	741	632332-00	643.06
R & H WHOLESALE SUPPLY INC	04/24/2025	623502	PO250543	01	8150	0	0000	8110	4320	090	741	632866-00	77.40
R & H WHOLESALE SUPPLY INC	04/24/2025	623502	PO250543	01	8150	0	0000	8110	4320	090	741	632786-00	44.00
R & H WHOLESALE SUPPLY INC	04/29/2025	624966	PO250543	01	8150	0	0000	8110	4320	090	741	631962-00	2,980.06
R & H WHOLESALE SUPPLY INC Total													16,132.53
R & S ERECTION NORTH PENINSULA	04/29/2025	624935	PO252377	01	8150	0	0000	8110	4320	010	741	64294	4,327.56
R & S ERECTION NORTH PENINSULA Total													4,327.56
READING LEAGUE INC., THE	04/01/2025		PO252315	01	0805	0	4760	1000	4200	013	123	7440	9.08
READING LEAGUE INC., THE	04/01/2025	618166	PO252315	01	0805	0	4760	1000	4200	013	123	7440	101.11
READING LEAGUE INC., THE	04/01/2025		PO252315	01	0000	0	0000	0000	9580	000		7440	(9.08)
READING LEAGUE INC., THE Total													101.11
READY REFRESH	04/15/2025	621434	PO250024	01	9107	0	1110	1000	4322	033	356	25D3707625400	102.93
READY REFRESH	04/15/2025	621425	PO250042	01	0000	0	1110	1000	4322	032	070	15C0029550423	330.75
READY REFRESH	04/15/2025	621451	PO250042	01	0000	0	1110	1000	4322	032	070	15D0029550423	195.84
READY REFRESH Total													629.52
REFRIGERATION SUPPLIES	04/03/2025	619309	PO250520	01	8150	0	0000	8110	4320	090	741	39387682-00	1,146.56
REFRIGERATION SUPPLIES	04/22/2025	622921	PO250520	01	8150	0	0000	8110	4320	090	741	39387702-00	58.27
REFRIGERATION SUPPLIES	04/22/2025	622921	PO250520	01	8150	0	0000	8110	4320	090	741	39387983-00	72.83
REFRIGERATION SUPPLIES	04/22/2025	622921	PO250520	01	8150	0	0000	8110	4320	090	741	39388042-00	72.01
REFRIGERATION SUPPLIES	04/22/2025	622921	PO250520	01	8150	0	0000	8110	4320	090	741	39388489-00	35.76
REFRIGERATION SUPPLIES	04/24/2025	623503	PO250520	01	8150	0	0000	8110	4320	090	741	39388578-00	44.74
REFRIGERATION SUPPLIES Total													1,430.17
RESIDEO LLC	04/03/2025	619301	PO250504	01	8150	0	0000	8110	4320	090	741	TP8MTC01	64.72
RESIDEO LLC	04/29/2025	624967	PO250504	01	8150	0	0000	8110	4320	090	741	TLOWTJ01	531.77
RESIDEO LLC	04/29/2025	624967	PO250504	01	8150	0	0000	8110	4320	090	741	TLOWTN01	531.77
RESIDEO LLC Total													1,128.26
RESOURCE SOLUTIONS OF SF GROUP	04/03/2025	619273	PO252112	01	0000	0	0000	8200	4320	032	759	33926	53.84
RESOURCE SOLUTIONS OF SF GROUP	04/03/2025	619273	PO252112	01	0000	0	0000	8200	4420	032	759	33926	2,852.35
RESOURCE SOLUTIONS OF SF GROUP	04/08/2025	620011	PO252664	01	0000	0	0000	8200	4420	033	759	34346	3,841.23
RESOURCE SOLUTIONS OF SF GROUP	04/15/2025	621441	PO252773	01	0000	0	0000	0000	9320	000		34468	516.85
RESOURCE SOLUTIONS OF SF GROUP Total													7,264.27
REYES, RAY	04/01/2025	618187	PV250961	01	9010	0	1202	1000	5815	032	322	507HOTELWRESTLING	975.24
REYES, RAY	04/01/2025	618187	PV250962	01	9010	0	1202	1000	5815	032	322	511WRESTLINGFOOD	419.64
REYES, RAY Total													1,394.88
RO HEALTH	04/01/2025	618193	PO251072	01	0000	0	0000	3140	5899	090	507	INV20004	4,590.00
RO HEALTH	04/03/2025	619315	PO251072	01	0000	0	0000	3140	5899	090	507	INV20396	4,590.00
RO HEALTH	04/03/2025	619315	PO251072	01	0000	0	0000	3140	5899	090	507	INV20505	4,745.25
RO HEALTH	04/29/2025	624922	PO251072	01	0000	0	0000	3140	5899	090	507	INV21263	4,387.50
RO HEALTH Total													18,312.75
ROBERT HALF	04/01/2025	618181	PO252066	01	0000	0	0000	7490	5899	090	716	64776685	2,068.13
ROBERT HALF	04/08/2025	620003	PO250688	01	0000	0	0000	2424	5899	090	735	64800254	3,751.56
ROBERT HALF	04/08/2025	620012	PO252066	01	0000	0	0000	7490	5899	090	716	64647936	2,068.13
ROBERT HALF	04/08/2025	620012	PO252066	01	0000	0	0000	7490	5899	090	716	64673380	1,893.85

ROBERT HALF	04/08/2025	620012	PO252066	01	0000	0	0000	7490	5899	090	716	64694379	1,654.50
ROBERT HALF	04/15/2025	621443	PO252066	01	0000	0	0000	7490	5899	090	716	64694424	1,158.30
ROBERT HALF	04/15/2025	621443	PO252066	01	0000	0	0000	7490	5899	090	716	64724676	1,544.40
ROBERT HALF	04/15/2025	621443	PO252066	01	0000	0	0000	7490	5899	090	716	64724691	2,068.13
ROBERT HALF	04/15/2025	621443	PO252066	01	0000	0	0000	7490	5899	090	716	64740512	1,957.83
ROBERT HALF	04/15/2025	621443	PO252066	01	0000	0	0000	7490	5899	090	716	64819041	1,930.50
ROBERT HALF	04/15/2025	621443	PO252066	01	0000	0	0000	7490	5899	090	716	64819071	1,930.25
ROBERT HALF	04/17/2025	622071	PO250688	01	0000	0	0000	2424	5899	090	735	64851600	3,734.63
ROBERT HALF	04/24/2025	623490	PO250688	01	0000	0	0000	2424	5899	090	735	64876922	3,286.47
ROBERT HALF Total													29,046.68
ROCHESTER 100 INC.	04/15/2025	621452	PO252678	01	0805	0	4760	1000	4320	013	123	WEBINV0013839	638.80
ROCHESTER 100 INC.	04/22/2025	622900	PO252578	01	0000	0	1110	1000	4320	009	070	INV093213	966.90
ROCHESTER 100 INC. Total													1,605.70
ROYAL PIN DONUTS	04/08/2025	620024	PO250632	01	0000	0	1110	1000	4322	090	762	013148	158.30
ROYAL PIN DONUTS	04/29/2025	624981	PO250150	01	0000	0	0000	7150	4322	090	714	477410	128.50
ROYAL PIN DONUTS	04/29/2025	624919	PO250632	01	0000	0	1110	1000	4322	090	762	477407	94.05
ROYAL PIN DONUTS	04/29/2025	624919	PO250632	01	0000	0	1110	1000	4322	090	762	477403	124.80
ROYAL PIN DONUTS	04/29/2025	624968	PO250632	01	0000	0	1110	1000	4322	090	762	477406	50.75
ROYAL PIN DONUTS Total													556.40
SACRAMENTO COUNTY OFFICE OF ED	04/01/2025	618182	PO252588	01	0000	0	1110	1000	5899	033	070	INV-000040	3,230.00
SACRAMENTO COUNTY OFFICE OF ED Total													3,230.00
SAFETY-KLEEN SYSTEMS INC.	04/03/2025	619291	PO250525	01	0000	0	0000	8200	5860	090	760	96833554	143.00
SAFETY-KLEEN SYSTEMS INC. Total													143.00
SAN FRANCISCO BAY AREA RAPID	04/01/2025	618183	PO252654	01	3010	0	1110	1000	5815	022	301	GP-006310	1,443.00
SAN FRANCISCO BAY AREA RAPID Total													1,443.00
SAN MATEO COUNTY	04/08/2025	619996	PO250996	01	6500	0	5760	3120	5870	090	245	SSFUSD0125	33,985.00
SAN MATEO COUNTY	04/29/2025	624945	PO250996	01	6500	0	5760	3120	5870	090	245	SSFUSD0225	27,420.00
SAN MATEO COUNTY Total													61,405.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620531	PO250569	01	0000	0	0000	8200	5899	090	760	129715	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620531	PO250569	01	0000	0	0000	8200	5899	090	760	129755	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620531	PO250569	01	0000	0	0000	8200	5899	090	760	129768	437.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620531	PO250569	01	0000	0	0000	8200	5899	090	760	129769	437.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621380	PO250569	01	0000	0	0000	8200	5899	090	760	129698	3,483.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621380	PO250569	01	0000	0	0000	8200	5899	090	760	129716	1,124.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621380	PO250569	01	0000	0	0000	8200	5899	090	760	129727	1,124.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621380	PO250569	01	0000	0	0000	8200	5899	090	760	129728	437.00
SAN MATEO COUNTY ENVIRONMENTAL Total													8,758.00
SAN MATEO COUNTY OFFICE OF EDU	04/08/2025	620025	PO251932	01	0000	0	0000	7400	5899	090	715	19547	300.00
SAN MATEO COUNTY OFFICE OF EDU Total													300.00
SAN MATEO LAWN MOWER SHOP	04/01/2025	618206	PO250508	01	8150	0	0000	8110	4320	090	741	245359	399.40
SAN MATEO LAWN MOWER SHOP Total													399.40
SAN MATEO UNION HIGH DISTRICT	04/01/2025	618226	PO251901	01	3010	0	1110	1000	5815	008	301	25106	1,234.25
SAN MATEO UNION HIGH DISTRICT	04/01/2025	618184	PO252540	01	0000	0	1110	1000	5821	090	764	25103	3,000.00
SAN MATEO UNION HIGH DISTRICT	04/10/2025	620504	PO252540	01	0000	0	1110	1000	5821	090	764	25135-1	3,000.00
SAN MATEO UNION HIGH DISTRICT	04/10/2025	620504	PO252726	01	9010	0	1110	1000	5821	002	356	25135	1,649.25
SAN MATEO UNION HIGH DISTRICT	04/15/2025	621400	PO252797	01	3010	0	1110	1000	5821	007	301	25059	1,101.50
SAN MATEO UNION HIGH DISTRICT Total													9,985.00
SANTA CRUZ SHAKESPEARE	04/29/2025	624972	PO252794	01	0805	0	1110	1000	5899	021	180	ET25102	1,295.00
SANTA CRUZ SHAKESPEARE Total													1,295.00
SCHOLASTIC INC	04/01/2025	618247	PO252413	01	9010	0	1110	1000	4200	002	356	70159287	281.45

SCHOLASTIC INC Total													281.45
SCHOOL DATEBOOKS	04/29/2025	624941	PO252579	01	0000	0	1110	1000	4320	009	070	S25-0302079	869.28
SCHOOL DATEBOOKS Total													869.28
SCHOOL SAFETY SOLUTIONS LLC	04/29/2025	624932	PO250559	01	0000	0	0000	8200	5860	090	760	3010	562.50
SCHOOL SAFETY SOLUTIONS LLC Total													562.50
SCHOOL SPECIALTY LLC	04/10/2025	620543	PO252095	01	9010	0	5760	1190	4320	090	350	208135347050	63.54
SCHOOL SPECIALTY LLC	04/10/2025	620537	PO252622	01	9010	0	1110	1000	4320	010	356	208135481673	260.48
SCHOOL SPECIALTY LLC	04/15/2025	621435	PO252599	01	0000	0	1201	1000	4320	032	070	208135503761	662.04
SCHOOL SPECIALTY LLC	04/08/2025	620038	PO252147	01	3010	0	1110	1000	4420	007	301	208135375374	1,072.45
SCHOOL SPECIALTY LLC Total													2,058.51
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	112018	2,671.00
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	112387	3,082.00
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	111544	1,964.00
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	111695	1,890.00
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	111753	4,116.00
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	111748	1,890.00
SCOOT EDUCATION INC.	04/01/2025	618239	PO251076	01	0000	0	0000	7400	5899	090	720	111925	2,260.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	112009	11,300.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	111588	1,890.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	113786	2,260.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	113954	2,301.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	113959	3,811.88
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	113960	344.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	113826	1,890.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	113916	1,890.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	114088	2,260.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	114138	11,752.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	114146	2,260.00
SCOOT EDUCATION INC.	04/10/2025	620517	PO251076	01	0000	0	0000	7400	5899	090	720	114363	2,260.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115050	1,890.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115051	13,930.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115052	1,700.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115053	2,111.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115054	1,890.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115055	2,260.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115056	4,195.76
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115057	1,890.00
SCOOT EDUCATION INC.	04/10/2025	620518	PO251076	01	0000	0	0000	7400	5899	090	720	115058	2,260.00
SCOOT EDUCATION INC. Total													94,218.64
SENECA FAMILY OF AGENCIES	04/03/2025	619316	PO250995	01	6500	0	5760	1180	5870	090	230	PINV04154	6,745.00
SENECA FAMILY OF AGENCIES	04/03/2025	619316	PO250995	01	6500	0	5760	1180	5880	090	230	PINV04154	4,218.00
SENECA FAMILY OF AGENCIES Total													10,963.00
SHARED PLATE STRATEGIES	04/01/2025	618221	PO251819	01	7032	0	0000	3700	5801	090	820	SSFUSD-003	2,062.00
SHARED PLATE STRATEGIES Total													2,062.00
SHERWIN-WILLIAMS COMPANY	04/10/2025	607661	PO250545	01	8150	0	0000	8110	4320	090	741	1835-7	(72.77)
SHERWIN-WILLIAMS COMPANY	04/15/2025	621453	PV251033	01	8150	0	0000	8110	4320	090	741	REISSUE - 1835-7	72.77
SHERWIN-WILLIAMS COMPANY Total													-
SIEMENS INDUSTRY INC.	04/01/2025	618201	PO251714	01	8150	0	0000	8110	6410	090	741	5331848070	2,943.00
SIEMENS INDUSTRY INC.	04/29/2025	624961	PO251714	01	8150	0	0000	8110	6410	090	741	5331888941	5,317.00
SIEMENS INDUSTRY INC. Total													8,260.00

SIERRA PACIFIC TURF SUPPLY INC	04/29/2025	624933	PO250509	01	8150	0	0000	8110	4320	090	741	01031191	1,294.82
SIERRA PACIFIC TURF SUPPLY INC Total													1,294.82
SIGNS BY TOMORROW	04/15/2025		PO252690	01	0000	0	1110	1000	5810	013	070	31835	4.03
SIGNS BY TOMORROW	04/15/2025	621436	PO252690	01	0000	0	1110	1000	5810	013	070	31835	318.23
SIGNS BY TOMORROW	04/15/2025		PO252690	01	0000	0	0000	0000	9580	000		31835	(4.03)
SIGNS BY TOMORROW Total													318.23
SILICON VALLEY	04/24/2025	623477	PO252789	01	9010	0	1202	1000	5814	033	322	VB-24442	1,826.00
SILICON VALLEY	04/24/2025	623477	PO252790	01	9010	0	1203	1000	5814	033	322	SOFT-24417	1,536.00
SILICON VALLEY	04/10/2025	620568	PO250161	01	0000	0	1202	1000	5899	032	322	VB-24433	1,349.00
SILICON VALLEY	04/10/2025	620568	PO250161	01	0000	0	1202	1000	5899	032	322	SOFT-24406	1,728.00
SILICON VALLEY Total													6,439.00
SILICON VALLEY ED FOUNDATION	04/10/2025	620512	PO252774	01	0000	0	1110	1000	5899	090	600	2025-6471	164,160.00
SILICON VALLEY ED FOUNDATION Total													164,160.00
SILICON VALLEY MATHEMATICS	04/01/2025	618241	PO251463	01	0000	0	1110	1000	5899	090	177	25201	13,338.00
SILICON VALLEY MATHEMATICS Total													13,338.00
SKOLD, CARNEY	04/01/2025	618252	PV250983	01	7370	0	3800	1000	5210	033	368	260EDUCATINGCAREERS	204.23
SKOLD, CARNEY Total													204.23
SOLO SOCCER SHOP	04/01/2025	618242	PO252550	01	9025	0	1110	1000	4320	033	356	117	948.12
SOLO SOCCER SHOP	04/01/2025	618242	PO252550	01	9010	0	1202	1000	4320	033	322	117	631.88
SOLO SOCCER SHOP Total													1,580.00
SONITROL/PACIFIC WEST SECURITY	04/24/2025	623504	PO250768	01	8150	0	0000	8300	5806	090	129	MAY25/VARIOUS	10,766.00
SONITROL/PACIFIC WEST SECURITY	04/24/2025	623507	PO250768	01	8150	0	0000	8300	5806	090	129	94341	84.00
SONITROL/PACIFIC WEST SECURITY Total													10,850.00
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100494	14.13
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100499	61.98
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100502	23.81
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100507	60.49
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100548	13.08
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100554	364.02
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100556	146.74
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100605	93.38
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100637	14.13
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100641	181.62
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100643	38.59
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100787	44.59
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100788	25.39
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100803	65.21
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100820	29.00
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	100832	21.95
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	101053	358.10
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	101213	52.79
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	101228	23.06
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	101251	73.97
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	101319	36.90
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO250496	01	0000	0	0000	8200	4320	090	760	101376	14.04
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO251105	01	6387	0	3800	1000	4320	033	394	100553	93.34
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	100710	65.02
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	100711	4,197.55
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	100716	1,354.41
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	100728	122.50

SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	100865	500.61
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	101839	815.08
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4320	033	394	101840	9,010.68
SOUTH CITY LUMBER & SUPPLY	04/29/2025	624974	PO252350	01	6387	0	3800	1000	4420	033	394	100716	1,595.65
SOUTH CITY LUMBER & SUPPLY Total													19,511.81
SOUTH CITY STAR SMOG TEST ONLY	04/08/2025	620039	PO250655	01	0000	0	0000	8200	5899	090	760	7431	71.70
SOUTH CITY STAR SMOG TEST ONLY Total													71.70
SOUTH SAN FRANCISCO SCAVENGER	04/10/2025	620530	PO250527	01	0000	0	0000	8200	5540	090	760	1559609	12,448.80
SOUTH SAN FRANCISCO SCAVENGER Total													12,448.80
SOUTH SAN FRANCISCO TIRE	04/01/2025	618248	PO250494	01	8150	0	0000	8110	4320	090	741	109228	167.66
SOUTH SAN FRANCISCO TIRE	04/01/2025	618248	PO250494	01	8150	0	0000	8110	4320	090	741	109229	1,108.67
SOUTH SAN FRANCISCO TIRE	04/01/2025	618248	PO250494	01	8150	0	0000	8110	4320	090	741	109272	539.67
SOUTH SAN FRANCISCO TIRE	04/01/2025	618248	PO250494	01	8150	0	0000	8110	4320	090	741	109285	673.39
SOUTH SAN FRANCISCO TIRE Total													2,489.39
SOUTHWEST SCHOOL & OFFICE SUPP	04/29/2025	624957	PO252670	01	0000	0	0000	0000	9320	000		6027752603	1,374.60
SOUTHWEST SCHOOL & OFFICE SUPP	04/29/2025	624957	PO252670	01	0000	0	0000	0000	9320	000		6028970310	402.90
SOUTHWEST SCHOOL & OFFICE SUPP Total													1,777.50
SOUTHWOOD PLUMBING AND HEATING	04/01/2025	618202	PO250621	01	8150	0	0000	8110	5899	090	741	65530	889.50
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65599	450.00
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65570	675.00
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65572	337.50
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65571	225.00
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65576	112.50
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65578	112.50
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65579	225.00
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65580	1,012.50
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65581	225.00
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620532	PO250621	01	8150	0	0000	8110	5899	090	741	65598	450.00
SOUTHWOOD PLUMBING AND HEATING	04/10/2025	620564	PO250621	01	8150	0	0000	8110	5899	090	741	65577	337.50
SOUTHWOOD PLUMBING AND HEATING Total													5,052.00
SPECIALTY'S CAFE & BAKERY	04/01/2025	618185	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23715745	263.58
SPECIALTY'S CAFE & BAKERY	04/03/2025	619287	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23716918	197.69
SPECIALTY'S CAFE & BAKERY	04/24/2025	623478	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23715419	211.83
SPECIALTY'S CAFE & BAKERY	04/24/2025	623478	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23720337	165.13
SPECIALTY'S CAFE & BAKERY	04/24/2025	623478	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23720349	143.89
SPECIALTY'S CAFE & BAKERY	04/24/2025	623478	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23720660	118.62
SPECIALTY'S CAFE & BAKERY	04/24/2025	623478	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23720948	166.27
SPECIALTY'S CAFE & BAKERY	04/24/2025	623478	PO252547	01	0000	0	0000	7400	4322	090	715	T6541-23721300	122.44
SPECIALTY'S CAFE & BAKERY Total													1,389.45
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5820	090	230	INV-000039480	5,655.00
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5870	090	230	INV-000039434	4,114.00
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5870	090	230	INV-000039480	33,446.30
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5880	090	230	INV-000039434	5,406.00
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5880	090	230	INV-000039480	55,014.00
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5899	090	230	INV-000039434	249.66
SPECTRUM CENTER SCHOOLS	04/29/2025	624946	PO251026	01	6500	0	5760	1180	5899	090	230	INV-000039480	2,273.42
SPECTRUM CENTER SCHOOLS Total													106,158.38
SSFHS ASB	04/22/2025	622910	PV251044	01	9113	0	1110	1000	5899	033	356	566PROMTICKET	100.00
SSFHS ASB Total													100.00
SSFUSD - DEDAP	04/08/2025	620026	PO251361	01	2600	0	0000	8200	5899	090	358	MAR25 SVC	11,500.00

SSFUSD - DEDAP Total													11,500.00
STANDARD PLUMBING SUPPLY CO.	04/03/2025	619274	PO250535	01	8150	0	0000	8110	4320	090	741	YHGH06	120.98
STANDARD PLUMBING SUPPLY CO.	04/03/2025	619274	PO250535	01	8150	0	0000	8110	4320	090	741	YHK861	35.88
STANDARD PLUMBING SUPPLY CO.	04/03/2025	619283	PO250535	01	8150	0	0000	8110	4320	090	741	YHCN11	280.30
STANDARD PLUMBING SUPPLY CO.	04/17/2025	622072	PO250535	01	8150	0	0000	8110	4320	090	741	YJT276	35.88
STANDARD PLUMBING SUPPLY CO.	04/24/2025	623497	PO250535	01	8150	0	0000	8110	4320	090	741	YKJW53	19.39
STANDARD PLUMBING SUPPLY CO. Total													492.43
STAPLES ADVANTAGE	04/03/2025	619302	PO252338	01	0000	0	1110	1000	4320	032	070	6027404849	1,669.66
STAPLES ADVANTAGE	04/10/2025	620505	PO252628	01	0805	0	4760	1000	4320	013	123	6027404851	288.42
STAPLES ADVANTAGE	04/10/2025	620505	PO252628	01	0805	0	4760	1000	4320	013	123	6027404852	2,188.93
STAPLES ADVANTAGE	04/29/2025	624982	PO252617	01	3010	0	1110	1000	4320	008	301	6030047628	429.30
STAPLES ADVANTAGE	04/29/2025	624982	PO252617	01	3010	0	1110	1000	4320	008	301	6030047626	386.91
STAPLES ADVANTAGE	04/29/2025	624990	PO252706	01	0000	0	0000	7350	4320	090	717	6030047631	151.54
STAPLES ADVANTAGE Total													5,114.76
STEPPING STONES GROUP LLC, THE	04/01/2025	618194	PO252279	01	3310	0	5760	1110	5899	090	201	M0235782	43,809.80
STEPPING STONES GROUP LLC, THE	04/01/2025	618194	PO252279	01	3310	0	5760	1110	5899	090	201	M0238187	34,694.86
STEPPING STONES GROUP LLC, THE	04/15/2025	621429	PO252279	01	3310	0	5760	1110	5899	090	201	M0239462	41,412.08
STEPPING STONES GROUP LLC, THE Total													119,916.74
STEWART CHEVROLET	04/29/2025	624969	PO250524	01	8150	0	0000	8110	4320	090	741	60335	235.73
STEWART CHEVROLET Total													235.73
STONE, CHRISTINE	04/08/2025	619988	PV250984	01	9044	0	1110	1000	5210	090	062	321EXPLORATORIUM	71.83
STONE, CHRISTINE Total													71.83
SUPER DUPER PUBLICATIONS	04/15/2025	621381	PO252269	01	9010	0	5760	1190	4320	090	350	2967873A	219.59
SUPER DUPER PUBLICATIONS Total													219.59
TAPIA, SHALI V.	04/29/2025	624907	PV251059	01	6266	0	1110	1000	5210	090	341	454CABE 2025	499.35
TAPIA, SHALI V. Total													499.35
TAQUERIA LA MORENA	04/29/2025	624976	PO252832	01	9026	0	1110	1000	4322	090	430	QUOTE.05/01/2025	988.88
TAQUERIA LA MORENA Total													988.88
TEACHTOWN	04/10/2025	620544	PO252257	01	9010	0	5001	3150	5813	090	350	23479	490.00
TEACHTOWN Total													490.00
TEC OF CALIFORNIA INC.	04/03/2025	619292	PO250495	01	8150	0	0000	8110	5600	090	741	1482181B	156.44
TEC OF CALIFORNIA INC.	04/03/2025		PO250495	01	8150	0	0000	8110	5600	090	741	939669G	1.25
TEC OF CALIFORNIA INC.	04/03/2025	619292	PO250495	01	8150	0	0000	8110	5600	090	741	939669G	109.05
TEC OF CALIFORNIA INC.	04/03/2025		PO250495	01	0000	0	0000	0000	9580	000		939669G	(1.25)
TEC OF CALIFORNIA INC. Total													265.49
TELTEX INC.	04/15/2025		PO252662	01	6500	0	5760	1190	4420	090	215	0378121-IN	66.06
TELTEX INC.	04/15/2025	621401	PO252662	01	6500	0	5760	1190	4420	090	215	0378121-IN	669.00
TELTEX INC.	04/15/2025		PO252662	01	0000	0	0000	0000	9580	000		0378121-IN	(66.06)
TELTEX INC. Total													669.00
THOMPSON, BRUCE	04/01/2025	618233	PO251204	01	0000	0	0000	7150	5801	090	714	2 JAN25-MAR25	2,600.00
THOMPSON, BRUCE Total													2,600.00
T-MOBILE	04/03/2025	619298	PO250072	01	0000	0	0000	3130	5810	090	503	9683329441-1 MAR25	62.12
T-MOBILE	04/03/2025	619298	PO250031	01	0000	0	0000	2700	5910	033	480	968332944-7 MAR25	62.12
T-MOBILE	04/03/2025	619298	PO250037	01	0000	0	0000	7200	5910	090	714	968332944-8 MAR25	72.22
T-MOBILE	04/03/2025	619298	PO250056	01	0000	0	0000	7200	5910	090	715	968332944-3 MAR25	26.01
T-MOBILE	04/03/2025	619298	PO250437	01	0000	0	0000	2700	5910	090	735	968332944 MAR25	2,230.69
T-MOBILE	04/03/2025	619298	PO250526	01	0000	0	0000	7200	5910	090	760	968332944-4 MAR25	180.55
T-MOBILE	04/03/2025	619298	PO250723	01	6500	0	5760	2700	5910	090	245	968332944-6 MAR25	36.11
T-MOBILE Total													2,669.82
TOM, MICHAEL	04/22/2025	622911	PV251047	01	0805	0	1110	1000	4320	021	180	514PICKLEBALL	21.88

TOM, MICHAEL Total													21.88
TOTAL COMPENSATION SYSTEM INC	04/03/2025	619327	PO250667	01	0000	0	0000	7600	5899	090	810	14324	2,250.00
TOTAL COMPENSATION SYSTEM INC Total													2,250.00
TPC HARDING PARK	04/03/2025	619303	PO251415	01	0000	0	1202	1000	5899	032	322	1033	351.00
TPC HARDING PARK Total													351.00
TPX COMMUNICATIONS CO.	04/29/2025	624934	PO250620	01	0000	0	0000	2424	5899	090	735	185053141-0	5,086.23
TPX COMMUNICATIONS CO. Total													5,086.23
TSANG, VIVIEN WING YAN	04/03/2025	619306	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-15	933.48
TSANG, VIVIEN WING YAN	04/29/2025	624911	PO250443	01	3010	0	1110	1000	5801	016	301	24-25-16	983.14
TSANG, VIVIEN WING YAN Total													1,916.62
ULINE	04/01/2025	618207	PO250572	01	8150	0	0000	8110	4320	090	741	190238235	171.55
ULINE	04/01/2025		PO250572	01	8150	0	0000	8110	4320	090	741	190238235-1	1.74
ULINE	04/01/2025	618207	PO250572	01	8150	0	0000	8110	4320	090	741	190238235-1	17.64
ULINE	04/01/2025		PO250572	01	0000	0	0000	0000	9580	000		190238235-1	(1.74)
ULINE Total													189.19
ULTIMATESLP	04/10/2025	620522	PO252203	01	9010	0	5760	3150	5813	090	350	122267713	1,189.08
ULTIMATESLP Total													1,189.08
UNITED COACH TOURS	04/01/2025	618216	PO250036	01	0000	0	1202	3900	5821	033	322	23007LF	930.00
UNITED COACH TOURS	04/17/2025	622079	PO250167	01	9010	0	1202	1000	5821	032	322	23591ST-1	2,335.00
UNITED COACH TOURS Total													3,265.00
UNITED RENTALS	04/01/2025	618203	PO250396	01	8150	0	0000	8110	5600	090	741	212607124-032	29.67
UNITED RENTALS	04/29/2025	624983	PO250396	01	8150	0	0000	8110	5600	090	741	212607124-033	29.67
UNITED RENTALS Total													59.34
UNITED SITE SERVICES	04/10/2025	620563	PO250499	01	0000	0	0000	8200	5600	090	760	INV-5238671	1,365.07
UNITED SITE SERVICES Total													1,365.07
VARGAS, ANDY MANALOTO	04/01/2025	618236	PV250975	01	0000	0	0000	0000	8699	090	717	REISSUE CK#283951	41.40
VARGAS, ANDY MANALOTO Total													41.40
VARITRONICS LLC	04/29/2025	624912	PO252666	01	0000	0	0000	2420	4320	090	450	PSI-185529	118.26
VARITRONICS LLC Total													118.26
VEGA, ANDREYA	04/01/2025	618253	PV250979	01	6500	0	5760	1190	4320	041	212	533VELCRO DOTS	99.48
VEGA, ANDREYA Total													99.48
VEGA, LUCIA CORIA	04/10/2025	620509	PV251005	01	6500	0	5760	2490	5820	090	230	FEB25MILEAGE178	329.28
VEGA, LUCIA CORIA Total													329.28
VERITIV OPERATING COMPANY	04/08/2025	620004	PO252672	01	0000	0	0000	0000	9320	000		035-32633320	148.88
VERITIV OPERATING COMPANY Total													148.88
VERIZON	04/03/2025	619328	PO250650	01	8150	0	0000	8110	5899	090	741	625000062418	871.70
VERIZON Total													871.70
VEX ROBOTICS INC.	04/01/2025	618227	PO252080	01	6387	0	3800	1000	4320	090	394	792844	385.95
VEX ROBOTICS INC.	04/29/2025	624913	PO252729	01	6387	0	3800	1000	4320	090	394	801341	948.16
VEX ROBOTICS INC. Total													1,334.11
VOYAGER SOPRIS LEARNING INC.	04/08/2025	620056	PO252626	01	3010	0	1110	1000	4200	013	301	8685454	1,040.52
VOYAGER SOPRIS LEARNING INC. Total													1,040.52
WANG, BETTY	04/08/2025	620022	PV251003	01	6500	0	5001	2700	5220	090	245	OCT24MILEAGE174	50.66
WANG, BETTY	04/08/2025	620022	PV251004	01	6500	0	5001	2700	5220	090	245	OCT24MILEAGE173	101.32
WANG, BETTY Total													151.98
WAVE	04/15/2025	621396	PO250436	01	0000	0	0000	2424	5850	090	735	078934301-0011426	1,800.00
WAVE Total													1,800.00
WELLDOM INC	04/08/2025	619997	PO251068	01	6500	0	5760	1110	5899	090	201	1937	20,662.50
WELLDOM INC	04/08/2025	619997	PO251068	01	3310	0	5760	1110	5899	090	201	1938	8,778.00
WELLDOM INC	04/08/2025	619997	PO251068	01	6500	0	5760	1190	5899	090	245	1939	14,364.00

WELLDOM INC	04/08/2025	619997	PO251068	01	6500	0	5760	1110	5899	090	201	1940	8,640.00
WELLDOM INC	04/29/2025	624947	PO251068	01	3310	0	5760	1110	5899	090	201	1972	9,240.00
WELLDOM INC	04/29/2025	624947	PO251068	01	6500	0	5760	1110	5899	090	201	1974	8,640.00
WELLDOM INC	04/29/2025	624947	PO251068	01	6500	0	5760	1110	5899	090	201	1971	21,750.00
WELLDOM INC	04/29/2025	624947	PO251068	01	6500	0	5760	1190	5899	090	245	1973	15,120.00
WELLDOM INC Total													107,194.50
WELLS FARGO	04/24/2025	623514	PV251065	01	0805	0	1110	1000	4320	033	180	5569 3990 0861 2325 MAR25	35.39
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	59.83
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	19.59
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	15.38
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	666.73
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	278.70
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	338.88
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4320	090	741	5569 3990 0861 2325 MAR25	342.99
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 MAR25	340.21
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1219	1000	4320	033	070	5569 3990 0861 2325 MAR25	327.78
WELLS FARGO	04/24/2025	623514	PV251065	01	9010	0	1110	1000	4320	090	055	5569 3990 0861 2325 MAR25	166.79
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 MAR25	394.91
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4320	090	762	5569 3990 0861 2325 MAR25	101.09
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4320	090	762	5569 3990 0861 2325 MAR25	309.53
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1219	1000	4320	032	070	5569 3990 0861 2325 MAR25	290.63
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4320	090	762	5569 3990 0861 2325 MAR25	85.40
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7110	4322	090	713	5569 3990 0861 2325 MAR25	300.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7150	4322	090	714	5569 3990 0861 2325 MAR25	100.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7150	4322	090	714	5569 3990 0861 2325 MAR25	483.83
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7110	4322	090	713	5569 3990 0861 2325 MAR25	187.83
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7110	4322	090	713	5569 3990 0861 2325 MAR25	168.47
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7150	4322	090	714	5569 3990 0861 2325 MAR25	286.08
WELLS FARGO	04/24/2025	623514	PV251065	01	9044	0	1110	1000	4322	090	062	5569 3990 0861 2325 MAR25	324.75
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	307.65
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	57.12
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	44.99
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	485.38
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	217.93
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	11.55
WELLS FARGO	04/24/2025	623514	PV251065	01	9044	0	1110	1000	4322	090	062	5569 3990 0861 2325 MAR25	166.44
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	4322	090	762	5569 3990 0861 2325 MAR25	169.72
WELLS FARGO	04/24/2025	623514	PV251065	01	9044	0	1110	1000	4322	090	062	5569 3990 0861 2325 MAR25	123.99
WELLS FARGO	04/24/2025	623514	PV251065	01	9044	0	1110	1000	4322	090	062	5569 3990 0861 2325 MAR25	88.89
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4420	090	741	5569 3990 0861 2325 MAR25	501.47
WELLS FARGO	04/24/2025	623514	PV251065	01	8150	0	0000	8110	4420	090	741	5569 3990 0861 2325 MAR25	874.32
WELLS FARGO	04/24/2025	623514	CM250078	01	6266	0	1110	1000	5210	090	341	5569 3990 0861 2325-1 MAR25	(1,318.12)
WELLS FARGO	04/24/2025	623514	PV251065	01	6387	0	3800	1000	5210	090	394	5569 3990 0861 2325 MAR25	10,206.73
WELLS FARGO	04/24/2025	623514	PV251065	01	9305	0	1110	1000	5210	090	391	5569 3990 0861 2325 MAR25	2,309.14
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7490	5210	090	716	5569 3990 0861 2325 MAR25	968.47
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7300	5210	090	717	5569 3990 0861 2325 MAR25	2,070.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0805	0	1110	1000	5210	032	180	5569 3990 0861 2325 MAR25	629.46
WELLS FARGO	04/24/2025	623514	PV251065	01	6266	0	1110	1000	5210	090	341	5569 3990 0861 2325 MAR25	13,353.36
WELLS FARGO	04/24/2025	623514	PV251065	01	6266	0	1110	1000	5210	090	341	5569 3990 0861 2325 MAR25	16,334.23
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7150	5210	090	714	5569 3990 0861 2325 MAR25	471.66

WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7110	5210	090	713	5569 3990 0861 2325 MAR25	1,575.00
WELLS FARGO	04/24/2025	623514	PV251065	01	6266	0	1110	1000	5210	090	341	5569 3990 0861 2325 MAR25	323.64
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7300	5813	090	717	5569 3990 0861 2325 MAR25	864.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7300	5813	090	717	5569 3990 0861 2325 MAR25	20.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	2424	5813	090	735	5569 3990 0861 2325 MAR25	20.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	5815	033	004	5569 3990 0861 2325 MAR25	16,653.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	1110	1000	5815	033	004	5569 3990 0861 2325 MAR25	8,760.96
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	7300	5899	090	717	5569 3990 0861 2325 MAR25	295.00
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	2424	5899	090	735	5569 3990 0861 2325 MAR25	1,420.90
WELLS FARGO	04/24/2025	623514	PV251065	01	0000	0	0000	2424	5899	090	735	5569 3990 0861 2325 MAR25	284.18
WELLS FARGO Total													83,915.85
WELLS FARGO FINANCIAL	04/10/2025	620513	PO251327	01	0000	0	1110	1000	5600	090	722	5033788433	2,084.93
WELLS FARGO FINANCIAL Total													2,084.93
WEST COAST SAND & GRAVEL INC	04/03/2025	619293	PO250491	01	0000	0	0000	8200	4320	090	760	812935	5,236.20
WEST COAST SAND & GRAVEL INC Total													5,236.20
WESTERN PSYCHOLOGICAL SERVICES	04/08/2025		PO252188	01	6500	0	5760	1190	4320	090	245	WPS-507156	5.65
WESTERN PSYCHOLOGICAL SERVICES	04/08/2025	620005	PO252188	01	6500	0	5760	1190	4320	090	245	WPS-507156	2,249.93
WESTERN PSYCHOLOGICAL SERVICES	04/08/2025		PO252188	01	6500	0	5760	1190	4320	090	245	WPS-507156-1	17.85
WESTERN PSYCHOLOGICAL SERVICES	04/08/2025	620005	PO252188	01	6500	0	5760	1190	4320	090	245	WPS-507156-1	180.76
WESTERN PSYCHOLOGICAL SERVICES	04/08/2025		PO252188	01	0000	0	0000	0000	9580	000		WPS-507156	(5.65)
WESTERN PSYCHOLOGICAL SERVICES	04/08/2025		PO252188	01	0000	0	0000	0000	9580	000		WPS-507156-1	(17.85)
WESTERN PSYCHOLOGICAL SERVICES Total													2,430.69
WINGS LEARNING CENTER	04/29/2025	624923	PO250993	01	6500	0	5760	1180	5870	090	230	8805	4,955.87
WINGS LEARNING CENTER	04/29/2025	624923	PO250993	01	6500	0	5760	1180	5880	090	230	8805	4,970.00
WINGS LEARNING CENTER	04/29/2025	624923	PO250993	01	6500	0	5760	1180	5899	090	230	8805	201.00
WINGS LEARNING CENTER Total													10,126.87
XEROX FINANCIAL SERVICES	04/24/2025	623491	PO250693	01	0000	0	0000	7350	5600	090	717	40403585	21.62
XEROX FINANCIAL SERVICES	04/24/2025	623491	PO251449	01	0000	0	0000	7550	5600	090	718	40403586	485.81
XEROX FINANCIAL SERVICES Total													507.43
YAMAHA GOLF CARS OF CA INC	04/24/2025	623511	PO250651	01	8150	0	0000	8110	4320	090	741	A53074	231.28
YAMAHA GOLF CARS OF CA INC Total													231.28
YOUNG AUDIENCES OF NORTHERN	04/08/2025	620006	PO252707	01	9024	0	1110	1000	5899	090	600	YA2025_01	107,000.00
YOUNG AUDIENCES OF NORTHERN Total													107,000.00
			FUND 01							**SUBTOTAL**			**4,646,978.09**
AT&T	04/01/2025	618212	PO250248	11	0000	0	4110	2700	5910	041	480	34701763 MAR25	6.14
AT&T Total													6.14
CALIFORNIA WATER SERVICE	04/08/2025	620051	PO250549	11	0000	0	0000	8200	5530	041	760	6907544444 MAR25	1,410.32
CALIFORNIA WATER SERVICE Total													1,410.32
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620515	PO252649	11	6391	0	4145	1000	4320	041	145	416720784001	639.09
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620515	PO252649	11	6391	0	4145	1000	4320	041	145	416720783001	51.91
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622902	PO252649	11	6391	0	4145	1000	4320	041	145	416720445001	194.89
ODP BUSINESS SOLUTIONS LLC Total													885.89
P G & E	04/03/2025	619290	PO250214	11	0000	0	0000	8200	5510	041	760	7314282172-4 MAR25	26.17
P G & E Total													26.17
			FUND 11							**SUBTOTAL**			**2,328.52**
AMAZON CAPITAL SERVICES	04/03/2025	619275	PO252312	12	9010	0	8533	1000	4320	045	833	11KC-69HH-FCK3	53.83
AMAZON CAPITAL SERVICES	04/08/2025	619990	PO252331	12	9010	0	8533	1000	4320	045	833	1TJ3-XL6C-1RFX	286.00
AMAZON CAPITAL SERVICES	04/08/2025	619990	PO252331	12	6105	0	8535	1000	4320	045	835	1TJ3-XL6C-1RFX	286.00
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252416	12	6105	0	8535	1000	4320	045	835	1RQH-LDHQ-RKP1	912.36
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252421	12	6105	0	8510	1000	4320	045	830	1M93-N7LL-R79Q	465.61

AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252479	12	9010	0	8533	1000	4320	045	833	1RQ3-HDTP-TRRH	45.36
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252480	12	9010	0	8533	1000	4320	045	833	1M93-N7LL-RRMF	45.36
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252485	12	6105	0	8510	1000	4320	045	830	1YJ6-LQ6R-RPX4	274.59
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252485	12	6105	0	8510	1000	4320	045	830	1XV1-RYDQ-MNYT	58.21
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252499	12	9010	0	8533	1000	4320	045	833	1XNF-9K3T-T73T	157.83
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252499	12	9010	0	8533	1000	4320	045	833	1XM3-MRWQ-NLJN	18.67
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252521	12	9010	0	8530	1000	4320	002	832	1TJ3-N9PP-RDPK	219.61
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252521	12	9010	0	8530	1000	4320	002	832	16VY-99XJ-N19L	244.79
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252572	12	9010	0	8533	1000	4320	045	833	1CVY-H7XJ-QNJR	61.53
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252572	12	6105	0	8535	1000	4320	045	835	1CVY-H7XJ-QNJR	61.53
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252574	12	9010	0	8530	1000	4320	002	832	19R3-7DPQ-RLCX	56.09
AMAZON CAPITAL SERVICES	04/08/2025	619989	PO252574	12	9010	0	8530	1000	4320	012	832	19R3-7DPQ-RLCX	56.09
AMAZON CAPITAL SERVICES Total													3,303.46
AT&T	04/01/2025	618212	PO250248	12	6105	0	8510	2700	5910	045	830	34701763 MAR25	6.13
AT&T Total													6.13
BEST BUY ADVANTAGE ACCOUNT	04/03/2025	619304	PO251792	12	9010	0	8533	1000	4420	045	833	9247379	1,189.62
BEST BUY ADVANTAGE ACCOUNT	04/03/2025	619304	PO251792	12	6105	0	8535	1000	4420	045	835	9247379	1,189.62
BEST BUY ADVANTAGE ACCOUNT	04/03/2025	619304	PO251792	12	6105	0	8510	1000	4420	045	830	9247379	1,189.63
BEST BUY ADVANTAGE ACCOUNT Total													3,568.87
CALIFORNIA WATER SERVICE	04/08/2025	620051	PO250549	12	6105	0	8535	8200	5530	045	835	6907544444 MAR25	81.62
CALIFORNIA WATER SERVICE	04/08/2025	620051	PO250549	12	6105	0	8510	8200	5530	045	830	6907544444 MAR25	59.33
CALIFORNIA WATER SERVICE	04/08/2025	620051	PO250549	12	9010	0	8533	8200	5530	045	833	6907544444 MAR25	81.62
CALIFORNIA WATER SERVICE Total													222.57
CHILDCARE CAREERS	04/08/2025	620028	PO250407	12	9010	0	8533	1000	5899	045	833	782034	1,573.25
CHILDCARE CAREERS	04/08/2025	620028	PO250407	12	9010	0	8533	1000	5899	045	833	783919	1,618.01
CHILDCARE CAREERS	04/08/2025	620028	PO250407	12	6105	0	8535	1000	5899	045	835	783919	1,618.02
CHILDCARE CAREERS	04/08/2025	620028	PO250407	12	9010	0	8533	1000	5899	045	833	783921	1,701.11
CHILDCARE CAREERS	04/08/2025	620028	PO250407	12	9010	0	8533	1000	5899	045	833	785988	1,453.43
CHILDCARE CAREERS	04/15/2025	621413	PO250407	12	9010	0	8533	1000	5899	045	833	1003403	2,231.43
CHILDCARE CAREERS	04/15/2025	621413	PO250407	12	6105	0	8535	1000	5899	045	835	1003403	2,231.43
CHILDCARE CAREERS	04/15/2025	621413	PO250407	12	9010	0	8533	1000	5899	045	833	1003405	1,511.33
CHILDCARE CAREERS	04/15/2025	621444	PO250407	12	9010	0	8533	1000	5899	045	833	1005115	1,887.91
CHILDCARE CAREERS	04/17/2025	622075	PO250407	12	9010	0	8533	1000	5899	045	833	1001518	3,103.33
CHILDCARE CAREERS	04/17/2025	622075	PO250407	12	6105	0	8535	1000	5899	045	835	1001518	3,103.33
CHILDCARE CAREERS	04/17/2025	622075	PO250407	12	9010	0	8533	1000	5899	045	833	1001520	1,573.25
CHILDCARE CAREERS	04/17/2025	622075	PO250407	12	9010	0	8533	1000	5899	045	833	1005113	2,321.57
CHILDCARE CAREERS	04/17/2025	622075	PO250407	12	6105	0	8535	1000	5899	045	835	1005113	2,321.58
CHILDCARE CAREERS Total													28,248.98
CLAYBON, ERIC	04/22/2025	622903	PV251050	12	9010	0	8533	1000	4320	045	833	550BKFASTPARENTCAFE	377.71
CLAYBON, ERIC Total													377.71
DISCOUNT SCHOOL SUPPLY	04/10/2025	620528	PO252247	12	9010	0	8533	1000	4320	045	833	P43310330101	29.38
DISCOUNT SCHOOL SUPPLY	04/10/2025	620528	PO252247	12	6105	0	8535	1000	4320	045	835	P43310330101	29.38
DISCOUNT SCHOOL SUPPLY Total													58.76
EDUCATION TEAM, THE	04/08/2025	619983	PO250832	12	9010	0	8530	1000	5899	045	832	763364	3,000.00
EDUCATION TEAM, THE	04/08/2025	620030	PO250832	12	9010	0	8530	1000	5899	045	832	788030	2,780.95
EDUCATION TEAM, THE	04/15/2025	621414	PO250832	12	9010	0	8530	1000	5899	045	832	1003402	2,981.95
EDUCATION TEAM, THE	04/15/2025	621446	PO250832	12	9010	0	8530	1000	5899	045	832	1001524	1,538.25
EDUCATION TEAM, THE	04/15/2025	621446	PO250832	12	9010	0	8530	1000	5899	045	832	1005112	4,189.51
EDUCATION TEAM, THE	04/15/2025	621446	PO250832	12	9010	0	8530	1000	5899	045	832	1001517	3,532.80
EDUCATION TEAM, THE Total													18,023.46

KAPLAN	04/10/2025	620535	PO252489	12	9010	0	8533	1000	4320	045	833	7139428	102.33
KAPLAN Total													102.33
KELLY SPICERS STORES	04/01/2025	618224	PO252630	12	9010	0	8533	1000	4320	045	833	11883874	231.28
KELLY SPICERS STORES	04/01/2025	618224	PO252630	12	6105	0	8535	1000	4320	045	835	11883874	231.29
KELLY SPICERS STORES	04/01/2025	618224	PO252630	12	6105	0	8510	1000	4320	045	830	11883874	231.29
KELLY SPICERS STORES Total													693.86
KINDERSYSTEMS INC	04/01/2025	618230	PO252596	12	9010	0	8533	1000	5813	045	833	INV28972	417.87
KINDERSYSTEMS INC	04/01/2025	618230	PO252596	12	6105	0	8535	1000	5813	045	835	INV28972	417.86
KINDERSYSTEMS INC	04/01/2025	618230	PO252596	12	6105	0	8510	1000	5813	045	830	INV28972	417.86
KINDERSYSTEMS INC Total													1,253.59
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	6105	0	8510	1000	4200	045	830	90530626	9.82
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	9010	0	8533	1000	4200	045	833	90530626	9.83
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	6105	0	8510	1000	4200	045	830	90478936	76.95
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	9010	0	8533	1000	4200	045	833	90478936	76.95
LAKESHORE LEARNING	04/01/2025	618170	PO252441	12	9010	0	8533	1000	4320	045	833	90448573	247.63
LAKESHORE LEARNING	04/01/2025	618180	PO252486	12	9010	0	8533	1000	4320	045	833	90465756	589.68
LAKESHORE LEARNING	04/01/2025	618231	PO252524	12	6105	0	8510	1000	4320	045	830	90465760	526.47
LAKESHORE LEARNING	04/01/2025	618231	PO252524	12	9010	0	8533	1000	4320	045	833	90465760	526.47
LAKESHORE LEARNING	04/24/2025	623476	PO252517	12	6105	0	8535	1000	4320	045	835	90543729	31.25
LAKESHORE LEARNING	04/24/2025	623476	PO252517	12	6105	0	8535	1000	4320	045	835	90465757	331.82
LAKESHORE LEARNING	04/24/2025	623476	PO252523	12	6105	0	8535	1000	4320	045	835	90465759	551.10
LAKESHORE LEARNING	04/24/2025	623501	PO252523	12	6105	0	8535	1000	4320	045	835	90523422	41.74
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	6105	0	8510	1000	4320	045	830	90558601	13.56
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	9010	0	8533	1000	4320	045	833	90558601	13.56
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	6105	0	8510	1000	4320	045	830	90478936	302.28
LAKESHORE LEARNING	04/24/2025	623510	PO252551	12	9010	0	8533	1000	4320	045	833	90478936	302.28
LAKESHORE LEARNING	04/24/2025	623496	PO252571	12	6105	0	8535	1000	4320	045	835	90478937	881.86
LAKESHORE LEARNING	04/29/2025	624979	PO252518	12	6105	0	8510	1000	4320	045	830	90465758	372.51
LAKESHORE LEARNING	04/01/2025	618170	PO252441	12	9010	0	8533	1000	4420	045	833	90448573	729.62
LAKESHORE LEARNING Total													5,635.38
LEARNING RESOURCES	04/29/2025	624980	PO252501	12	6105	0	8535	1000	4320	045	835	INV002541320	210.87
LEARNING RESOURCES Total													210.87
LEDEZMA, ALEJANDRA	04/08/2025	620019	PV250993	12	9010	0	8530	1000	5220	045	832	MAR25MILEAGE197	3.36
LEDEZMA, ALEJANDRA Total													3.36
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252332	12	9010	0	8533	1000	4320	045	833	416298585001	(28.33)
ODP BUSINESS SOLUTIONS LLC	04/01/2025	618243	PO252332	12	6105	0	8510	1000	4320	045	830	416298585001	(28.34)
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252332	12	9010	0	8533	1000	4320	045	833	413853443001	1.70
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252332	12	6105	0	8510	1000	4320	045	830	413853443001	1.70
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252332	12	9010	0	8533	1000	4320	045	833	413844368001	28.33
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252332	12	6105	0	8510	1000	4320	045	830	413844368001	28.34
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252494	12	9010	0	8533	1000	4320	045	833	414859779001	186.08
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252520	12	9010	0	8530	1000	4320	002	832	412496374001	197.08
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252520	12	9010	0	8530	1000	4320	002	832	412467074001	53.65
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252332	12	9010	0	8533	1000	4320	045	833	417338558001	28.33
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620049	PO252332	12	6105	0	8510	1000	4320	045	830	417338558001	28.34
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252419	12	9010	0	8533	1000	4320	045	833	415785617001	68.66
ODP BUSINESS SOLUTIONS LLC	04/08/2025	620040	PO252482	12	9010	0	8533	1000	4320	045	833	414002875001	560.83
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252482	12	9010	0	8533	1000	4320	045	833	414299701001	27.46
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	9010	0	8533	1000	4320	045	833	416927633001	7.93
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	6105	0	8535	1000	4320	045	835	416927633001	7.92

ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	6105	0	8510	1000	4320	045	830	416927633001	7.92
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	9010	0	8533	1000	4320	045	833	415374292001	20.13
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	6105	0	8535	1000	4320	045	835	415374292001	20.14
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	6105	0	8510	1000	4320	045	830	415374292001	20.14
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	9010	0	8533	1000	4320	045	833	415374063001	555.57
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	6105	0	8535	1000	4320	045	835	415374063001	555.56
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620514	PO252569	12	6105	0	8510	1000	4320	045	830	415374063001	555.56
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252565	12	9010	0	8533	1000	4320	045	833	415266087001	22.95
ODP BUSINESS SOLUTIONS LLC	04/22/2025	622915	PO252565	12	9010	0	8533	1000	4320	045	833	415265976001	71.41
ODP BUSINESS SOLUTIONS LLC	04/03/2025	619288	PO252401	12	9010	0	8533	1000	5810	045	833	412138018001	94.76
ODP BUSINESS SOLUTIONS LLC Total													3,093.82
P G & E	04/03/2025	619290	PO250214	12	6105	0	8510	8200	5510	045	830	7314282172-4 MAR25	727.55
P G & E	04/03/2025	619290	PO250214	12	9010	0	8533	8200	5510	045	833	7314282172-4 MAR25	1,566.95
P G & E	04/03/2025	619290	PO250214	12	6105	0	8535	8200	5510	045	835	7314282172-4 MAR25	1,566.95
P G & E Total													3,861.45
STARVISTA	04/15/2025	621420	PO250408	12	9010	0	8533	1000	5899	045	833	7693	3,333.33
STARVISTA	04/15/2025	621420	PO250408	12	6105	0	8535	1000	5899	045	835	7693	3,333.33
STARVISTA	04/15/2025	621420	PO250408	12	9010	0	8535	1000	5899	045	848	7693	3,333.34
STARVISTA Total													10,000.00
TEACHSTONE INC	04/29/2025	624991	PO252573	12	9010	0	8533	1000	4320	045	833	SIN135545	444.25
TEACHSTONE INC	04/29/2025	624991	PO252573	12	6105	0	8535	1000	4320	045	835	SIN135545	444.26
TEACHSTONE INC Total													888.51
TREND ENTERPRISES INC	04/24/2025		PO252490	12	9010	0	8533	1000	4320	045	833	2185838 RI	0.19
TREND ENTERPRISES INC	04/24/2025	623479	PO252490	12	9010	0	8533	1000	4320	045	833	2185838 RI	42.74
TREND ENTERPRISES INC	04/24/2025		PO252490	12	0000	0	0000	0000	9580	000		2185838 RI	(0.19)
TREND ENTERPRISES INC Total													42.74
			FUND 12							**SUBTOTAL**			**79,595.85**
ADVANCED INTEGRATED PEST MGMT	04/03/2025	619317	PO250184	13	5310	0	0000	3700	5807	090	820	2373996	83.00
ADVANCED INTEGRATED PEST MGMT	04/03/2025	619317	PO250184	13	5310	0	0000	3700	5807	090	820	2373997	83.00
ADVANCED INTEGRATED PEST MGMT	04/03/2025	619317	PO250184	13	5310	0	0000	3700	5807	090	820	2373998	83.00
ADVANCED INTEGRATED PEST MGMT	04/22/2025	622912	PO250184	13	5310	0	0000	3700	5807	090	820	2378628	83.00
ADVANCED INTEGRATED PEST MGMT	04/22/2025	622912	PO250184	13	5310	0	0000	3700	5807	090	820	2380121	83.00
ADVANCED INTEGRATED PEST MGMT	04/22/2025	622912	PO250184	13	5310	0	0000	3700	5807	090	820	2380122	83.00
ADVANCED INTEGRATED PEST MGMT	04/29/2025	624924	PO250184	13	5310	0	0000	3700	5807	090	820	2383788	83.00
ADVANCED INTEGRATED PEST MGMT	04/29/2025	624924	PO250184	13	5310	0	0000	3700	5807	090	820	2383789	83.00
ADVANCED INTEGRATED PEST MGMT	04/29/2025	624924	PO250184	13	5310	0	0000	3700	5807	090	820	2383791	83.00
ADVANCED INTEGRATED PEST MGMT Total													747.00
ALBERT USTER IMPORTS INC.	04/24/2025	623480	PO252788	13	5310	0	0000	3700	4700	090	820	IVC1688548	605.73
ALBERT USTER IMPORTS INC. Total													605.73
AMAZON CAPITAL SERVICES	04/03/2025	619318	PO252606	13	5310	0	0000	3700	4320	090	820	13NR-T4JV-PLP7	77.93
AMAZON CAPITAL SERVICES	04/29/2025	624925	PO252795	13	5310	0	0000	3700	4320	090	820	1DJM-HF3J-LTP9	18.66
AMAZON CAPITAL SERVICES	04/22/2025	622913	PO252771	13	5310	0	0000	3700	4700	090	820	1PWM-F3QG-1DHD	44.99
AMAZON CAPITAL SERVICES Total													141.58
AT&T	04/01/2025	618212	PO250190	13	5310	0	0000	3700	5910	090	820	34701763 NS MAR25	51.39
AT&T Total													51.39
CALIFORNIA DEPARTMENT OF TAX	04/15/2025	621455	PV251036	13	0000	0	0000	0000	9580	000		020-300028 MAR25	96.88
CALIFORNIA DEPARTMENT OF TAX Total													96.88
CALIFORNIA DEPT. OF TAX AND	04/15/2025	621454	PV251035	13	5310	0	0000	0000	8638	090	820	020-602564 MAR25	34.00
CALIFORNIA DEPT. OF TAX AND Total													34.00
DANIELSEN COMPANY	04/01/2025	618171	PO250244	13	5310	0	0000	3700	4700	090	820	350654	6,793.26

DANIELSEN COMPANY	04/03/2025	619319	PO250244	13	5310	0	0000	3700	4700	090	820	351227	7,298.15
DANIELSEN COMPANY	04/15/2025	621410	PO250244	13	5310	0	0000	3700	4700	090	820	351643	11,991.16
DANIELSEN COMPANY	04/15/2025	621442	PO250244	13	5310	0	0000	3700	4700	090	820	351439	1,257.56
DANIELSEN COMPANY	04/24/2025	623481	PO250244	13	5310	0	0000	3700	4700	090	820	352191	9,184.25
DANIELSEN COMPANY Total													36,524.38
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S12312	1,331.20
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S10999	2,233.53
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	Q80635	1,494.31
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	Q80636	991.80
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S13582	95.80
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S13583	2,075.20
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S13581	592.67
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S15657	60.73
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S15658	67.60
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S15660	67.60
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S17008	125.40
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S17009	284.24
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S18232	59.36
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S18233	152.28
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19429	974.40
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19430	33.40
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19431	108.25
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19432	67.69
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19433	51.23
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19434	129.12
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19435	43.04
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S19436	356.90
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S15659	969.50
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S17012	585.19
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S18231	2,133.53
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S20951	612.05
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S23150	71.89
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S23151	40.18
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S23152	107.12
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S24903	24.08
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S24904	581.43
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S22137	1,043.21
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S23149	727.20
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S23153	561.81
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S23154	1,367.10
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S26086	1,460.97
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S26087	20.31
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S26088	161.38
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S28737	128.57
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S27104	120.24
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S27105	27.50
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S27106	564.95
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S27107	1,070.73
DAYLIGHT FOODS INC	04/08/2025	619998	PO250245	13	5310	0	0000	3700	4700	090	820	S28738	564.22
DAYLIGHT FOODS INC	04/08/2025	620013	PO250245	13	5310	0	0000	3700	4700	090	820	S30732	55.63

DAYLIGHT FOODS INC	04/08/2025	620013	PO250245	13	5310	0	0000	3700	4700	090	820	S34203	29.48
DAYLIGHT FOODS INC	04/08/2025	620013	PO250245	13	5310	0	0000	3700	4700	090	820	S30730	64.68
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S29812	510.00
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S30733	636.69
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S33324	576.25
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S37715	203.40
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S39315	19.85
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S39316	547.83
DAYLIGHT FOODS INC	04/29/2025	624926	PO250245	13	5310	0	0000	3700	4700	090	820	S37719	215.80
DAYLIGHT FOODS INC	04/29/2025	624948	PO250245	13	5310	0	0000	3700	4700	090	820	S41378	78.32
DAYLIGHT FOODS INC	04/29/2025	624948	PO250245	13	5310	0	0000	3700	4700	090	820	S37718	300.97
DAYLIGHT FOODS INC Total													27,577.81
GOLD STAR FOODS	04/01/2025	618172	PO250237	13	5310	0	0000	3700	4700	090	820	8514453	820.40
GOLD STAR FOODS	04/01/2025	618172	PO250237	13	5310	0	0000	3700	4700	090	820	8514455	820.40
GOLD STAR FOODS	04/03/2025	619320	PO250237	13	5310	0	0000	3700	4700	090	820	8652535	4,633.64
GOLD STAR FOODS	04/03/2025	619320	PO250237	13	5310	0	0000	3700	4700	090	820	8656334	817.93
GOLD STAR FOODS	04/08/2025	619999	PO250237	13	5310	0	0000	3700	4700	090	820	8652085	6,293.57
GOLD STAR FOODS	04/15/2025	621387	PO250237	13	5310	0	0000	3700	4700	090	820	8683923	13,855.07
GOLD STAR FOODS	04/15/2025	621387	PO250237	13	5310	0	0000	3700	4700	090	820	8692891	75.05
GOLD STAR FOODS	04/15/2025	621387	PO250237	13	5310	0	0000	3700	4700	090	820	8683937	1,081.60
GOLD STAR FOODS	04/15/2025	621387	PO250237	13	5310	0	0000	3700	4700	090	820	1573893	(46.88)
GOLD STAR FOODS	04/24/2025	623482	PO250237	13	5310	0	0000	3700	4700	090	820	8619271	238.92
GOLD STAR FOODS	04/24/2025	623482	PO250237	13	5310	0	0000	3700	4700	090	820	8668435	1,768.35
GOLD STAR FOODS	04/24/2025	623482	PO250237	13	5310	0	0000	3700	4700	090	820	8691604	2,097.36
GOLD STAR FOODS	04/24/2025	623482	PO250237	13	5310	0	0000	3700	4700	090	820	8714024	9,314.70
GOLD STAR FOODS	04/29/2025	624949	PO250237	13	5310	0	0000	3700	4700	090	820	8698069	899.85
GOLD STAR FOODS	04/29/2025	624949	PO250237	13	5310	0	0000	3700	4700	090	820	8736507	264.75
GOLD STAR FOODS	04/29/2025	624949	PO250237	13	5310	0	0000	3700	4700	090	820	8744403	1,081.60
GOLD STAR FOODS	04/29/2025	624949	PO250237	13	5310	0	0000	3700	4700	090	820	8749455	16,171.59
GOLD STAR FOODS	04/29/2025	624949	PO250237	13	5310	0	0000	3700	4700	090	820	8750301	347.04
GOLD STAR FOODS	04/29/2025	624949	PO250237	13	5310	0	0000	3700	4700	090	820	8756464	103.11
GOLD STAR FOODS Total													60,638.05
IMPERIAL DADE WEST COAST	04/03/2025	619321	PO250291	13	5310	0	0000	3700	4340	090	820	37225595	859.23
IMPERIAL DADE WEST COAST	04/03/2025	619321	PO250291	13	5310	0	0000	3700	4340	090	820	37225596	1,043.82
IMPERIAL DADE WEST COAST	04/08/2025	620000	PO250291	13	5310	0	0000	3700	4340	090	820	37283955	454.61
IMPERIAL DADE WEST COAST	04/10/2025	620571	PO250291	13	5310	0	0000	3700	4340	090	820	37293971	134.87
IMPERIAL DADE WEST COAST	04/29/2025	624927	PO250291	13	5310	0	0000	3700	4340	090	820	37430644	2,827.10
IMPERIAL DADE WEST COAST Total													5,319.63
INDIVIDUAL FOODSERVICE	04/01/2025	618173	PO250246	13	5310	0	0000	3700	4340	090	820	C30486-00	2,447.76
INDIVIDUAL FOODSERVICE	04/08/2025	620033	PO250246	13	5310	0	0000	3700	4340	090	820	C39165-00	2,480.00
INDIVIDUAL FOODSERVICE	04/29/2025		PO250246	13	5310	0	0000	3700	4340	090	820	C61777-00	36.08
INDIVIDUAL FOODSERVICE	04/29/2025	624950	PO250246	13	5310	0	0000	3700	4340	090	820	C61777-00	365.40
INDIVIDUAL FOODSERVICE	04/29/2025	624950	PO250246	13	5310	0	0000	3700	4340	090	820	C61777-00 -1	269.85
INDIVIDUAL FOODSERVICE	04/29/2025		PO250246	13	0000	0	0000	0000	9580	000		C61777-00	(36.08)
INDIVIDUAL FOODSERVICE Total													5,563.01
ODP BUSINESS SOLUTIONS LLC	04/10/2025	620572	PO250185	13	5310	0	0000	3700	4320	090	820	416695341001	72.36
ODP BUSINESS SOLUTIONS LLC Total													72.36
PRODUCERS DAIRY FOODS INC.	04/08/2025	620001	PO250238	13	5310	0	0000	3700	4700	090	820	59124793	1,468.13
PRODUCERS DAIRY FOODS INC.	04/08/2025	620001	PO250238	13	5310	0	0000	3700	4700	090	820	59127478	2,479.74
PRODUCERS DAIRY FOODS INC.	04/08/2025	620001	PO250238	13	5310	0	0000	3700	4700	090	820	59129932	2,614.52

PRODUCERS DAIRY FOODS INC.	04/10/2025	620573	PO250238	13	5310	0	0000	3700	4700	090	820	59140249	209.14
PRODUCERS DAIRY FOODS INC.	04/10/2025	620573	PO250238	13	5310	0	0000	3700	4700	090	820	59138256	1,440.95
PRODUCERS DAIRY FOODS INC.	04/22/2025	622914	PO250238	13	5310	0	0000	3700	4700	090	820	59138296	2,467.62
PRODUCERS DAIRY FOODS INC.	04/22/2025	622914	PO250238	13	5310	0	0000	3700	4700	090	820	59149218	2,098.03
PRODUCERS DAIRY FOODS INC.	04/29/2025	624928	PO250238	13	5310	0	0000	3700	4700	090	820	59156481	3,192.34
PRODUCERS DAIRY FOODS INC.	04/29/2025	624928	PO250238	13	5310	0	0000	3700	4700	090	820	59159376	1,284.48
PRODUCERS DAIRY FOODS INC.	04/29/2025	624951	PO250238	13	5310	0	0000	3700	4700	090	820	59152929	1,073.82
PRODUCERS DAIRY FOODS INC. Total													18,328.77
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129701	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129702	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129704	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129710	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129711	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129752	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/10/2025	620574	PO250186	13	5310	0	0000	3700	5899	090	820	129754	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621388	PO250186	13	5310	0	0000	3700	5899	090	820	129700	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621388	PO250186	13	5310	0	0000	3700	5899	090	820	129706	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/15/2025	621388	PO250186	13	5310	0	0000	3700	5899	090	820	129753	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/24/2025	623483	PO250186	13	5310	0	0000	3700	5899	090	820	129708	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/24/2025	623483	PO250186	13	5310	0	0000	3700	5899	090	820	129709	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/29/2025	624960	PO250186	13	5310	0	0000	3700	5899	090	820	129705	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/29/2025	624960	PO250186	13	5310	0	0000	3700	5899	090	820	129707	858.00
SAN MATEO COUNTY ENVIRONMENTAL	04/29/2025	624960	PO250186	13	5310	0	0000	3700	5899	090	820	129703	858.00
SAN MATEO COUNTY ENVIRONMENTAL Total													12,870.00
STOOKEY, MELISSA	04/15/2025	621405	PV251028	13	5310	0	0000	3700	4700	090	820	515PETTYCASH	402.48
STOOKEY, MELISSA Total													402.48
SYSCO FD SVCS OF SAN FRANCISCO	04/24/2025	623484	PO250247	13	5310	0	0000	3700	4340	090	820	750278564	188.01
SYSCO FD SVCS OF SAN FRANCISCO	04/03/2025	619322	PO250247	13	5310	0	0000	3700	4700	090	820	750245229	742.30
SYSCO FD SVCS OF SAN FRANCISCO	04/10/2025	620575	PO250247	13	5310	0	0000	3700	4700	090	820	750262019	2,211.82
SYSCO FD SVCS OF SAN FRANCISCO	04/24/2025	623484	PO250247	13	5310	0	0000	3700	4700	090	820	750278564	1,988.90
SYSCO FD SVCS OF SAN FRANCISCO	04/29/2025	624929	PO250247	13	5310	0	0000	3700	4700	090	820	750293137	794.55
SYSCO FD SVCS OF SAN FRANCISCO Total													5,925.58
T-MOBILE	04/03/2025	619298	PO250193	13	5310	0	0000	3700	5910	090	820	968332944-5 MAR25	62.12
T-MOBILE Total													62.12
ULINE	04/03/2025	619323	PO252322	13	5310	0	0000	3700	4320	090	820	189918342	241.87
ULINE	04/03/2025		PO252322	13	5310	0	0000	3700	4320	090	820	189918342-1	2.99
ULINE	04/03/2025	619323	PO252322	13	5310	0	0000	3700	4320	090	820	189918342-1	30.28
ULINE	04/03/2025	619323	PO252322	13	5310	0	0000	3700	4320	090	820	190405719	(101.09)
ULINE	04/03/2025		PO252322	13	5310	0	0000	3700	4320	090	820	190004627	2.18
ULINE	04/03/2025	619323	PO252322	13	5310	0	0000	3700	4320	090	820	190004627	22.07
ULINE	04/08/2025	620055	PO252322	13	5310	0	0000	3700	4320	090	820	190575959	127.60
ULINE	04/08/2025		PO252322	13	5310	0	0000	3700	4320	090	820	190575959-1	2.02
ULINE	04/08/2025	620055	PO252322	13	5310	0	0000	3700	4320	090	820	190575959-1	20.41
ULINE	04/03/2025		PO252322	13	0000	0	0000	0000	9580	000		189918342-1	(2.99)
ULINE	04/03/2025		PO252322	13	0000	0	0000	0000	9580	000		190004627	(2.18)
ULINE	04/08/2025		PO252322	13	0000	0	0000	0000	9580	000		190575959-1	(2.02)
ULINE Total													341.14
WELLS FARGO	04/24/2025	623514	PV251065	13	5310	0	0000	3700	4320	090	820	5569 3990 0861 2325 MAR25	1,207.69
WELLS FARGO Total													1,207.69
			FUND 13							**SUBTOTAL**			**176,509.60**

ATLAS TECHNICAL	04/01/2025	618178	PO250442	21	9010	0	0000	8500	6255	025	960	015926	1,887.50
ATLAS TECHNICAL Total													1,887.50
BANK OF NEW YORK MELLON, THE	04/01/2025	618195	PO250251	21	0000	0	0000	8500	6260	098	902	00252-25-0004468	750.00
BANK OF NEW YORK MELLON, THE Total													750.00
BAY AREA NEWS GROUP	04/08/2025	620057	PO250250	21	9010	0	0000	8500	5811	090	902	1441536	1,503.32
BAY AREA NEWS GROUP Total													1,503.32
BESS TESTLABS INC	04/17/2025	622067	PO251590	21	9010	0	0000	8500	6140	014	743	50313	28,340.30
BESS TESTLABS INC Total													28,340.30
CALIFORNIA FINANCIAL SERVICES	04/08/2025	620050	PO250441	21	9010	0	0000	8500	5813	090	902	2025-030B	6,250.00
CALIFORNIA FINANCIAL SERVICES	04/10/2025	620516	PO250441	21	9010	0	0000	8500	5813	090	902	2025-031B	4,625.00
CALIFORNIA FINANCIAL SERVICES Total													10,875.00
CAW ARCHITECTS INC	04/03/2025	619265	PO251152	21	9010	0	0000	8500	6210	033	743	24008-006	61,428.75
CAW ARCHITECTS INC	04/03/2025	619265	PO251152	21	9010	0	0000	8500	6210	033	743	24008-007	68,461.25
CAW ARCHITECTS INC Total													129,890.00
CORNERSTONE EARTH GROUP INC	04/24/2025	623498	PO250267	21	9010	0	0000	8500	6255	098	926	25163	1,075.00
CORNERSTONE EARTH GROUP INC Total													1,075.00
DANNIS WOLIVER KELLEY	04/03/2025	619286	PO250283	21	9010	0	0000	8200	5889	090	902	317206	387.00
DANNIS WOLIVER KELLEY Total													387.00
DIVISION OF THE STATE ARCHITEC	04/22/2025	622901	PV251040	21	9010	0	0000	8500	6230	010	945	01-14247	2,140.04
DIVISION OF THE STATE ARCHITEC	04/29/2025	622901	PV251040	21	9010	0	0000	8500	6230	010	945	01-14247	(2,140.04)
DIVISION OF THE STATE ARCHITEC Total													-
E.F. BRETT AND COMPANY INC.	04/03/2025	619297	PO250382	21	9010	0	0000	8500	6270	025	945	HVAC A APP 13R1	3,571.05
E.F. BRETT AND COMPANY INC. Total													3,571.05
KIER AND WRIGHT	04/03/2025	619269	PO251904	21	9010	0	0000	8500	6140	033	743	305534	13,500.00
KIER AND WRIGHT	04/08/2025	620032	PO251904	21	9010	0	0000	8500	6140	033	743	306391	13,500.00
KIER AND WRIGHT Total													27,000.00
MULTISTUDIO INC.	04/03/2025	619266	PO251906	21	9010	0	0000	8500	6210	032	743	AE1-1124-0140-02	99,986.20
MULTISTUDIO INC.	04/24/2025	623512	PO251906	21	9010	0	0000	8500	6210	032	743	AE1-1124-0140-03	50,310.00
MULTISTUDIO INC. Total													150,296.20
PLUM ARCHITECTS INC.	04/03/2025	619267	PO252092	21	9010	0	0000	8500	6273	098	926	AE2-PROJECT #098-926-001	41,000.00
PLUM ARCHITECTS INC. Total													41,000.00
ROZZI'S REPRODUCTION & SUPPLY	04/15/2025	621389	PO251313	21	9010	0	0000	8500	6260	098	902	157122	112.24
ROZZI'S REPRODUCTION & SUPPLY Total													112.24
STAPLES ADVANTAGE	04/01/2025	618254	PO250252	21	9010	0	0000	8500	4320	098	902	6027404850	121.27
STAPLES ADVANTAGE Total													121.27
T-MOBILE	04/03/2025	619298	PO250253	21	9010	0	0000	8200	5910	090	902	968332944-2 MAR25	52.02
T-MOBILE Total													52.02
VERDE DESIGN INC.	04/03/2025	619268	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-20-2320400	11,182.60
VERDE DESIGN INC.	04/03/2025	619268	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-21-2320400	9,727.00
VERDE DESIGN INC.	04/24/2025	623513	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-22-2320400	17,039.00
VERDE DESIGN INC.	04/24/2025	623513	PO250386	21	9010	0	0000	8500	6210	025	960	AE2-23-2320400	15,495.00
VERDE DESIGN INC. Total													53,443.60
WELLS FARGO	04/24/2025	623514	PV251065	21	9010	0	0000	8500	5813	090	902	5569 3990 0861 2325 MAR25	330.00
WELLS FARGO Total													330.00
WELLS FARGO VENDOR FIN SERV	04/01/2025	618255	PO250254	21	9010	0	0000	8200	5600	098	902	5033729113	122.32
WELLS FARGO VENDOR FIN SERV Total													122.32
			FUND 21							**SUBTOTAL**			**450,756.82**
CIERRA, ANNA	04/08/2025	619982	MV250028	25	9010	0	0000	0000	8681	090	717	549SCHOOLFEEREFUND	265.30
CIERRA, ANNA Total													265.30
			FUND 25							**SUBTOTAL**			**265.30**

19SIX ARCHITECTS	04/15/2025	621416	PO251927	40	9010	0	0000	8500	6210	033	946	2761	37,875.00
19SIX ARCHITECTS Total													37,875.00
CALIFORNIA DEPARTMENT OF TAX	04/15/2025	621455	PV251036	40	0000	0	0000	0000	9580	000		020-300028 MAR25	49.91
CALIFORNIA DEPARTMENT OF TAX Total													49.91
DIVISION OF THE STATE ARCHITEC	04/01/2025	618196	PV250967	40	9010	0	0000	8500	6230	032	902	SH24-0029	472.69
DIVISION OF THE STATE ARCHITEC	04/15/2025	621411	PV251029	40	9010	0	0000	8500	6230	008	928	01-14240	1,032.00
DIVISION OF THE STATE ARCHITEC Total													1,504.69
E.F. BRETT AND COMPANY INC.	04/03/2025	619297	PO250382	40	9010	0	0000	8500	6270	010	945	HVAC A APP 13R1	5,371.30
E.F. BRETT AND COMPANY INC. Total													5,371.30
HIBSER YAMAUCHI ARCHITECTS INC	04/29/2025	624955	PO252089	40	9010	0	0000	8500	6170	012	945	624101	40,951.89
HIBSER YAMAUCHI ARCHITECTS INC Total													40,951.89
PLUM ARCHITECTS INC.	04/29/2025	624959	PO251728	40	9010	0	0000	8500	6270	032	946	2412-3	5,683.50
PLUM ARCHITECTS INC. Total													5,683.50
PQBIDS INC	04/22/2025	622916	PO252378	40	9010	0	0000	8110	5899	090	741	SSFUSD2025	18,000.00
PQBIDS INC Total													18,000.00
PROTECH	04/08/2025	620054	PO252448	40	9010	0	0000	8500	6285	033	946	25093	3,250.00
PROTECH Total													3,250.00
SAVIDGE, WILLIAM	04/29/2025	624973	PO251066	40	9010	0	0000	8500	6272	032	926	FEB/MAR25 SVCS.	758.34
SAVIDGE, WILLIAM	04/29/2025	624973	PO251066	40	9010	0	0000	8500	6272	090	945	FEB/MAR25 SVCS.	758.33
SAVIDGE, WILLIAM	04/29/2025	624973	PO251066	40	9010	0	0000	8500	6272	033	946	FEB/MAR25 SVCS.	758.33
SAVIDGE, WILLIAM Total													2,275.00
			FUND 40							**SUBTOTAL**			**114,961.29**
Grand Total													**5,471,395.47**

WARRANTS BY FUND SUMMARY		
01	GENERAL FUND	4,646,978.09
11	ADULT EDUCATION FUND	2,328.52
12	CHILD DEVELOPMENT FUND	79,595.85
13	NUTRITION SERVICES FUND	176,509.60
14	DEFERRED MAINTENANCE	-
21	BUILIDING FUND (BOND)	450,756.82
25	CAPITAL FACILITES FUND	265.30
40	SPECIAL RESERVE FUND	114,961.29
73	FOUNDATION TRUST FUND	-
TOTAL WARRANT REGISTER		**5,471,395.47**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 26, 2025

RE: Cash Receipts Summary – April 1 to April 30, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of April 1 to April 30, 2025. The report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of April 1 to April 30, 2025.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attached Cash Receipts Summary Report.

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 01 GENERAL FUND								
Revenue								
8011	REV LIMIT ST AID CURR YR	3,356,626.00	302,097.00	2,752,433.00	-	604,193.00	0.8	0.2
8012	EPA ENTITLEMENT	1,512,088.00	-	1,106,039.00	-	406,049.00	0.7	0.3
8019	REV LIMIT ST AID PRI YRS	-	-	374.00	-	(374.00)	-	-
8021	HOMEOWNERS' EXEMPTION	365,603.00	-	183,656.38	-	181,946.62	0.5	0.5
8029	OTHR SUBVENT/IN-LIEU TAX	5,665.95	-	-	-	5,665.95	-	1.0
8041	SECURED ROLLS TAX	98,302,754.00	24,758,162.68	88,493,935.62	-	9,808,818.38	0.9	0.1
8042	UNSECURED ROLL TAXES	896,683.00	-	1,331,642.70	-	(434,959.70)	1.5	(0.5)
8043	PRIOR YEARS' TAXES	520,435.61	565,074.83	1,039,489.60	-	(519,053.99)	2.0	(1.0)
8047	COMM REDEVLPMNT FUNDS	39,078,694.00	-	22,465,617.52	-	16,613,076.48	0.6	0.4
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	-	-	(2,342,944.00)	-	1.0
8096	TRSF-CHARTER SCH/LIEU-PROP TAX	(83,672.00)	-	(41,836.00)	-	(41,836.00)	0.5	0.5
8097	PROPERTY TAXES TRANSFERS	6,362,020.23	2,963,919.22	6,183,235.00	-	178,785.23	1.0	0.0
8181	SP ED ENTITL PER UDC	1,895,984.65	1,754,295.29	1,754,295.29	-	141,689.36	0.9	0.1
8182	SP ED DISCRETNARY GRANTS	142,933.31	-	-	-	142,933.31	-	1.0
8285	INTAGENCY CONTR BETW LEAS	13,119.00	4,299.74	6,896.32	-	6,222.68	0.5	0.5
8290	ALL OTHER FEDERAL REVENUE	2,355,661.65	-	1,295,981.40	-	1,059,680.25	0.6	0.4
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	-	127,345.00	-	(105,611.00)	5.9	(4.9)
8550	MANDATED COST REIMBURSE	364,036.00	-	364,036.00	-	-	1.0	-
8560	STATE LOTTERY REVENUE	2,140,444.18	-	1,148,968.44	-	991,475.74	0.5	0.5
8590	ALL OTHER STATE REVENUES	14,327,112.13	388,936.00	5,938,122.56	-	8,388,989.57	0.4	0.6
8625	COM REDEVEL FUND NOT SUBJ	4,414,910.00	-	2,207,455.21	-	2,207,454.79	0.5	0.5
8631	SALE OF EQUIP & SUPPLIES	11,600.00	-	22,900.00	-	(11,300.00)	2.0	(1.0)
8650	LEASES AND RENTALS	842,662.51	140,555.06	737,994.19	-	104,668.32	0.9	0.1
8660	INTEREST/FY21 INTEREST INCOME	1,644,075.60	793,187.86	1,804,656.72	-	(160,581.12)	1.1	(0.1)
8662	GAINS/LOSSES ON INVSTMNTS	-	-	654,632.28	-	(654,632.28)	-	-
8699	ALL OTHER LOCAL REVENUE	2,852,427.34	74,584.12	8,307,901.31	-	(5,455,473.97)	2.9	(1.9)
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	-	-	13,301.00	-	1.0
Total Revenue		179,013,955.16	31,745,111.80	147,885,771.54	-	31,128,183.62		
Total Fund 01 GENERAL FUND		179,013,955.16	31,745,111.80	147,885,771.54	-	31,128,183.62		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 08 STUDENT ACTIVITY SPEC REV FUND								
Revenue								
8699	ALL OTHER LOCAL REVENUE	1,301,995.00	-	-	-	1,301,995.00	-	1.0
Total Revenue		1,301,995.00	-	-	-	1,301,995.00		
Total Fund 08 STUDENT ACTIVITY SPEC REV FUN		1,301,995.00	-	-	-	1,301,995.00		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 11 ADULT EDUCATION FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	156,191.00	-	65,477.00	-	90,714.00	0.4	0.6
8590	ALL OTHER STATE REVENUES	1,357,721.00	113,143.00	1,131,435.00	-	226,286.00	0.8	0.2
8631	SALE OF EQUIP & SUPPLIES	720.00	-	65.00	-	655.00	0.1	0.9
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	16,468.06	50,495.93	-	8,393.32	0.9	0.1
8662	GAINS/LOSSES ON INVSTMNTS	-	-	15,547.57	-	(15,547.57)	-	-
8671	ADULT EDUCATION FEES	31,917.00	2,914.00	16,511.00	-	15,406.00	0.5	0.5
Total Revenue		1,605,438.25	132,525.06	1,279,531.50	-	325,906.75		
Total Fund 11 ADULT EDUCATION FUND		1,605,438.25	132,525.06	1,279,531.50	-	325,906.75		

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 12 CHILD DEVELOPMENT FUND								
Revenue								
8290	ALL OTHER FEDERAL REVENUE	344,206.76	79,476.11	308,338.27	-	35,868.49	0.9	0.1
8590	ALL OTHER STATE REVENUES	2,588,558.22	492,635.89	2,429,429.71	-	159,128.51	0.9	0.1
8660	INTEREST/FY21 INTEREST INCOME	39,450.00	17,528.22	54,649.82	-	(15,199.82)	1.4	(0.4)
8662	GAINS/LOSSES ON INVSTMNTS	-	-	13,518.32	-	(13,518.32)	-	-
8673	CHILDREN'S CENTERS FEES	1,086.26	131.20	2,346.31	-	(1,260.05)	2.2	(1.2)
8689	ALL OTHR FEES & CONTRACTS	461,050.00	38,165.00	288,549.54	-	172,500.46	0.6	0.4
8699	ALL OTHER LOCAL REVENUE	1,767,174.50	11,904.60	757,597.80	-	1,009,576.70	0.4	0.6
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	-	-	112,296.29	-	1.0
Total Revenue		5,313,822.03	639,841.02	3,854,429.77	-	1,459,392.26		
Total Fund 12 CHILD DEVELOPMENT FUND		5,313,822.03	639,841.02	3,854,429.77	-	1,459,392.26		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 13 CAFETERIA FUND								
Revenue								
8222	CHILD NUTRITION-FEDERAL REIMB	1,870,000.00	536,925.20	1,287,276.79	-	582,723.21	0.7	0.3
8227	FED.REIMB.-CHILD CARE	43,576.00	7,094.71	50,181.78	-	(6,605.78)	1.2	(0.2)
8522	CHILD NUTRITION-STATE REIMB	2,913,256.00	588,871.88	1,960,767.44	-	952,488.56	0.7	0.3
8523	STATE REIMB.-CHILD CARE	14,000.00	216.86	11,421.64	-	2,578.36	0.8	0.2
8634	CHILD NUTRITION-DAILY SALES	81,667.00	-	26,260.18	-	55,406.82	0.3	0.7
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	8,852.95	80,093.18	-	79,906.82	0.5	0.5
8638	CHILD NUTRITION-ADULT CATERING	297.00	3.50	(26.50)	-	323.50	(0.1)	1.1
8660	INTEREST/FY21 INTEREST INCOME	60,000.00	12,046.79	40,396.76	-	19,603.24	0.7	0.3
8662	GAINS/LOSSES ON INVSTMNTS	-	-	17,101.77	-	(17,101.77)	-	-
Total Revenue		5,142,796.00	1,154,011.89	3,473,473.04	-	1,669,322.96		
Total Fund 13 CAFETERIA FUND		5,142,796.00	1,154,011.89	3,473,473.04	-	1,669,322.96		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND								
Revenue								
8091	REVENUE LIMIT TRANSFERS	2,342,944.00	-	-	-	2,342,944.00	-	1.0
8660	INTEREST/FY21 INTEREST INCOME	375,000.00	115,754.88	308,769.49	-	66,230.51	0.8	0.2
8662	GAINS/LOSSES ON INVSTMNTS	-	-	68,051.33	-	(68,051.33)	-	-
Total Revenue		2,717,944.00	115,754.88	376,820.82	-	2,341,123.18		
Total Fund 14 DEFERRED MAINTENANCE FUND		2,717,944.00	115,754.88	376,820.82	-	2,341,123.18		

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Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	540,000.00	172,138.93	503,101.35	-	36,898.65	0.9	0.1
8662	GAINS/LOSSES ON INVSTMNTS	-	-	148,041.20	-	(148,041.20)	-	-
Total Revenue		540,000.00	172,138.93	651,142.55	-	(111,142.55)		
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		540,000.00	172,138.93	651,142.55	-	(111,142.55)		

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Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 21 BUILDING FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	4,350,000.00	1,591,266.15	4,691,291.68	-	(341,291.68)	1.1	(0.1)
8662	GAINS/LOSSES ON INVSTMNTS	-	-	1,402,591.00	-	(1,402,591.00)	-	-
8951	PROCEEDS FRM SALE OF BOND	-	-	(12,912.00)	-	12,912.00	-	-
Total Revenue		4,350,000.00	1,591,266.15	6,080,970.68	-	(1,730,970.68)		
Total Fund 21 BUILDING FUND		4,350,000.00	1,591,266.15	6,080,970.68	-	(1,730,970.68)		

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Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 25 CAPITAL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	345,000.00	90,873.07	263,596.23	-	81,403.77	0.8	0.2
8662	GAINS/LOSSES ON INVSTMNTS	-	-	77,016.12	-	(77,016.12)	-	-
8681	MITIGATION/DEVELOPER FEES	500,000.00	1,936,749.14	2,134,562.78	-	(1,634,562.78)	4.3	(3.3)
Total Revenue		845,000.00	2,027,622.21	2,475,175.13	-	(1,630,175.13)		
Total Fund 25 CAPITAL FACILITIES FUND		845,000.00	2,027,622.21	2,475,175.13	-	(1,630,175.13)		

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Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	10.00	0.34	0.99	-	9.01	0.1	0.9
8662	GAINS/LOSSES ON INVSTMNTS	-	-	0.29	-	(0.29)	-	-
Total Revenue		10.00	0.34	1.28	-	8.72		
Total Fund 35 CO SCHOOL FACILITIES FUND		10.00	0.34	1.28	-	8.72		

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Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	70,000.00	35,438.76	92,760.99	-	(22,760.99)	1.3	(0.3)
8662	GAINS/LOSSES ON INVSTMNTS	-	-	12,317.89	-	(12,317.89)	-	-
8912	BTW GENERAL & SP RESERVE	4,414,910.00	-	-	-	4,414,910.00	-	1.0
Total Revenue		4,484,910.00	35,438.76	105,078.88	-	4,379,831.12		
Total Fund 40 SPECIAL RESERVE FUND CAP		4,484,910.00	35,438.76	105,078.88	-	4,379,831.12		

SAN MATEO COUNTY OFFICE OF EDUCATION
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Budget Summary Report - Summary (From: 4/1/2025 To: 4/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Activity Year To Date	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Activity	% Remaining
Fund 73 FOUNDATION TRUST FUND								
Revenue								
8660	INTEREST/FY21 INTEREST INCOME	24,000.00	6,351.30	18,567.86	-	5,432.14	0.8	0.2
8662	GAINS/LOSSES ON INVSTMNTS	-	-	5,473.01	-	(5,473.01)	-	-
8699	ALL OTHER LOCAL REVENUE	-	150.00	150.00	-	(150.00)	-	-
Total Revenue		24,000.00	6,501.30	24,190.87	-	(190.87)		
Total Fund 73 FOUNDATION TRUST FUND		24,000.00	6,501.30	24,190.87	-	(190.87)		

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services

DATE: June 26, 2025

RE: Declaration of Surplus Items

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The attached report is a list of items throughout the District that is unusable, not operable, obsolete or sold. The District has determined each of the items is not under warranty and is not cost effective to repair due to its age.

The South San Francisco Unified School District would like to declare all the items sold, obsolete and/or inoperable. The two hundred sixteen (216) items are detailed on the attached list and the total net book value for all the items is forty-eight thousand, eight hundred twenty-four dollars and thirteen cents ($48,824.13).

FISCAL IMPLICATIONS:

No money will be lost from the above recommended transaction because the items do not hold any value that has not already been amortized. Any funds generated from the disposal (sale, recycle, etc.) will be deposited into Fund 01. Upon Board approval, the District will dispose of the items.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees declare two hundred sixteen (216) items sold, unusable and obsolete as surplus items with a net book value of forty-eight thousand, eight hundred twenty-four dollars and thirteen cents ($48,824.13). It is further recommended that the District be authorized to dispose of these items.

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
45078	4/18/2018	1	DELL OPTIPLEX E5270	5L12SF2	D.O. / TECHNOLOGY	$ -
33612	7/11/2014	1	DELL INSPIRON 15R-5537	GXYZRZ1	D.O. / TECHNOLOGY	$ -
37265	6/1/2018	1	DELL OPTIPLEX E6440	B876062	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	1	AVIGILON 9W-H3-3MH-DPI	111711154989	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	1	AVIGILON 9W-H3-3MH-DPI	111709288704	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	1	CYBER POWER UPS	GACDW2000157	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	1	CYBER POWER UPS	GACDW2000184	D.O. / TECHNOLOGY	$ -
27497	6/22/2011	1	DELL OPTIPLEX 780	9BYFFQ1	D.O. / TECHNOLOGY	$ -
N21810	6/1/2018	1	DELL CHROMEBOOK 3100	DGDHXF3	D.O. / TECHNOLOGY	$ -
N22273	6/1/2018	1	DELL CHROMEBOOK 3100	1928RF3	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	1	EPSON STYLUS NX420 PRINTER	MC2P344343	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	1	HP PRINTER	CNF9C2QX04	D.O. / TECHNOLOGY	$ -
71569	5/7/2024	1	SAMSUNG 43" TV	0FQLHCPWB01683A	D.O. / TECHNOLOGY	$ -
25777	4/29/2009	1	SMARTBOARD	B012BC0500222	D.O. / TECHNOLOGY	$ -
N/A	6/1/2018	4	DELL LCD MONITOR MODEL #E2215HVF	CN-0HDNV3-7287253F-AZUI	JUNIERO SERRA E.S.	$ -
N/A	6/1/2018	1	DELL LCD MONITOR MODEL #E1914HF	CN-0HDN49-72872446-FH1B	JUNIERO SERRA E.S.	$ -
N/A	6/1/2018	1	VIEWSONIC LCD DISPLAY MODEL #VS14298	STB141542154	JUNIERO SERRA E.S.	$ -
N/A	6/1/2018	1	DELL INSPIRON ONE 2305	CN-0392R8-74767-0B3-4DNI	JUNIERO SERRA E.S.	$ -
28210	1/30/2012	1	DELL OPTIPLEX 755 MODEL #DCCY	BYP26J1	JUNIERO SERRA E.S.	$ -
25402	6/1/2018	1	HP LASERJET P1505N	VND3H30537	JUNIERO SERRA E.S.	$ -
23971	6/1/2018	1	AVERMEDIA AVERVISION F30	5402111080P	JUNIERO SERRA E.S.	$ -
43465	6/1/2018	1	SHARP AQUOS TV	504872949	JUNIERO SERRA E.S.	$ -
N/A	6/1/2018	1	LOGITECH KEYBOARDS/MICE	N/A	JUNIERO SERRA E.S.	$ -
44958	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E477600	BURI BURI E.S.	$ -
44957	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E627600	BURI BURI E.S.	$ -
44947	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E527600	BURI BURI E.S.	$ -
44997	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E4E7600	BURI BURI E.S.	$ -
44993	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300DB37600	BURI BURI E.S.	$ -
44954	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E697600	BURI BURI E.S.	$ -
44945	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E367600	BURI BURI E.S.	$ -
44994	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E3F7600	BURI BURI E.S.	$ -
44991	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E277600	BURI BURI E.S.	$ -
44998	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E167600	BURI BURI E.S.	$ -
44985	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E7B7600	BURI BURI E.S.	$ -
44955	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E817600	BURI BURI E.S.	$ -
44988	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300ETC7600	BURI BURI E.S.	$ -
44999	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E5E7600	BURI BURI E.S.	$ -
44946	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E397600	BURI BURI E.S.	$ -
44996	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E407600	BURI BURI E.S.	$ -
44943	6/1/2018	1	ACER CHROMEBOOK	NXG55AA010723056C07600	BURI BURI E.S.	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
44989	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300D7A7600	BURI BURI E.S.	$ -
44952	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E7E7600	BURI BURI E.S.	$ -
44944	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01072300E7C7600	BURI BURI E.S.	$ -
32092	10/8/2012	1	DELL COMPUTER	J2WYVV1	BURI BURI E.S.	$ -
36902	7/26/2015	1	DELL LAPTOP	J5ZMV32	BURI BURI E.S.	$ -
31053	6/1/2018	1	SONY DVD	N/A	BURI BURI E.S.	$ -
29190	6/1/2018	1	DELL LAPTOP	D29H5R1	BURI BURI E.S.	$ -
36795	7/26/2015	1	DELL LAPTOP	H8CJV32	BURI BURI E.S.	$ -
N/A	6/1/2024	40	GRAY ROLLING "DRAFT" STOOLS W/BACKS	N/A	EL CAMINO H.S. (RM.78)	$ -
33996-A	6/1/2018	1	XYRON 850 LAMINATING SYSTEM	N/A	IMC	$ -
34482	6/1/2018	1	SWINGLINE STAPLER	N/A	IMC	$ -
29691	6/1/2018	1	WILSON RUBBER PRESS	N/A	IMC	$ -
33696-A	6/1/2018	1	BOSTON 2624 PAPER CUTTER	N/A	IMC	$ -
29385	6/1/2018	1	CENTERY METAL FILE CABINET	N/A	IMC	$ -
41670	6/23/2017	1	ACER CHROMEBOOK	NXGM8AA0017020A1357600	WESTBOROUGH M.S.	$ -
41667	6/23/2017	1	ACER CHROMEBOOK	NXGM8AA0017020AACD7600	WESTBOROUGH M.S.	$ -
42770	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BAAF7600	WESTBOROUGH M.S.	$ -
42833	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170728D	WESTBOROUGH M.S.	$ -
41621	6/23/2017	1	ACER CHROMEBOOK	NXGM8AA0017020AAEC7600	WESTBOROUGH M.S.	$ -
42727	6/1/2018	1	ACER CHROMEBOOK	NXGM8AA00170728D717600	WESTBOROUGH M.S.	$ -
42773	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BAA27600	WESTBOROUGH M.S.	$ -
42748	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170728D017600	WESTBOROUGH M.S.	$ -
41613	6/23/2027	1	ACER CHROMEBOOK	NXGM8AA001720A12D7600	WESTBOROUGH M.S.	$ -
45204	6/1/2018	1	ACER CHROMEBOOK	NXG55AA010724009A77600	WESTBOROUGH M.S.	$ -
42858	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170725DE07600	WESTBOROUGH M.S.	$ -
41238	4/18/2017	1	HP STREAM 11	5CD71378YS	WESTBOROUGH M.S.	$ -
44639	10/3/2017	1	ACER CHROMEBOOK	NXG55AA01070701 FF37600	WESTBOROUGH M.S.	$ -
42702	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170728D377600	WESTBOROUGH M.S.	$ -
42687	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BAE87600	WESTBOROUGH M.S.	$ -
42716	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170728D7E7600	WESTBOROUGH M.S.	$ -
42888	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080B98A7600	WESTBOROUGH M.S.	$ -
42812	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BADF7600	WESTBOROUGH M.S.	$ -
41677	6/23/2017	1	ACER CHROMEBOOK	NXGM8AA001705002937600	WESTBOROUGH M.S.	$ -
42899	6/1/2018	1	ACER CHROMEBOOK	NXG55011707287BF7600	WESTBOROUGH M.S.	$ -
42851	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170725DE47600	WESTBOROUGH M.S.	$ -
42771	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BA997600	WESTBOROUGH M.S.	$ -
42754	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170728D987600	WESTBOROUGH M.S.	$ -
42683	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BACE7600	WESTBOROUGH M.S.	$ -
42636	6/1/2018	1	ACER CHROMEBOOK	NXG5AA0117080BA857600	WESTBOROUGH M.S.	$ -
42693	6/1/2018	1	ACER CHROMEBOOK	NXG55AA0117080BAEE7600	WESTBOROUGH M.S.	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
42829	6/1/2018	1	ACER CHROMEBOOK	NXG55AA01170728DC67600	WESTBOROUGH M.S.	$ -
45275	6/1/2018	1	ACER CHROMEBOOK	49408001650827	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	ACER CHROMEBOOK	49408001650892	WESTBOROUGH M.S.	$ -
33272	4/17/2014	1	HP LAPTOP	wms-stu-53-19m / 5CG34561ZR	WESTBOROUGH M.S.	$ -
33274	4/17/2014	1	HP LAPTOP	wms-stu-53-17m / 5CG345627F	WESTBOROUGH M.S.	$ -
33283	4/17/2014	1	HP LAPTOP	wms-stu-53-21m / 5CG3456268	WESTBOROUGH M.S.	$ -
33331	6/4/2014	1	HP LAPTOP	wrns-stu-53-23m / 5CB4123C09	WESTBOROUGH M.S.	$ -
33341	6/4/2014	1	HP LAPTOP	wms-stu-53-25m / 5CB4123BCM	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	HP LAPTOP	wrns-stu-53-29m	WESTBOROUGH M.S.	$ -
33335	6/4/2014	1	HP LAPTOP	wms-stu-53-27m / 5CB4123BZL	WESTBOROUGH M.S.	$ -
33334	6/4/2014	1	HP LAPTOP	wms-stu-53-26m / 5CB4123BT9	WESTBOROUGH M.S.	$ -
33484	4/17/2014	1	HP LAPTOP	wms-stu-53-20m / 5CG34562FY	WESTBOROUGH M.S.	$ -
48234	6/1/2021	1	DELL LAPTOP	wms-stu-53-181 / DPTXY93	WESTBOROUGH M.S.	$ -
47397	1/30/2020	1	DELL LAPTOP	wms-stu-53-22m / 6QNFJX2	WESTBOROUGH M.S.	$ -
47394	1/30/2020	1	DELL LAPTOP	wms-stu-53-28m / JTNFJX2	WESTBOROUGH M.S.	$ -
47393	1/30/2020	1	DELL LAPTOP	wms-53-30m / HTNFJX2	WESTBOROUGH M.S.	$ -
33340	6/4/2014	1	HP LAPTOP	wms-stu-53-32m / 5CB41239TG	WESTBOROUGH M.S.	$ -
33273	4/17/2024	1	HP LAPTOP	wms-stu-53-18m / 5CG34561ZX	WESTBOROUGH M.S.	$ -
47391	1/30/2020	1	DELL LAPTOP	wms-stu53-31 m / BSNFJX2	WESTBOROUGH M.S.	$ -
33342	6/4/2014	1	HP LAPTOP	wms-stu-53-34m / 5CB4123BRN	WESTBOROUGH M.S.	$ -
33344	6/4/2014	1	HP LAPTOP	wms-stu53-36m / 5CB41239BNB	WESTBOROUGH M.S.	$ -
33345	6/4/2014	1	HP LAPTOP	wms-stu-53-37m / 5CB4123BY6	WESTBOROUGH M.S.	$ -
33346	6/4/2014	1	HP LAPTOP	wms-stu-53-38m / 5CB41239C2F	WESTBOROUGH M.S.	$ -
25550	1/12/2009	1	DELL LAPTOP	FDZFXH1	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	HP DVD Writer	cnk331087c	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Xfinity Modem	X114SC5212409953AlCO	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Speaker	N/A	WESTBOROUGH M.S.	$ -
31339	6/1/2018	1	HP Color LaserJet	N/A	WESTBOROUGH M.S.	$ -
31343	6/1/2018	1	EIKI Brilliant Projector	G42A2101	WESTBOROUGH M.S.	$ -
33169	1/7/2014	1	DELL LAPTOP	JS96501	WESTBOROUGH M.S.	$ -
32196	12/9/2012	1	DELL LAPTOP	4PJZ8W1	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL KEYBOARD	04G4817161648704AVAOO	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL KEYBOARD	ORE-{6597357189k08QX	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL KEYBOARD	OW76583717262103wk	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL KEYBOARD	N/A	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	6	OUTLET POWER SURGE	N/A	WESTBOROUGH M.S.	$ -
33280	4/17/2014	1	HP COMPUTER	WMS-STU-53-12M / 5CG3456268	WESTBOROUGH M.S.	$ -
33286	4/17/2014	1	HP COMPUTER	WMS-STU-53-01 M / 5CG3455YKP	WESTBOROUGH M.S.	$ -
33285	4/17/2014	1	HP COMPUTER	WMS-STU-53-10M / 5CG34561XR	WESTBOROUGH M.S.	$ -
33287	4/17/2014	1	HP COMPUTER	WMS-STU-53-02M / 5CG3455ZW7	WESTBOROUGH M.S.	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
33275	4/17/2014	1	HP COMPUTER	WMS-STU-53-16M / 5CG345600V	WESTBOROUGH M.S.	$ -
33276	4/17/2014	1	HP COMPUTER	WMS-STU-53-15M / 5CG3455Z6W	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL COMPUTER	WMS-STU-53-181-	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL COMPUTER	WMS-STU-53-22M	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL COMPUTER	WMS-STU-53-30M	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	DELL COMPUTER	WMS-STU-53-28M	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Dell OptiPlex	6M4-GXCYW-7MGVJ-HCVY7-K8Q	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Epson Projector	x4yw85011755	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Dell Monitor	N/A	WESTBOROUGH M.S.	$ -
14843	6/1/2018	1	AccelScan Scanner	CDT09706082	WESTBOROUGH M.S.	$ -
13830	6/1/2018	1	AccelScan Scanner	101950b51294u	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	AccelScan Scanner	N/A	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Smart Slate	1 OHP006231	WESTBOROUGH M.S.	$ -
N/A	6/1/2018	1	Canon Printer/Scanner	N/A	WESTBOROUGH M.S.	$ -
20580	6/1/2018	1	PANASONIC TV/VHS PLAYER	A1AC22361	BURI BURI DEDAP	$ -
N/A	6/1/2018	1	LITEON VHS/DVD PLAYER/RECORDER	033552620526	BURI BURI DEDAP	$ -
N/A	6/1/2018	1	SONY DVD PLAYER	1031067	BURI BURI DEDAP	$ -
N/A	6/1/2018	1	SAMSUNG TV	07XP3CKKA00072M	BURI BURI DEDAP	$ -
30061/05909	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
05979	6/1/2018	1	Cabinet	N/A	EL CAMINO KITCHEN	$ -
30076	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
05919	6/1/2018	1	SS sink	N/A	EL CAMINO KITCHEN	$ -
30075	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
51051	6/23/2022	1	Oven	051722CNT-CNB	EL CAMINO KITCHEN	$ -
30059/05906	6/1/2018	1	Table prep	N/A	EL CAMINO KITCHEN	$ -
30040	6/1/2018	1	Shelf in W-I cooler	N/A	EL CAMINO KITCHEN	$ -
RCI 317079	6/1/2018	1	Cambro serving table w/ casters	N/A	EL CAMINO KITCHEN	$ -
43715	6/1/2018	1	Cambro	N/A	EL CAMINO KITCHEN	$ -
25867	6/1/2018	1	Cart with casters	N/A	EL CAMINO KITCHEN	$ -
26325	6/1/2018	1	SS table w/casters	N/A	EL CAMINO KITCHEN	$ -
05879	6/1/2018	1	2-comp sink	N/A	EL CAMINO KITCHEN	$ -
30049	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
05901	6/1/2018	1	2-comp sink	N/A	EL CAMINO KITCHEN	$ -
30051/05884	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
30058	6/1/2018	1	Agitator	N/A	EL CAMINO KITCHEN	$ -
30057	6/1/2018	1	Agitator	N/A	EL CAMINO KITCHEN	$ -
30054/05886	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
05910	6/1/2018	1	SS table	N/A	EL CAMINO KITCHEN	$ -
43714	6/1/2018	1	Cambro	N/A	EL CAMINO KITCHEN	$ -
28529	6/1/2018	1	SS Cambro	N/A	EL CAMINO KITCHEN	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
05927	6/1/2018	1	Base cab	N/A	EL CAMINO KITCHEN	$ -
05929	6/1/2018	1	2-comp sink	N/A	EL CAMINO KITCHEN	$ -
30060	6/1/2018	1	Prep table	N/A	EL CAMINO KITCHEN	$ -
05907	6/1/2018	1	Prep table	N/A	EL CAMINO KITCHEN	$ -
27462	9/10/2010	1	Food Overwrap Machine	N/A	EL CAMINO KITCHEN	$ 1,666.52
45738	1/8/2018	1	Rotary Turntable	N/A	EL CAMINO KITCHEN	$ 2,615.16
45739	9/7/2017	1	Food Overwrap Machine	26-545	EL CAMINO KITCHEN	$ 44,542.45
30080	6/1/2018	1	Rotary Turntable	N/A	EL CAMINO KITCHEN	$ -
5894	6/1/1990	1	AMERIPAK 200	N/A	EL CAMINO KITCHEN	$ -
	Total Items:	**216**				**$ 48,824.13**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 26, 2025

RE: Acceptance of Gifts

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The District has received the attached list of cash and in-kind gifts during the month of June 2025.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT – ACCEPTANCE OF GIFTS FOR JUNE 2025.

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

$1,000 from Creative Marketing Arts to Monte Verde Elementary School in support of academic excellence. For use under the principal's discretion.

$50 from Pauline Rosales via the Blackbaud Giving Fund to Monte Verde Elementary School in support of academic excellence. For use under the principal's discretion.

$70,000 from Buri Buri Elementary School ASB to Buri Buri Elementary School in support of academic and enrichment growth of students.

$65 from America Online Giving Foundation to El Camino High School in support of student activities. For use under the principal's discretion.

$75 from Ida Dubois via Lois Anderson to South San Francisco High School in support of the Alcalde Scholarship Fund.

$4.25 from Ronald Mendoza to Nutrition Services Department applied toward outstanding lunch balances and donated to the district.

$600 from Olivia Scholler Rolnick (class of 1964) in support of academic excellence. For use under the principal's discretion.

$100 – Non-monetary donation of various snacks valued roughly at $100 from Mr. and Mrs. Gordon Crowell to SSFUSD in support of the 2025 Student Summer Internship.

$25,000 from Genentech to SSFUSD in support of student and staff needs.

$128 from FrontSteam SPV LLC to Alta Loma Middle School in support of student and staff needs.

$85 from the Blackbaud Giving Fund to Alta Loma Middle School in support of student and staff needs.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 26, 2025

RE: Professional Services Agreements Under $25,000

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Ed Services

$5,000 — Rebekah Will Audiology, PC – Provides consultative audiology services for district staff and PreK–12 D/HH students with IEPs or 504 plans via in-person, phone, teleconference, and email. Services include guidance on hearing loss and accommodations, assessments (initial and triennial), and recommendations for hearing assistive equipment. Commencing throughout the 2025-26 school year.

Children's Center

$14,500 — Jirayu Jerry Wu – Provides training and coaching for classroom teams and IEP support. Services include in-person or virtual sessions on topics such as Social-Emotional Development, Teaching Pyramid content, and Challenging Behaviors, or as agreed upon by the coach and client. Also includes individualized support and classroom materials, such

as visual aids and sensory tools. Commencing August 11, 2025 through June 30, 2026.

Sunshine Gardens Elementary School

Not to Exceed $15,100	The Write Tools, LLC – Fall and Spring Writing PD sessions for all teachers, focused on strengthening writing instruction through Academic Discourse strategies and consistent writing routines. Commencing September 2025 through May 2025.
$3,900	Soul Shoppe Programs – Providing four workshops throughout the 2025-26 school year, engaging students through role play, storytelling, and personal reflection using Tools of the Heart strategies.
Not to Exceed $12,339.92	Music for Minors – Provides standards-based music education for grades TK–4, tailored to each grade level. Commencing September 2025 through May 2026.
Not to Exceed $10,998	StarVista – Provide Provision of Mental Health services to students in grades TK – 5. Commencing August 2025 through May 2026.

Ponderosa Elementary School

$8,700	Soul Shoppe Programs – Providing digital courses and in-person workshops throughout the 2025–26 school year, engaging students and equipping them with conflict resolution tools to support one another as allies through Respect Differences strategies.

FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

Eric Claybon, SSFUSD Child Development Program Coordinator

DATE: June 26, 2025

RE: Approval of Agreement with ChildCare Careers, LLC (CCC) for 2025-2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District's Child Development Program is requesting approval of an agreement with ChildCare Careers, LLC (CCC) for the 2025–26 program year. This agreement will allow CCC to provide qualified early childhood education (ECE) teachers and paraprofessionals, holding the appropriate permits, to serve as substitutes in licensed child care settings as needed. This service helps ensure continuity of care and compliance with licensing requirements when regular staff are unavailable.

FISCAL IMPLICATIONS:

The cost for services rendered to the SSFUSD Child Development Program will be $65,000 to be paid by the Child Development Program, fund 12.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve the agreement with Child Care Careers, LLC for the fiscal year of 2025-2026.

Service Agreement

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING

NOTE: SIGNING THIS AGREEMENT DOES NOT OBLIGATE YOU TO USE OUR SERVICES.

This agreement is entered into by and between **ChildCare Careers, LLC** (hereafter "CCC") and "Customer" (named below). CCC and Customer agree as follows:

1. A four (4) hour minimum service commitment each day is required for each employee requested from CCC. Customer will pay for services under four (4) hours at the four (4) hour minimum fee.

2. Customer will pay the four (4) hour minimum if a request for service from CCC is cancelled within the 24 hours prior to the designated time of service. Any request for cancellation will be effective only if communicated to the **ChildCare Careers office.** Notice to the temporary personnel is not adequate.

3. Customer will verify and approve the daily hours worked by means of an authorized signature if using a paper timecard or by use of a password if using online timecards. CCC will invoice Customer based on the verified and approved time worked and Customer agrees to pay said invoices.

4. Customer will promptly pay all invoices for services rendered according to the then current CCC fee schedule as billed on a weekly basis. Overtime will be billed and paid at time and a half. If an invoice is not paid within 30 days of the invoice date then Customer will pay a late payment fee of 5% of the invoice amount plus a finance charge equal to the lesser of 1.5% per month or the maximum legal rate.

5. Customer will instruct and supervise the CCC employee with respect to his/her responsibilities and compliance with the procedures and policies of Customer. Customer will not ask or authorize CCC employee to operate any motor vehicles or administer any medication. Customer represents, warrants and agrees that Customer is, and at all times during the term of this agreement will be, in compliance with all governmental laws, rules, ordinances and regulations applicable to Customer and its business.

6. Customer acknowledges that CCC has incurred considerable expense in the recruitment, screening, and training of its employees and suffers a material economic loss when they are no longer available for assignments. Should Customer hire, or in any way utilize the services of (except through CCC), a current or former CCC employee introduced to Customer by CCC (a "Candidate") within one (1) year of the Candidate's last assignment at any Customer location, then Customer will pay CCC a placement fee according to CCC's then current fee schedule. Customer will notify CCC in writing and pay the placement fee prior to hiring a Candidate or utilizing a Candidate's services in any way except through CCC. Customer agrees that the placement fee shall be doubled if Customer fails to provide written notice prior to hiring. An employee's resignation from CCC does not relieve Customer of the obligation to pay the placement fee. Placement fees are non-refundable regardless of the duration of Candidate's employment with Customer.

7. In any action or proceeding involving a dispute between CCC and Customer arising out of this Agreement, the prevailing party shall be entitled to recover its costs and attorneys fees. This agreement shall be binding on the successors and assigns of the parties. This agreement may be amended only by a written agreement signed by the parties. This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. The terms of this agreement shall be deemed accepted by CCC, and a binding agreement created between CCC and Customer on the terms set forth herein, upon CCC providing its employees to Customer.

Entity Name (Customer): SSFUSD-Child Development Program
Full Legal Name of Entity (Name of Corporation, LLC, or Partnership. NOT the trade name of the school.)

By: _____ Title: Program Coordinator
Signature

Print Name: Eric Clayson Date: 6/11/2025
Authorized Representative of Customer (Print Name)

ChildCare Careers

THE SOURCE FOR CHILD CARE STAFFING

2000 Sierra Point Pkwy, Suite 702 • Brisbane • CA • 94005 • (877) 222-6070

Customer Billing Information

Welcome to **ChildCare Careers**! We look forward to serving you. If you have any questions regarding our invoices please contact our billing department at 650-243-2572. Our invoices are generated after we receive the timesheets back from the substitute and are mailed out once per week. Invoices are due upon receipt.

Legal Business Name : SSFUSD - Child Development Program

Street Address : 530 TAMARACK LANE

City, State and Zip : SSF CA, 94080

Federal Tax ID : 94-3083861

Date Established : 1997 State of Formation: _____

If Corporation, LLC, Non-Profit, Government, School District, University, Church:

Name of Authorized Officer : ERIC CLAYBON

Title of Person Named Above : Program Coordinator

If Division or Subsidiary, please write the full name and address of Parent Company

Name: _____ Address: _____

If Partnership or Sole Proprietorship:

Names of Owner(s) or Principal Partner(s): _____

Have you, any affiliates, or any entity of which you were or are an owner or an officer, ever used our services before? ☒ Yes. ☐ No.

If yes, under what name? SSFUSD - Child Development Program

ACCOUNTS PAYABLE CONTACT

Name: Garzetta Billingslea Title: Accts Payable Tech

Phone: 650·877·8825 Fax: _____

Email Address: gbillingslea@ssfusd.org

FINANCE MANAGER CONTACT

Name: RajPal Bal Title: Director

Phone: 650·877·8745 Fax: _____

Email Address: Rbal@SSFUSd.Org

INVOICE MAILING ADDRESS

Attention : Accounts Payable

Company Name : SSFUSD

Street Address : 398 B. Street

City, State and Zip : SSF, CA, 94080

Would you like invoices to be sent by email? ☐ Yes ☒ No

Email Address: _____

ANY SPECIAL BILLING INSTRUCTIONS

PO#

Signed by: ERIC Clayton (Print Name) Title: Program Coordinator

Signature: Eric Clayton Date: 6/11/2025

********** **OFFICE USE ONLY** **********

Credit Approved? ☐ Yes. ☐ No.

Approved / Denied By: _____
(Signature)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES
Ted O, Assistant Superintendent
398 B Street, South San Francisco, CA 94080-4423
(650) 877-8707 / Fax (650) 866-4719

PROFESSIONAL SERVICES AGREEMENT
INDEPENDENT CONTRACTOR / CONSULTANT

This Agreement ("Agreement"), made this 11 day of June, 25, by and between the South San Francisco Unified School District of San Mateo County, a subdivision of the State of California ("District") and Child Care Careers, a duly qualified consultant ("Consultant").

District and Consultant hereby agree as follows:

1. Scope and Description of Services:

   (Attach additional pages if necessary, note any attachment)

2. Agreement Documents:
   The Agreement documents consist of the Agreement for Consultant Services, the following General Provisions, any attachments, a completed W-9 (Attachment A), and completed insurance forms.

3. Compensation:
   For the full performance of this agreement, District shall pay the Consultant:

   Consultant's Total Fee: Up to $65,000

   Expenses not to exceed (if any):$_____

Note: Request for payment must be submitted to the District on the itemized Request for Payment – Professional Services Form (Attachment B).

4. Term of Agreement:
   The term of this Agreement shall be from July 1, 2025 to June 30, 2026 inclusive, subject to the provisions of Section 11 of the General Provisions.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above. No Agreement is valid until approved by the Board of Trustees.

South San Francisco Unified	**Consultant**
Eric Claybon	
Superintendent/Designee	Name/Title
Date of Board Approval:_____	_____

GENERAL PROVISIONS

1. Consultant's Warranty: District has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant here by warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of Consultant's work by District shall not operate as a waiver or release.

2. Status of Consultant: the parties intend that consultant, in performing the services herein specified, shall act as an independent consultant and shall have control of the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, workers' compensation plan, insurance, bonus or similar benefits District provides its employees.

3. Conflict of Interest: Consultant represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. Consultant further represents that in the performance of this Agreement, no person having such interest will be employed. If Consultant participates in the planning, development, or negotiation of a contract for the District, Consultant may not subsequently acquire a financial interest in that contract in violation of Government Code Section 1090. Section 1090 violations include, but are not limited to, entering into a contract to perform any part of a project if Consultant assisted the District in preparing the plans and specifications for that project.

4. Extra (Changed) Work: Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive Agreement requirements. Failure of the consultant to secure proper authorization for extra work shall constitute a waiver of any and all rights to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and the Consultant thereafter shall be entitled to no compensation whatsoever for the performance of such work.

5. Nondiscrimination: Consultant shall comply with all applicable federal, state and local laws rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

6. Transfer of Rights: Consultant assigns to District all rights throughout the work in perpetuity in nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by Consultant in connection with the project, if any. Consultant agrees to take such action as are necessary to protect the rights assigned to "District in this Agreement, and to refrain from taking any action which would impair those rights. Consultant's

responsibilities under this Agreement include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as Consultant may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of District.

7. Ownership of Work Product: District shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of all design computations, plans, correspondence or other pertinent data and information gathered or computed by Consultant prior to termination of this Agreement by District or upon completion of the work pursuant to this Agreement.

8. Indemnification:

   (a) Consultant shall indemnify, defend with counsel acceptable to District, and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitations, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the project or its failure to comply with any of its obligations contained in these Agreement documents, except such Liability caused by the active negligence, sole negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

   (b) Consultant shall be liable to District for any loss or damage to District property arising from or in connection with Consultant's performance hereunder.

9. Insurance: With respect to the performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, if any, to maintain insurance, including but not limited to: general liability, automobile liability, and professional liability coverage in such an amount as may be reasonably necessary to assure compliance with the Indemnification provision (Section 8) above. **In addition, Consultant shall provide proof of coverage as specified below.**

   (a) __*Required* / __*Not Required*: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "this policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District." (Note: Consultant is not entitled to coverage by District workers' compensation regardless whether policy is required).

   (b) __*Required* / __*Not Required*: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than $1,000,000 per occurrence, $2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent consultant's liability, and personal injury liability.

   (c) __*Required* / __*Not Required*: Automobile liability insurance covering bodily injury and property damage in an amount no less than $300,000 combined

single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

(d) __*Required* / __*Non Required*: Professional Liability (errors and Omissions) Insurance for all activities of the consultant arising out of or in connection with this Agreement in an amount no less than $1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

(e) Each general liability, automobile liability, and professional liability insurance policy, shall be endorsed with the following specific language:

(1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

(f) Documentation: The following documentation shall be submitted to the District:

(1) Properly executed certificates of insurance clearly evidencing all coverages limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

(3) Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

(g) Policy Obligations: Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If Consultant, for any reason, fails to maintain insurance required above, the same shall be deemed a material breach of Agreement. District, at its sole option may terminate this Agreement and obtain damages from the Consultant resulting from the breach. District may purchase such required insurance, and without further notice to Consultant, deduct from sums due to Consultant any costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

10. Method and Place of Giving Notice, Submitting Bills and Making Payments: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
ATTN: Accounts Payable

Consultant:	Child Care Careers
Address:	2000 Sierra Point Parkway, Suites
City/State/Zip:	Brisbans, CA 94005
Phone:	877.222.6070
Fax:	877.888.4173
Email:	

And when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded certified, or registered with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

11. Termination:

(a) District may terminate this Agreement by giving ten (10) calendar days written notice to Consultant. In the event District elects to terminate the Agreement without cause, it shall pay Consultant for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, Consultant shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by District by virtue of any breach of the Agreement by Consultant.

12. Security: By execution of the Agreement/Contract, the Consultant acknowledges that Education Code section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation and school site food-related services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the District determines that the Consultant and Consultant's employees will have limited contact with pupils. In making this determination, the District will consider the totality of the

circumstances, including factors such as the length of time the Consultant and Consultant's employees will be on school grounds, whether pupils will be in proximity with the site where the Consultant and Consultant's employees will be working, and whether the Consultant and Consultant's employees will be alone or with others. The District further reserves the right to determine, on a case-by-case basis, to require any entity providing school site services to comply with the requirements of this paragraph.

(a) District Determination of Fingerprinting Requirement Application

The District has considered the totality of the circumstances concerning the Project and has determined that the Consultant and Consultant's employees:

__are subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph (b) below, is applicable.

__are not subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph © below, is applicable.

(b) If the District has determined that fingerprinting is required, the Consultant expressly acknowledges that:

(1) Consultant and all of Consultant's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code section 45125.1.
(2) Consultant shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony.
(3) Consultant shall certify in writing to the Governing Board of the District that none of its employees who may come in contact with students have been convicted of a serious or violent felony.
(4) Consultant shall provide to the Governing Board of the District a list of names of its employees who may come in contact with students. The Consultant is required to fulfill these requirements at its own expense.

(c) Even if the District has determined that fingerprinting is not required, the Consultant expressly acknowledges that the following conditions shall apply to any work performed by the Consultant and/or Consultant's employees on a school site:

(1) Consultant and Consultant's employees shall check in with the school office each day immediately upon arriving at the school site.
(2) Consultant and Consultant's employees shall inform school office staff of their proposed activities and location at the school site.
(3) Once at such location, Consultant and Consultant's employees shall not change locations without contacting the school office.
(4) Consultant and "consultant's employees shall not use student restroom facilities.
(5) If Consultant and/or Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact

the school office and request that a member of the school staff be assigned to the work location.

13. Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend performance for which the agreed return has not been received.

14. Taxes, Disclosures, and Expenses: Consultant agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. District will not withhold or set aside any money on behalf of consultant for federal, state, or social security tax, or unemployment or disability insurance or any other federal or state fund whatsoever. In case District is audited for compliance regarding any applicable taxes, consultant agrees to furnish District with proof of payment of taxes on those earnings.

    Consultant agrees to disclose to District if he/she is a retired or current member of STRS or PERS and to disclose to District if he/she is receiving retirement income from either STRS or PERS.

    Consultant shall be responsible for all costs and expenses incident to the performance of services, including but not limited to: equipment, supplies, fees, fines, licenses, bonds, or taxes required of or imposed against Consultant. District shall not be responsible for any expenses incurred by Consultant except as provided in Section 3 of this Agreement.

    Note: Federal Internal Revenue regulations require District to report all payments to individuals for consultant services.

15. Dispute Resolution: The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.

16. Choice of Law and Venue: This Agreement shall be governed by California law, and venue shall be in the Superior Court of the County of San Mateo, California, and no other place.

17. Merger: This writing is intended both as a final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

18. Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the

other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

19. No Third-Party Beneficiaries: There are no intended third-party beneficiaries to this Agreement.

20. No Waiver of Breach: The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or a subsequent breach of the same or any other term or promise contained in this Agreement.

21. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

22. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

23. Headings: The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

24. Execution in Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

25. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

ChildCare Careers
THE SOURCE FOR CHILD CARE STAFFING
Corporate Office: 2000 Sierra Point Pkwy, Suite 702 • Brisbane, CA • 94005
Orders: (877) 222-6070 • Inquiries: (877) 888-4173

San Francisco / Peninsula Price List

**** Effective July 1, 2025 ****

Employee Category	Minimum Qualifications	Hourly Rates: 6 or More Hours/Day	Hourly Rates: Less than 6 Hours/Day
• Teacher's Aide	• 0 to 5 ECE units	39	40
• Assistant Teacher	• 6-11 ECE units OR • Assistant Teacher Permit*	43	44
• Experienced Teacher	• 12+ ECE units OR • Associate Teacher Permit*	48	49
• Teacher Permit (No degree)	• Teacher Permit*	48	49
• AA Degree	• AA Degree (in any field) **AND** • Teacher Permit* or higher	49	50
• BA Degree	• BA Degree or higher (in any field) **AND** • Teacher Permit* or higher	49	50

** Permits refer to Child Development Permits from the California Commission on Teacher Credentialing*

NOTE: Prices include all payroll taxes, workers' compensation costs, benefits costs, liability insurance costs (including general, professional, employment practices and sexual misconduct liability), recruitment costs, and HR/administrative costs. There are no additional fees or taxes of any kind. ChildCare Careers reserves the right to adjust its prices with 30 days written notice.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

Eric Claybon, SSFUSD Child Development Program Coordinator

DATE: June 26, 2025

RE: Approval of the America's Next Talented Stars Sports Program (ANTS) 2025-2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

America's Next Talented Stars (ANTS After School, LLC) is excited to offer 28 weeks of After-School Enrichment (ASE) structured sports programming for the 2025–26 school year. These sessions will serve school-age students enrolled in the District Extended Day Activities Program (DEDAP) at Buri Buri, Children's Center - Services location at Spruce, and Skyline Elementary Schools. The program will feature two distinct sports—one during the Fall session and another during the Winter session—each designed to foster physical activity, teamwork, and skill development in a fun and supportive environment.

FISCAL IMPLICATIONS

ANTS Sports agrees to perform all the services of the agreement for a sum of $65,320. The ANTS Sports shall submit to South San Francisco Unified School District invoices for payment. Service cost will be paid by fund 12.

RECOMMENDATION

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with ANTS After School, LLC for the fiscal year of 2025-2026.

Proposal for ANTS Sports After School Enrichment Program with South San Francisco Unified School District for 2025-26 Academic Year.

ANTS Sports is thrilled to submit this proposal to continue our After-School Enrichment (ASE) program at Children's Center (services location at Spruce Elementary), Buri Buri Campus, and Skyline Campus. Our program aligns perfectly with the Children's Center's mission to provide enriching student experiences. We are confident that continuing our program will positively impact the lives of even more children across your campuses and communities.

Proposal for '25-26 Academic year

- **Continue Hybrid Sports Program:** Next year, we will continue implementing a hybrid program that allows students to explore different sports throughout the year. We will focus on one sport in the Fall and another in the Spring. This approach will maintain interest and cater to diverse athletic preferences (sports selected by the staff). We offer a fun and dynamic curriculum that introduces students to various sports and helps them develop fundamental skills. These sports can include:
    - Basketball
    - Soccer
    - Pickleball
    - Tennis
    - Flag Football
    - Yoga
    - Volleyball

- **Academic Year Enrichment '25-'26:** ANTS enrichment programs will include three locations: Children's Center, Buri Buri Elementary, and Skyline Elementary. All classes will serve up to 20 kids/class and run from 1:55-2:30 (TK-K), 2:45-3:20 pm (K-2nd), and 3:20-4:00 pm (3rd-5th). The time of day, sport, and day of the week are flexible based on each site's needs and unique schedules.

- **Fall Session:** Sept 9th - Dec 11th, 2025 (13 weeks)
    - Tuesday Volleyball/Flag Football enrichment at Children's Center
    - Wednesday Soccer enrichment at Buri Buri Elementary
    - Thursday Basketball enrichment at Skyline Elementary
        - Cost/site/session: $10,250
        - **Total cost for the fall session at three sites:** $30,750
- **Winter/Spring Session:** Jan 27th - May 14th, 2026 (15 weeks)
    - Tuesday Basketball enrichment at Children's Center
        - *14 weeks only*
    - Wednesday Volleyball/Flag Football enrichment at Buri Buri Elementary
    - Thursday Soccer enrichment at Skyline Elementary
        - Cost/site/session: $11,785
            - *Children's Center price adjusted for 14 weeks*
        - **Total cost for winter/spring session at three sites:** $34,570

Conclusion

ANTS Sports is committed to providing a high-quality after-school program that fosters a love of sports, promotes physical activity, and builds social skills in a fun and supportive environment.

Next Steps

We look forward to discussing this proposal with you in more detail and tailoring it best to meet your specific needs, preferences, and schedules. Please let us know if you have any questions or require additional information.

Thank you for your time and consideration.

Sincerely,

The ANTS Sports Team

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent - Teaching and Learning

DATE: June 26, 2025

RE: Local Control Accountability Plan for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The LCAP is used by school districts to provide information to all stakeholders regarding the Local Education Agency (LEA) actions, services and expenditures in order to support student outcomes and support overall achievement. At the June 12 Board of Trustees meeting, SSFUSD staff provided a brief overview of the LCAP goals, actions, services and a public hearing was conducted. After receiving feedback from staff, parents, students and community members, and the San Mateo County Office of Education, slight modifications were made to the SSFUSD LCAP for the 2025-26 school year.

FISCAL IMPLICATIONS:

In the 2025-26 school year, SSFUSD will spend its estimated $8,125,349.00 LCFF Supplemental funds on actions and services principally directed toward unduplicated student groups, by offering a variety of programs and support for English learners, low-income students, and foster youth. The funds will be expended in both District-wide initiatives and site allocations beyond the LCFF Base to support academic, behavioral, and social emotional needs of unduplicated pupils.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2025-26 LCAP as presented.

2025-26 Local Control Accountability Plan (including Budget Overview for Parents)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent - Teaching and Learning

DATE: June 26, 2025

RE: Local Performance Indicators Self-Reflection for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Local performance indicators are part of the Local Control Accountability Plan (LCAP) process where districts annually self-assess their progress based on the eight State priorities. The 8 state priorities are: LCFF Priority 1: Basic Services (Conditions of Learning) LCFF Priority 2: Implementation of State Standards (Conditions of Learning) LCFF Priority 3: Parent Involvement (Engagement) LCFF Priority 4: Student Achievement (Pupil Outcomes) LCFF Priority 5: Student Engagement (Engagement) LCFF Priority 6: School Climate (Engagement) LCFF Priority 7: Course Access (Conditions of Learning) LCFF Priority 8: Student Outcomes (Pupil Outcomes) Upon approval from the Board of Trustees, SSFUSD will be able to transfer this information into the State database and this information will be reported as part of the California Dashboard results that are usually released to the public in January 2026.

FISCAL IMPLICATIONS:

Not applicable.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2025-26 Local Performance indicators Self-Reflection as presented.

2025-26 Local Performance Indicator Self-Reflection

Local Educational Agency (LEA)	Contact Name and Title	Email and Phone
South San Francisco Unified School District	Dr. Shawnterra Moore Superintendent	smoore@ssfusd.org 650-877-8700

Introduction

The California State Board of Education (SBE) approved standards for the local indicators that support a local educational agency (LEA) in measuring and reporting progress within the appropriate priority area.

This template is intended as a drafting tool and based on the Local Performance Indicator Quick Guide published by CDE in January 2024.

Performance Standards

The approved performance standards require an LEA to:

- Annually measure its progress in meeting the requirements of the specific Local Control Funding Formula (LCFF) priority.
- Report the results as part of a non-consent item at the same public meeting of the local governing board/body at which the Local Control and Accountability Plan (LCAP) is adopted.
- Report results to the public through the Dashboard utilizing the SBE-adopted self-reflection tools for each local indicator.

This Quick Guide identifies the approved standards and self-reflection tools that an LEA will use to report its progress on the local indicators.

Local Indicators

The local indicators address the following state priority areas:

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (LCFF Priority 1)

LEAs will provide the information below:

- Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home
- Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies)

Note: The requested information are all data elements that are currently required as part of the School Accountability Report Card (SARC).

Note: LEAs are required to report the following to their local governing board/body in conjunction with the adoption of the LCAP:

- The LEA’s Teacher Assignment Monitoring and Outcome data available at https://www.cde.ca.gov/ds/ad/tamo.asp.
- The number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home, and
- The number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies)

Implementation of State Academic Standards (LCFF Priority 2)

The LEA annually measures its progress implementing state academic standards; the LEA then reports the results to its local governing board/body at the same public meeting at which the LCAP is adopted and reports to educational partners and the public through the Dashboard.

Parent and Family Engagement (LCFF Priority 3)

This measure addresses Parent and Family Engagement, including how an LEA builds relationships between school staff and families, builds partnerships for student outcomes and seeks input for decision-making.

LEAs report progress of how they have sought input from parents in decision-making and promoted parent participation in programs to its local governing board or body using the SBE-adopted self-reflection tool for Priority 3 at the same public meeting at which the LEA adopts its LCAP, and reports to educational partners and the public through the Dashboard.

School Climate (LCFF Priority 6)

The LEA administers an annual local climate survey that captures a valid measure of student perceptions of school safety and connectedness, in at least one grade within each grade span(s) the LEA serves (e.g., TK-5, 6-8, 9-12), and reports the results to its local governing board/body at the same public meeting at which the LCAP is adopted and to educational partners and the public through the Dashboard.

Access to a Broad Course of Study (LCFF Priority 7)

The LEA annually measures its progress in the extent to which students have access to, and are enrolled in, a broad course of study that includes the adopted courses of study specified in the California Education Code (EC) for Grades 1-6 and Grades 7-12, as applicable, including the programs and services developed and provided to unduplicated students and individuals with exceptional needs; the LEA then reports the results to its local governing board/body at the same public meeting at which the LCAP is adopted and reports to educational partners and the public through the Dashboard.

Coordination of Services for Expelled Students – County Office of Education (COE) Only (LCFF Priority 9)

The COE annually measures its progress in coordinating services for foster youth; the COE then reports the results to its local governing board/body at the same public meeting at which the LCAP is adopted and reports to educational partners and the public through the Dashboard.

Coordination of Services for Foster Youth – COE Only (LCFF Priority 10)

The COE annually measures its progress in coordinating services for foster youth; the COE then reports the results to its local governing board/body at the same public meeting at which the LCAP is adopted and reports to educational partners and the public through the Dashboard.

Self-Reflection Tools

An LEA uses the self-reflection tools included within the Dashboard to report its progress on the local performance indicator to educational partners and the public.

The self-reflection tools are embedded in the web-based Dashboard system and are also available in Word document format. In addition to using the self-reflection tools to report its progress on the local performance indicators to educational partners and the public, an LEA may use the self-reflection tools as a resource when reporting results to its local governing board. The approved self-reflection tools are provided below.

Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities (LCFF Priority 1)

LEAs will provide the information below:

- Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home
- Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies)

Note: The requested information are all data elements that are currently required as part of the School Accountability Report Card (SARC).

Note: LEAs are required to report the following to their local governing board/body in conjunction with the adoption of the LCAP:

- The LEA’s Teacher Assignment Monitoring and Outcome data available at https://www.cde.ca.gov/ds/ad/tamo.asp.
- The number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home, and
- The number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies)

Academic Year	Total Teaching FTE	Clear	Out-of-Field	Intern	Ineffective	Incomplete	Unknown	N/A
2022-23	425.1	86.2%	1.1%	2.4%	10.2%	0%	0.1%	0.0%

Access to Instructional Materials	Number	Percent
Students Without Access to Own Copies of Standards-Aligned Instructional Materials for Use at School and at Home	0	0%

Facility Conditions	Number
Identified Instances Where Facilities Do Not Meet The “Good Repair” Standard (Including Deficiencies and Extreme Deficiencies)	0

Implementation of State Academic Standards (LCFF Priority 2)

LEAs may provide a narrative summary of their progress in the implementation of state academic standards based on locally selected measures or tools (Option 1). Alternatively, LEAs may complete the optional reflection tool (Option 2).

OPTION 1: Narrative Summary (Limited to 3,000 characters)
In the narrative box provided on the Dashboard, identify the locally selected measures or tools that the LEA is using to track its progress in implementing the state academic standards adopted by the state board and briefly describe why the LEA chose the selected measures or tools.

Additionally, summarize the LEA's progress in implementing the academic standards adopted by the SBE, based on the locally selected measures or tools. The adopted academic standards are:

- English Language Arts (ELA) – Common Core State Standards for ELA
- English Language Development (ELD) (Aligned to Common Core State Standards for ELA)
- Mathematics – Common Core State Standards for Mathematics
- Next Generation Science Standards
- History-Social Science
- Career Technical Education
- Health Education Content Standards
- Physical Education Model Content Standards
- Visual and Performing Arts
- World Language

Implementation of State Academic Standards (LCFF Priority 2)

OPTION 2: Reflection Tool

Recently Adopted Academic Standards and/or Curriculum Frameworks

1. **Rate the LEA's progress in providing professional learning for teaching to the recently adopted academic standards and/or curriculum frameworks identified below.**

   Rating Scale (lowest to highest):
   1 - Exploration and Research Phase
   2 - Beginning Development
   3 - Initial Implementation
   4 - Full Implementation
   5 - Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA			3		
ELD (Aligned to ELA Standards)			3		
Mathematics – Common Core State Standards for Mathematics			3		
Next Generation Science Standards			3		
History-Social Science			3		

2. Rate the LEA's progress in making instructional materials that are aligned to the recently adopted academic standards and/or curriculum frameworks identified below available in all classrooms where the subject is taught.

Rating Scale (lowest to highest):
1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA			3		
ELD (Aligned to ELA Standards)			3		
Mathematics – Common Core State Standards for Mathematics			3		
Next Generation Science Standards			3		
History-Social Science			3		

3. Rate the LEA's progress in implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction aligned to the recently adopted academic standards and/or curriculum frameworks identified below (e.g., collaborative time, focused classroom walkthroughs, teacher pairing).

Rating Scale (lowest to highest):
1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
ELA – Common Core State Standards for ELA			3		
ELD (Aligned to ELA Standards)			3		
Mathematics – Common Core State Standards for Mathematics			3		
Next Generation Science Standards			3		
History-Social Science			3		

Other Adopted Academic Standards

4. Rate the LEA's progress implementing each of the following academic standards adopted by the state board for all students.

Rating Scale (lowest to highest):
1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Academic Standards	1	2	3	4	5	N/A
Career Technical Education			3			
Health Education Content Standards			3			
Physical Education Model Content Standards	1					
Visual and Performing Arts		2				
World Language		2				

Support for Teachers and Administrators

5. Rate the LEA's success at engaging in the following activities with teachers and school administrators during the prior school year (including the summer preceding the prior school year).

Rating Scale (lowest to highest):
1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Academic Standards	1	2	3	4	5
Identifying the professional learning needs of groups of teachers or staff as a whole			3		
Identifying the professional learning needs of individual teachers			3		
Providing support for teachers on the standards they have not yet mastered			3		

Optional Narrative (Limited to 1,500 characters)

6. Provide any additional information in the text box provided in the Dashboard that the LEA believes is relevant to understanding its progress implementing the academic standards adopted by the state board.

SSFUSD has been focusing on the implementation of the scope and sequence for English Language Arts, ELD, mathematics, science, and social science (secondary only). In 22-23, scope and sequence were developed and introduced to staff in English/math; training and implementation has been varied throughout the district. While there is agreement that there is value in districtwide common assessments, efforts to implement these consistently in K-12 English language Arts and in Mathematics have been challenged by multiple competing priorities and training time. New teachers, through induction program and mentoring, are introduced to the district's Educational Services resource hub including scope and sequence and instructional resources and receive support. ELA common assessments were implemented for 1 year in 22-23 and then DIBELs for universal screener and literacy assessment TK-5 since 22-23; in Math many schools have transitioned to using iXL assessments multiple times a year to monitor progress and a districtwide performance-based assessment was launched in 24-25 for grades 3 -

Algebra 2. In 23-24, the Social Studies department created end of unit assessments for grades 6, 7, and 8. During the 22 -23 school year, during monthly collaboration, teams of teachers started the scope and sequence process in World language (Spanish), all social science courses (6th, 7th, 8th, World History, US History). At the high school level, Ethnic Studies and Health course teams implemented new instructional materials (Health) and courses (Intro to Ethnic Studies) based on updated scope and sequence work completed the previous year, aligning to the state instructional frameworks and model curriculum standards in these respective content areas. The Multilingual Learner (ELD) department has focused on supporting teachers and site teams to deliver Designated ELD and utilize GLAD instructional strategies in sheltered and ELD classes to support English Learner students. As part of our two-year Strategic Plan community engagement and development, the District developed an instructional vision and corresponding walk-through tool/evaluation rubric so we can monitor implementation of instructional practices aligned with the District's scope and sequence and vision. In 22-23, SSFUSD began implementation of newly adopted science curriculum for TK - 5 in 22-23, for grades 6-8 in 23-24, and for high school in the 24-25 school year. SSFUSD also piloted math instructional materials starting in 23-24 and will continuing through 24-25, with plans for adoption and implementation of the newly adopted curriculum for the 25-26 school year.

Parental Involvement and Family Engagement (LCFF Priority 3)

Introduction

Family engagement is an essential strategy for building pathways to college and career readiness for all students and is an essential component of a systems approach to improving outcomes for all students. More than 30 years of research has shown that family engagement can lead to improved student outcomes (e.g., attendance, engagement, academic outcomes, social emotional learning, etc.).

Consistent with the California Department of Education's (CDE's) Family Engagement Toolkit: [1]

- Effective and authentic family engagement has been described as an intentional partnership of educators, families and community members who share responsibility for a child from the time they are born to becoming an adult.
- To build an effective partnership, educators, families, and community members need to develop the knowledge and skills to work together, and schools must purposefully integrate family and community engagement with goals for students' learning and thriving.

The LCFF legislation recognized the importance of family engagement by requiring LEAs to address Priority 3 within their LCAP. The self-reflection tool described below enables LEAs to reflect upon their implementation of family engagement as part of their continuous improvement process and prior to updating their LCAP.

For LEAs to engage all families equitably, it is necessary to understand the cultures, languages, needs and interests of families in the local area. Furthermore, developing family engagement policies, programs, and practices needs to be done in partnership with local families, using the tools of continuous improvement.

Instructions

This self-reflection tool is organized into three sections. Each section includes research and evidence-based practices in family engagement:

1. Building Relationships between School Staff and Families
2. Building Partnerships for Student Outcomes
3. Seeking Input for Decision-Making

Based on an evaluation of data, including educational partner input, an LEA uses this self-reflection tool to report on its progress successes and area(s) of need related to family engagement policies, programs, and practices. This tool will enable an LEA to engage in continuous improvement and determine next steps to make improvements in the areas identified. The results of the process should be used to inform the LCAP and its development process, including assessing prior year goals, actions and services and in modifying future goals, actions, and services in the LCAP.

LEAs are to implement the following self-reflection process:

1. Identify the diverse educational partners that need to participate in the self-reflection process in order to ensure input from all groups of families, staff and students in the LEA, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.

2. Engage educational partners in determining what data and information will be considered to complete the self-reflection tool. LEAs should consider how the practices apply to families of all student groups, including families of unduplicated students and families of individuals with exceptional needs as well as families of underrepresented students.

3. Based on the analysis of educational partner input and local data, identify the number which best indicates the LEA's current stage of implementation for each of the 12 practices using the following rating scale (lowest to highest):

   1 – Exploration and Research
   2 – Beginning Development
   3 – Initial Implementation
   4 – Full Implementation
   5 – Full Implementation and Sustainability

4. Based on the analysis of educational partner input and local data, respond to each of the prompts pertaining to each section of the tool.

5. Use the findings from the self-reflection process to inform the annual update to the LCAP and the LCAP development process, as well as the development of other school and district plans.

Sections of the Self-Reflection Tool

Section 1: Building Relationships Between School Staff and Families

Based on the analysis of educational partner input and local data, identify the number which best indicates the LEA's current stage of implementation for each practice in this section using the following rating scale (lowest to highest):

1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Practices	Rating Scale Number
1. Rate the LEA's progress in developing the capacity of staff (i.e., administrators, teachers, and classified staff) to build trusting and respectful relationships with families.	3
2. Rate the LEA's progress in creating welcoming environments for all families in the community.	3
3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.	2
4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.	3

Building Relationships Dashboard Narrative Boxes (Limited to 3,000 characters)

1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Building Relationships Between School Staff and Families.

SSFUSD continues to focus on providing our educational partners the opportunity to provide input and feedback on district plans and priorities. We have seen an increase in participation of educational partners in surveys. The Student Advisory Committee, created in 2021-22 continues to work toward amplifying student voice in SSFUSD. A Family Fellows program was established in 2022-23 to increase the District's engagement with traditionally underrepresented and disenfranchised families; this has led to an increase in diverse voices attending community engagement meetings. Additional Family Community Liaisons were hired in 2023-24 to increase communication and outreach with families; this team has helped to make connections with families and the community and has helped spearhead Parent Cafes and Community Learning Exchanges this school year. The Community Liaisons, Counselors, and Multilingual Learner team have been instrumental in providing information and community resources to immigrant and newcomer families. A series of customer service training sessions were held during the 24-25 school year for all staff members who interact with the public and with families to highlight best practices for creating a welcoming atmosphere and first impression with families and community members. In the 2024-25 school year, SSFUSD participated in the Community Engagement Initiative (CEI) vis-à-vis CCEE. We formed a CEI team consisting of 12 members (site and district staff, county and city partners, parents, and a student) who have engaged in inquiry to identify a focus of practice and actions to address family engagement, meeting basic needs, and wellness. The CEI team will engage in this inquiry for two years (2024-25 & 2025-26).

2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Building Relationships Between School Staff and Families.

SSFUSD has provided numerous surveys to our educational partners over the past couple of years, with varied response rates from different pockets of the community. The introduction of Remind, a communication tool, and Qualtrics, a survey tool, has helped SSFUSD increase survey response rate and community engagement meeting participation from families. Our focus area is to improve our relationships with our non-English speaking families and make them feel more included. SSFUSD hired more Family Community Liaisons to assist in the intake process during registration and provide more outreach to our non-English speaking families. In addition, we partnered with Certified Languages, an organization that provides interpreting services in over 36 different languages. We want to ensure that our staff can speak to our families in the language that they are most comfortable with when having discussions about student progress. This year, the District held multiple Focus Groups with separate sessions for staff, students, and family members to hear directly from each constituent group about their perspectives on the District's progress in implementing the Strategic Plan and priorities, support for students, and partnerships with families and the community. Focus group sessions for parents took place in person in both English and Spanish to facilitate frank and open conversation; a neutral 3rd party facilitated all sessions, and insights and findings will be shared with schools and the community and used for next year planning. In addition to the CEI initiative, the Family and Community Engagement Team is working with the Community Collaborative for Children's Success (CCCS) to develop three initiatives: Development of a Family Resource Center, School-Based Programming, and Promoting services and resources across the city and county. The CCCS is a collaboration of 50 partners (City, County, Nonprofits, etc.).

3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve engagement of underrepresented families identified during the self-reflection process in relation to Building Relationships Between School Staff and Families.

One of our LCAP goals is focused on increasing student, parent, and community engagement. SSFUSD has numerous district parent committees (AAPAC - African American Parent Advisory Committee), DELAC (District English Learners Advisory Committee, SEPAC (Special Education Advisory Committee - started in 2018), student advisory Committee (began in 2021), and Diversity Equity Inclusion Committee (DEI) - started in 2021. At the site level, we have numerous committees such as SSC (School Site Council), ELAC (English Learners Advisory Committee), and PTA (site and district). In addition, SSFUSD provides opportunities to obtain stakeholder input on district plans such as the LCAP and ESSER III plans. So, the number of committees at the site and district levels, in addition to the surveys, provides numerous opportunities for stakeholders to give input. However, our numbers at our meetings tend to be low (less than 50), and for surveys, our response rate is less than 15%. The introduction of Remind, a digital communication tool, has helped us make progress in this area, and we continue to explore additional opportunities for stakeholder engagement. Possible strategies under consideration for improving engagement of underrepresented families include creating additional district/site parent committees, hiring multi-

lingual staff such as Community Liaisons, and continuing to expand the use of tools such as Remind to provide multiple ways to communicate with our families. The District partners with Certified Languages to provide more interpretation in multiple languages to support communication between our schools/district and families, including translation at parent-teacher conferences, phone calls, IEP, and 504 meetings. Many of the site leaders use shorter and more frequent communication with their parent communities, and with the continued use of virtual meetings, we are seeing more parent engagement than in-person. Additional feedback from site leaders and families has elevated the need for culturally responsive customer service training for staff; this was an area of focus for staff development in 24-25 as part of our Strategic Plan and community engagement work. In the 2024-25 school year, the Family and Community Engagement Team held 6 DELAC Cafes and 6 Parent Cafes with an average attendance of about 30 participants at each event. Similarly, the 2025 Community Learning Exchange had 50 partner organizations attend and over 130 participants. Additionally, in 2024-25, the Family and Community Engagement Team developed and piloted the Family Engagement Playbook, the playbook is intended to help school teams re-envision and transform school events as opportunities for two-way learning events. A goal of the Family Engagement Playbook is to build trust and connections to learning. The playbook will be launched in 2025-26.
We will continue to use these strategies and reassess annually.

Section 2: Building Partnerships for Student Outcomes

Based on the analysis of educational partner input and local data, identify the number which best indicates the LEA's current stage of implementation for each practice in this section using the following rating scale (lowest to highest):

1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Practices	Rating Scale Number
5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.	3
6. Rate the LEA's progress in providing families with information and resources to support student learning and development in the home.	2
7. Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes.	3
8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.	3

Building Partnerships Dashboard Narrative Boxes (Limited to 3,000 characters)

1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Building Partnerships for Student Outcomes.

Professional learning and support to our staff has been an area of focus, and the EDS department and school sites have provided numerous workshops to support student/family use of technology devices, educational online platforms and programs. The EDS department provided numerous trainings on instructional tools such as Nearpod, IXL, Screencastify, SeeSaw, Google Classroom, and Infinite Campus gradebook. Our technology TOSAs and Director of Student Performance conducted parent workshops on digital citizenship, social media, and specific online programs. SSFUSD partnered with Air Tutors to provide online tutoring for our SWD students in grades K - 12. A webinar series on mental health was scheduled throughout the fall and winter and open to all families in TK-12, hosted by SSFUSD staff and counselors and featuring clinicians and mental health experts from Daybreak, our teletherapy partner. Distance learning over the past few years made school districts look at current practices, policies and procedures and SSFUSD had to make numerous decisions and changes to practices, and procedures to be

alignment with new state laws. An area of growth for SSFUSD is to support families to understand their legal rights. However, our Director of Special Education via the SEPAC presented workshops on this topic and created a website which houses numerous resources for parents that have a student that has an individual education plan. The Community Liaisons, Counselors, and Multilingual Learner team have been instrumental in providing information and community resources to immigrant and newcomer families about their legal rights and our educational system. Although we've making progress in this area we need to continue to provide opportunities for stakeholder engagement. In 2022-23, SSFUSD implemented Remind, a tool that facilitates communication via email, mobile application, or text messaging. Using this tool to send out information including announcements about community engagement meetings has helped increase attendance at in-person meetings and participation in online meetings. In addition to an increase in overall numbers, we are noticing a more diverse representation from families and schools at these meetings. A Family Fellows program introduced in 2022-23 has helped increase engagement with traditionally underrepresented and disenfranchised families. Many of site leaders use shorter and more frequent communication with their parent communities and with the continued use of virtual meetings we are seeing more parent engagement than in person. We will continue to use these strategies and reassess annually. SSFUSD has introduced Parent Cafes and Community Learning Exchanges in 2023-24 as additional avenues to engage with families and community in support of students. The SSF Education Foundation held its second annual Middle School Education Day in the spring to educate families of current 5th and 8th graders to help them understand middle and high school and how to support their students in the transition to a new grade level span.

2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Building Partnerships for Student Outcomes.

Baed on feedback from educational partners, SSFUSD has been focusing on educating families about how they can support their students' academic success, and what tools and resources they can use to help them understand their students progress. SSFUSD encourages teachers to use the Infinite Campus gradebook program and uses notifications within Infinite campus to provide direct communication via emails/alerts to parents/guardians regarding missing assignments, when progress reports are available and other timely notifications. Parent webinars and outreach about the Infinite Campus Parent Portal have also helped increase parent/guardian use of the Portal to monitor their students' attendance and academic progress. SSFUSD also implemented an early warning system in IC to assist counselors and staff with early notification based on academic progress, attendance, and behavior to provide another opportunity to monitor and intervene for students needing additional support. Parent webinars related to topics of interest including technology tools, social media, and mental health awareness have been offered throughout the year to support family dialogue with their students about these important topics. The Science and Math departments have also held parent webinars and events to educate parents about the instructional shifts in the new science curriculum and math pilot curriculum.

3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve engagement of underrepresented families identified during the self-reflection process in relation to Building Partnerships for Student Outcomes.

Through the Family Fellows program, cohorts of about 25 families go thru 9 sessions on topics in the educational field (e.g. attendance, special education, assessment data, know your rights) and school officials can attend one or more of these sessions. SSFUSD had two cohorts complete the family fellow program in 22 - 23, and we plan to have multiple cohorts in 23 - 24. Our existing cohort actually recruits new members for the new cohort. For the first two cohorts over 60% of the parents participating are Spanish speaking and 40% of the parents either have a student that is in one of our English Learner or special education programs. Parent Cafes and Community Learning Exchanges offered for the first time in 23-24 have yielded promising results that SSFUSD intends to learn from and build upon. For the end of year Community Learning Exchange held in May 2024, over 200 individuals attended, the majority of whom were Spanish speaking. In the 2024-25 school year the Family and Community engagement helg 6 DELAC Cafes and 6 Parent Cafes with average attendance of about 30 participants at each event. Similarly the 2025 Community Learning Exchange had 50 partner organizations attend and over 130 participants. In April 2025, the district launched its first District-wide RFEP Celebration recognizing 150 reclassified students and their families, we had about 500 attendees.

Section 3: Seeking Input for Decision-Making

Based on the analysis of educational partner input and local data, identify the number which best indicates the LEA's current stage of implementation for each practice in this section using the following rating scale (lowest to highest):

1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Practices	Rating Scale Number
9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making.	2
10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making.	3
11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community.	2
12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.	3

Seeking Input for Decision-Making Dashboard Narrative Boxes (Limited to 3,000 characters)

1. Based on the analysis of educational partner input and local data, briefly describe the LEA's current strengths and progress in Seeking Input for Decision-Making.

SSFUSD has created numerous documents and has provided training to site leaders to assist them in obtaining input from site committees such as School Site Council. During these meetings our staff builds a shared understanding so parents can provide input. We often include "input sessions" at most of our parent and district committee meetings. For those parents that were unable to attend we post the slide deck and often the recording of the meeting in case stakeholders want to watch the meeting. During the 2022-23 school year, SSFUSD began engagement with community groups as part of our process for informing the District's Strategic Plan. Outreach to communities and in particular, with communities that have traditionally had less representation and voice in our district were prioritized through the engagement process which included small and large group meetings, online and in person, throughout the school year. These community meetings were facilitated by members of our Strategic Plan Working Groups, which included community members, parents, students, and staff from across the district. In 23 - 24, SSFUSD conducted 3 meetings at all of our schools to obtain input and feedback on the Strategic plan/LCAP (October, February and April). in May 2024, SSFUSD held a community learning exchange event focused on building purposeful partnerships with our local community partners and families which had over 200 participants. In the 2024-25 school year the Family and Community engagement helg 6 DELAC Cafes and 6 Parent Cafes with average attendance of about 30 participants at each event. Similarly the 2025 Community Learning Exchange had 50 partner organizations attend and over 130 participants. All of which support the two-way communication District goal which informs decision-making.

2. Based on the analysis of educational partner input and local data, briefly describe the LEA's focus area(s) for improvement in Seeking Input for Decision-Making.

An area of growth for SSFUSD is to provide input opportunities on all district and site policies. Although we've making progress in this area we need to continue to provide opportunities for stakeholder engagement. Some of the ways were thinking we could improve engagement of underrepresented families is to create additional district/site parent committees, hire staff such as Community Liaisons (we added 3 more Community Liaisons in 23 -24), and the

use of other digital communication platforms such as Remind to provide multiple ways to communicate with our families. Many of site leaders use shorter and more frequent communication with their parent communities and with the continued use of virtual meetings we are seeing more parent engagement than in person. We will continue to use these strategies and reassess annually. Site and District leaders have used existing meeting structures such as regularly-held PTSA meetings to engage with educational partners and solicit input on strategic plan, Portrait of a Graduate, and school goals. In 2024-25 Parent Cafes and DELAC Cafes were utilized to increase two-way communication and uplift parent concerns, and involve stakeholders in decision-making.

3. Based on the analysis of educational partner input and local data, briefly describe how the LEA will improve engagement of underrepresented families identified during the self-reflection process in relation to Seeking Input for Decision-Making.

SSFUSD continues to work on strategies that will help us improve engagement with traditionally underrepresented families. The Family Fellows program started this year has helped amplify voices and representation from our Hispanic/Latinx community. Site leaders have reached out to families to conduct empathy interviews to learn more about what our families need and what modes of communication work best for them. We will continue to build on these strategies and others, and reassess annually.

School Climate (LCFF Priority 6)

Introduction

The initial design of the Local Control Funding Formula recognized the critical role that positive school conditions and climate play in advancing student performance and equity. This recognition is grounded in a research base demonstrating that a positive school climate directly impacts indicators of success such as increased teacher retention, lower dropout rates, decreased incidences of violence, and higher student achievement.

In order to support comprehensive planning, LEAs need access to current data. The measurement of school climate provides LEAs with critical data that can be used to track progress in school climate for purposes of continuous improvement, and the ability to identify needs and implement changes to address local needs.

Introduction
LEAs are required, at a minimum, to annually administer a local climate survey. The survey must:

- Capture a valid measure of student perceptions of school safety and connectedness in at least one grade within each grade span the LEA serves (e.g. TK-5, 6-8, 9-12); and

- At a minimum, report disaggregated data by student groups identified in California Education Code 52052, when such data is available as part of the local school climate survey.

Based on the analysis of local data, including the local climate survey data, LEAs are to respond to the following three prompts. Each prompt response is limited to 3,000 characters. An LEA may provide hyperlink(s) to other documents as necessary within each prompt:

Prompt 1 (DATA): Describe the local climate survey data, including available data disaggregated by student groups. LEAs using surveys that provide an overall score, such as the California Healthy Kids Survey, are encouraged to report the overall score for all students as well as available student group scores. Responses may also include an analysis of a subset of specific items on a local survey and additional data collection tools that are particularly relevant to school conditions and climate.

SSFUSD administers the California Healthy Kids Survey to students in grades 5, 7, 9, and 11 every other year, as well as to staff and parents. For the 24-25 school year, CHKS results show that:

85% of elementary students / 65% of secondary students agree they have at least one trusted adult on campus they could turn to
85% of elementary students / 60% of secondary students agree that all students are treated fairly
24% of elementary students / 22% of secondary students agree that they have a say in school policies, programs, and activities
78% of elementary students / 60% of secondary students reported they know where to go for mental health supports and resources

In an end of year counseling and school climate survey, SSFUSD secondary students indicated positive feedback about the school environment and supports available:

75% of students reported they feel all students are treated fairly on campus with matters related to school policies including attendance and discipline
87% of students indicated they know where to go for mental health supports and resources
90% of students feel supported by their counselor when they go to their counselor for guidance

Prompt 2 (MEANING): Describe key learnings, including identified needs and areas of strength determined through the analysis of data described in Prompt 1, including the available data disaggregated by student group.

Our educational partners have indicated a few key areas that SSFUSD needs to address:
-Safe, inclusive learning environments - input/feedback indicate this is an area of need as students feel that sometimes they are not treated fairly in regards to school policies; they do not feel that all students are welcomed and included as part of campus culture and in classrooms. Students report that while many of them do feel they have at least one trusted adult on campus, many have shared through anecdotal feedback in surveys or through focus group sessions that there are strategies, words, or actions adults could implement to make students feel more welcome and included in classrooms and on campus. This has made us re-evaluate discipline and instructionall practices and focus more on providing restorative practices at our school sites.
-Students are reporting increased mental health needs following the pandemic which in turn has resulted in SSFUSD increasing our mental health supports for our students/families. SSFUSD has 6 Wellness Counselors at our secondary schools and we will be adding Elementary Wellness Counselors at 4 Title 1 schools for the 25-26 school year.
-SSFUSD continues to partner with Daybreak to provide telehealth therapy for our students in grades K - 12 which is free to our students/families up to 12 sessions, along with parent and family education webinars led by professional mental health clinicians.

Prompt 3 (USE): Describe any changes to existing plans, policies, or procedures that the LEA determines necessary in order to address areas of need identified through the analysis of local data and the identification of key learnings. Include any revisions, decisions, or actions the LEA has, or will, implement for continuous improvement purposes.

Throughout the engagement process with staff as part of the math pilot, feedback from staff was clear in the request for more targeted, intentional, and frequent professional learning opportunities directly aligned to the curriculum and instructional shifts we are moving toward as a district. Site leaders also advocated for a more coherent, focused approach to professional learning and use of district and site collaboration and professional development days, aligned to curriculum and District priorities. This feedback was also a recurring theme in staff focus groups held in Spring 2025 on Strategic Plan implementation. Staff, student, and parent/family feedback through District LCAP/Strategic Plan survey, focus groups, and other district groups were used to identify key themes for the next school year, focusing on academic discourse, math and science instruction, and student belonging and wellbeing.

Access to a Broad Course of Study (LCFF Priority 7)

LEAs provide a narrative summary of the extent to which all students have access to and are enrolled in a broad course of study by addressing, at a minimum, the following four prompts:

1. Briefly identify the locally selected measures or tools that the LEA is using to track the extent to which all students have access to, and are enrolled in, a broad course of study, based on grade spans, unduplicated student groups, and individuals with exceptional needs served. (response limited to 1,500 characters)

SSFUSD analyzes master schedules and student transcripts, state (CALPADS, CA dashboard) and federal data (Civil Rights Data Collection) and surveys to all stakeholders to determine to what extent SSFUSD is providing access to a broad course of study for our students. In 2018 - 19, we analyzed our high school schedules and numerous data points, and a high school task force committee made a recommendation for the high schools to move to a modified 7 period block which includes a "flex period." Flex periods are built into the bell schedule and provide time for intervention support; SEL activities; make up work or get extra help from teacher; make up for missed tests; presentations from outside presenters, staff or counselors; time for students to meet with specific staff members so that students do not miss academic classes; provide opportunities for staff/students to build and create relationships. Our high schools are continuing to explore a variety of strategies to make Flex period a productive and meaningful time for students to receive additional support. Our middle schools embarked on a similar self-study process in 2021-22 and moved to a 7-period modified block, now in its second school year. With the changes at both middle and high schools to a 7 period day, students have more opportunities to explore their interests through elective courses including career technical education courses, visual and performing arts, academic electives, and world language. Through Prop 28 funding and local support, elementary schools have been able to provide students with enriching PE and visual/performing arts learning experiences.

2. Using the locally selected measures or tools, summarize the extent to which all students have access to, and are enrolled in, a broad course of study. The summary should identify any differences across school sites and student groups in access to, and enrollment in, a broad course of study, and may describe progress over time in the extent to which all students have access to, and are enrolled in, a broad course of study. (response limited to 1,500 characters)

Flex periods provide opportunities that we all know are important but often struggle to fit into a traditional school schedule and try to do outside of regular school hours. While most commonly students go to different teachers for additional academic support, it is also common for students to participate in enrichment sessions, attend a review lesson on a topic, meet with an advisor, make up class assignments for days missed, participate in club meetings, take part in special events they earned (like PBIS related rewards), and partake in other extracurricular activities, like sports. At the high school level, new math classes (Explorations of Data Science and Financial Literacy) were implemented for the 2023-24 school year to provide options for students to complete a 3rd year of math in alignment with SSFUSD's updated graduation requirements for the Class of 2026. Feedback from staff, students, and parents about these courses has been largely positive. In a survey of middle school students, families, and staff, for whom the 7 period day schedule was new in 23-24, 85% of respondents agreed that students having more opportunities to take elective courses and a 7 period day was a positive change.

The change in bell schedule has assisted in the increase of our graduation rates at both comprehensive high schools - SSFHS - 2018 (78.4%), 2019 (78.5%) 2020 (82.4%), 2021 (88.7%), 2022 (90.5%), 2023 (87.8%), 2024 (94.2%); ECHS - 2018 - (92.2%). 2019 - (94.8%), 2020 (94.1%), 2021 (97.7%), 2022 (97.7%), 2023 (98.6%), 2024 (96.4%). Baden Continuation HS has experienced shifts in its clientele and graduation rates, and in the last two years has increased in graduation rate: 2018 (51.3%), 2019 (71.1%), 2020 (57.3%), 2021 (46.7%), 2022 (68.8%), 2023 (51.6%), 2024 (52.3%). For the College Career Indicator we've seen increases as well: SSFHS - 2018 (31.6% prepared), 2019 - (32.5%), 2020 (36.5%), 2023 - (58.8%), 2024 (56.1%); ECHS - 2018 (28% - prepared), 2019 - (35.5% - prepared), 2020 (56.1%), 2023 - (65.1%), 2024 (70.9%). [Note: CCI dashboard did not produce a "prepared" rating in 2021 and 2022 due to pandemic school closures]. We attribute these increases to more access to courses aligned to their interests, more support to allow students to recover credit deficiencies during the school year and in the summer, increased CTE course and pathway offerings, and more frequent communication and collaboration between electives programs and counseling departments.

3. Given the results of the tool or locally selected measures, identify the barriers preventing the LEA from providing access to a broad course of study for all students. (response limited to 1,500 characters)

SSFUSD convened a Middle School Schedule Committee in 2021-22 to analyze our middle school bell schedules with the goal of exploring ways to provide opportunities for intervention and expand access to a broad course of study and a new Middle School bell schedule with a 7-period day was implemented for the 2023-24 school year. The 7 period schedule and changes to scheduling practices allowed for students to have access to more electives, including CTE courses funded in part by a CTE grant continue to build pathways to assist our students in being college and career ready when they graduate from SSFUSD. Some of the barriers we've encountered are the length of the school day and staffing shortages that have led to some impacted classes and programs. We continue to monitor the impact of the schedule change and provide opportunities for input with our various committees, and will use data to inform our decisions. We want to be sure increase opportunities and access for our under represented students as we continue to analyze our grading practices and placement criteria for high school courses.

4. In response to the results of the tool or locally selected measures, what revisions, decisions, or new actions will the LEA implement, or has the LEA implemented, to ensure access to a broad course of study for all students? (response limited to 1,500 characters)

SSFUSD continues to provide intervention courses to assist our students in meeting academic content standards. In particular, we are analyzing our supports for our English Learners and student with disabilities and designing classes such as Controversial Issues in Society, a college prep course designed for Long-term English Learners that focuses on strengthening academic language skills. We are also continuing to build strong CTE pathways and introduced a Building Construction pathway in 2022-2023, a Health Sciences - Patient Care pathway in 2024-25, and an Emergency Medical Response pathway in 2025-26. Sections have been allocated at the ECHS and SSFHS to support student access to courses including AP and CTE. To support the transition to a 7-period day for the Middle School schedules, sections have been allocated to support the development and implementation of elective courses at middle school. In 2023-24, we added a second course to the Building Construction pathway and with the new 7-period bell schedule, all middle schools offered more electives including sections of Project Lead the Way courses. In 2024-25, SSFUSD added a Health Science - Patient Care CTE pathway at the high school level and plans to add an Emergency Medical Response pathway in 2025-25. We will continue to develop and support robust elective course options at the middle school level. Peer counseling support classes were piloted at one middle school and one high school in 2023-24, at another high school in 2024-25, with plans to extend these offerings to the other middle and high schools within the next two years.

Coordination of Services for Expelled Students – COE Only (LCFF Priority 9)

Assess the degree of implementation of the progress in coordinating instruction for expelled students in your county.

Rating Scale (lowest to highest):
1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Coordinating Instruction	1	2	3	4	5
1. Assessing status of triennial plan for providing educational services to all expelled students in the county, including:	[No response required]	[No response required]	[No response required]	[No response required]	[No response required]
a. Review of required outcome data.					
b. Identifying existing educational alternatives for expelled pupils, gaps in educational services to expelled pupils, and strategies for filling those service gaps.					
c. Identifying alternative placements for pupils who are expelled and placed in district community day school programs, but who fail to meet the terms and conditions of their rehabilitation plan or who pose a danger to other district pupils.					
2. Coordinating on development and implementation of triennial plan with all LEAs within the county.					
3. Establishing ongoing collaboration and policy development for transparent referral process for LEAs within the county to the county office of education or other program options, including dissemination to all LEAs within the county a menu of available continuum of services for expelled students.					
4. Developing memorandum of understanding regarding the coordination of partial credit policies between district of residence and county office of education.					

Coordination of Services for Foster Youth – COE Only (LCFF Priority 10)

Assess the degree of implementation of coordinated service program components for foster youth in your county.

Rating Scale (lowest to highest):

1 - Exploration and Research Phase
2 - Beginning Development
3 - Initial Implementation
4 - Full Implementation
5 - Full Implementation and Sustainability

Coordinating Services	1	2	3	4	5
1. Establishing ongoing collaboration and supporting policy development, including establishing formalized information sharing agreements with child welfare, probation, Local Education Agency (LEAs), the courts, and other organizations to support determining the proper educational placement of foster youth (e.g., school of origin versus current residence, comprehensive versus alternative school, and regular versus special education).					
2. Building capacity with LEA, probation, child welfare, and other organizations for purposes of implementing school-based support infrastructure for foster youth intended to improve educational outcomes (e.g., provide regular professional development with the Foster Youth Liaisons to facilitate adequate transportation services for foster youth).					
3. Providing information and assistance to LEAs regarding the educational needs of foster youth in order to improve educational outcomes.					
4. Providing direct educational services for foster youth in LEA or county-operated programs provided the school district has certified that specified services cannot be provided or funded using other sources, including, but not limited to, Local Control Funding Formula, federal, state or local funding.					

Coordinating Services	1	2	3	4	5
5. Establishing ongoing collaboration and supporting development of policies and procedures that facilitate expeditious transfer of records, transcripts, and other relevant educational information.					
6. Facilitating the coordination of post-secondary opportunities for youth by engaging with systems partners, including, but not limited to, child welfare transition planning and independent living services, community colleges or universities, career technical education, and workforce development providers.					
7. Developing strategies to prioritize the needs of foster youth in the community, using community-wide assessments that consider age group, geographical area, and identification of highest needs students based on academic needs and placement type.					
8. Engaging in the process of reviewing plan deliverables and of collecting and analyzing LEA and COE level outcome data for purposes of evaluating effectiveness of support services for foster youth and whether the investment in services contributes to improved educational outcomes for foster youth.					

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent - Teaching and Learning

DATE: June 26, 2025

RE: Approval for ParentSquare communication services for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District has used the messaging application, Remind, for home-school communications since 2020. Last year, ParentSquare purchased Remind and SSFUSD was offered the opportunity to transition to the ParentSquare Engage application for the 2025-26 school year. The ParentSquare application offers additional tools for teachers and schools to use and integrates them into one communications app and service. ParentSquare provides a seamless experience for parents and staff, where parents will be able to keep track of news, activities and events from all their children's schools in one place.

SSFUSD believes that ParentSquare's intuitive, two-way platform will foster greater communication and family involvement. With ParentSquare, parents can enjoy photos posted by teachers, fill out forms and permission slips, sign up for parent-teacher conferences, check grades and attendance, and much more. School staff and parents can engage in both one-to-one and group messaging with real-time language translation.

As part of the District's implementation plan, the Educational Technology team will be offering a series of training opportunities for staff ahead of the new school year. We will also be working with school sites and the Student and Family Services team to coordinate training and support sessions for families.

FISCAL IMPLICATIONS:

The cost for transitioning to and implementing ParentSquare to support our home-school communications for this coming 2025-2026 school year will be $36,000. This will be paid from LCAP Supplemental funds.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the contract with ParentSquare to support South San Francisco Unified School District home-school communications for the 2025-2026 school year.

South San Francisco Unified, CA - 0637530 - Remind to PS Transition - Engage

Pricing Term Start Date: July 01, 2025 | **Pricing Term End Date:** June 30, 2026 | **Quote Create Date:** January 20, 2025 | **Reference:** 20250120-124245853

South San Francisco Unified, CA - 0637530
398 B St.
South San Francisco, CA 94080
United States

Ted O.
tedo@ssfusd.org

Comments

Official term start date will be 7-1-2025.

Starting 6-16-2025, The School District may begin a soft launch of ParentSquare through 6-30-2025. During the soft launch period, the district will work with the ParentSquare implementation team to set up data integration, configure settings, and begin account rollout to district and school users (including online training).

Phased account rollout may begin 6-16-2025, to ensure data accuracy and form best practices and policies for the broader district roll out.

The goal of the soft launch period is to have all users trained and in the system by the term start date (7-1-2025).

Julie Rivera - Parentsquare, Inc.

Products and Services

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
Engage 2023 - Soft Launch One Time Up Front Cost • Mobile App & Web Portal • Language Translation • Analytics, Reporting & Archiving • SIS Integrations, SSO (API, SFTP, other) • Smart & Urgent Alerts • Posts & Newsletters • Social Media & Website Share • Attendance & Auto Notices (includes lunch balances) • Direct Messaging • Appointments (including parent-teacher conferences) • Volunteering & Sign Ups • Directory • StudentSquare • Calendar & Event RSVP • Forms & Permission Slips (includes Surveys)	06/16/2025	4M	1 Flat Rate	$0.00	$0.00
District Onboarding (5 - 14.9K) One Time Up Front Cost • Coordination between ParentSquare Implementation Team and Points of Contact • Creation & configuration of the ParentSquare site • Data migration and review of Staff, Student, Parent and Roster data	06/16/2025		8000 Flat Rate	$0.00 After $0.50 discount	$0.00

• Digital training opportunities including recurring webinars, digital training modules, and videos • Access to “Resource Kit” and Best Practice materials to support Launch • Ongoing help and support for Admins via email, chat, and voice • Discovery call with Implementation Manager • District walkthrough videos w/ Q&A option • 1 hour of training or CS consultation (Engagement Team) • Launch check in meeting • Ongoing engagement with Customer Success Team					
Engage 2023 Annual • Mobile App & Web Portal • Language Translation • Analytics, Reporting & Archiving • SIS Integrations, SSO (API, SFTP, other) • Smart & Urgent Alerts • Posts & Newsletters • Social Media & Website Share • Attendance & Auto Notices (includes lunch balances) • Direct Messaging • Appointments (including parent-teacher conferences) • Volunteering & Sign Ups • Directory • StudentSquare • Calendar & Event RSVP • Forms & Permission Slips (includes Surveys)	07/01/2025	12M	8000 Per Student	$4.50	$36,000.00 annually

Remind Credit One Time Up Front Cost	07/01/2025	1 Flat Rate	($33,120.00) After $33,120.00 discount	($33,120.00)

Totals

One Time Up Front Cost

Unit of Measurement	Unit Total	Total
Flat Rate	($33,120.00)	($33,120.00)
		($33,120.00)

Annual

Unit of Measurement	Unit Total	Total
Per Student	$4.50	$36,000.00
		$36,000.00

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Ted O.
tedo@ssfusd.org

Verify to sign

Amanda Dempsey
amanda.dempsey@parentsquare.com

Verify to sign

Quote expires: July 4, 2025

Purchase Terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing as set forth in the ParentSquare School Agreement. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - https://www.parentsquare.com/privacy

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - https://www.parentsquare.com/terms

Questions? Contact Me

Julie Rivera
juliessa.rivera@parentsquare.com



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching and Learning

Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: June 26, 2025

RE: Approval to Continue Contracts for Licensed Vocational Nurses (LVNs) and Registered Nurses (RNs) for the 2025–26 School Year

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

South San Francisco Unified School District currently contracts with seven Licensed Vocational Nurses (LVNs) to provide essential health services to students across all school sites. These LVNs operate under the supervision of Certified School Nurses, supporting students with medical needs in alignment with California Education Code and best practices for student health and safety.

In addition to LVN services, the District also utilizes Registered Nurses (RNs) to provide substitute coverage for Certified School Nurses as needed. These contracted roles also provide health support for students participating in Outdoor Education, a week-long spring program offered to all 5th-grade students.

This memo requests Board approval to continue contracting for seven LVN positions, as well as Registered Nurse support services, for the 2025–2026 school year to ensure continuity of care and full coverage of student health needs.

The chart below outlines the current and anticipated service providers, along with their roles, staffing estimates, and associated contract costs for the 2025–26 school year.

Organization	Role / Services Provided	# of Positions	Expected Amount	Contract Maximum
Ro Health	Registered Nurse – Sub for CSN absences	As needed (up to 42 days across 4 CSNs)	$13,194	$23,994
	Licensed Vocational Nurses	3–4 of 7 positions (3 confirmed, 1 pending); est. 3.5 FTEs	$284,326	$324,944
	LVN or RN for Outdoor Education	1 week for 5th grade student	$5,000	$7,000
Ro Health Subtotal			**$302,520**	**$355,938**
Amergis	Registered Nurse – Sub for CSN absences	As needed (up to 42 days across 4 CSNs)	$10,800	$23,994
	Licensed Vocational Nurses	3–4 of 7 positions (3 confirmed, 1 pending); est. 3.5 FTEs + 1 rider	$280,078	$320,089
	LVN or RN for Outdoor Education	1 week for 5th grade student	$5,000	$7,000
Amergis Subtotal			**$295,878**	**$351,083**
Grand Total			**$598,398**	**$707,021**

Please see attached Professional Services Agreement with Amergis and RoHealth for details of contract.

FISCAL IMPLICATIONS:

Health Services funds (Resource code: 0000; Mgt: 507) will be utilized to cover the cost of these professional services contracts

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the continued contracts for seven Licensed Vocational Nurses (LVNs), Registered Nurses (RNs) for substitute coverage of Certified School Nurses (CSNs), and an LVN or RN to provide health support during 5th grade Outdoor Education.

'Agreement No. Pupil Personnel 25-26 - Amerigis Healthcare Staffing, Inc LVN+RN

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Amergis Healthcare Staffing, Inc.
Name of Primary Contact Person: Alexis Luong
Address: 2100 Powell Street, Emeryville CA 94608
Telephone Number: 510-982-3840
Email address: alluong@amergis.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [07/01/2025], to [06/30/2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed [see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for

payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

   A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:
      i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
      ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.
      iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.
      iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

   B. **Other Insurance Provisions**
      i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
      ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
      iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.
      iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.
      v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.
      vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other

fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out

of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor: Amergis Healthcare Staffing, Inc. Healthcare Staffing

_____ _____

[Benjamin Veldman, Assistant Controller] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

Exhibit A

Agreement between the South San Francisco Unified School District and [Amergis Healthcare Staffing, Inc.]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers.

Working Hours for all staff with exception of para educators and Licensed Vocational Nurses:

- All staff with the exception of Para Educators work 7 hour days, which includes an unpaid 30 minute lunch & work 186 days, in alignment with the teacher calendar, which includes attendance at all district professional development days. Paras work the school days as noted by the student calendar.
- ParaEducators and Licensed Vocational Nurses work 6 hour days, which includes an unpaid 30 minute lunch, unless otherwise agreed upon in writing.
- Any times mandated after working hours for events such as IEP meetings, staff meetings, and trainings are paid as an extra hourly rate.
    - All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following special services and advice in financial, economic, accounting, engineering, legal or administrative matters:

- up to 4 LVNs, as need and requested for 4th and communicated by SSFUSD, with 3 continuing from the previous school year at rate of $65 per hour
- Registered Nurse as needed as substitute coverage as requested by SSFUSD for District Certified Nurses at rate of $70-80 per hour depending on experience

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- Contractor will submit a monthly invoice detailing the hours worked in each month.
- With each invoice, the Contractor will include signed timecards for each staff billed for.
- **Expected total payments are $295,878**
- **Total payments during the term of the contract will not exceed $351,082**

[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

25-26 SY Rate Sheet

Amergis Healthcare Staffing, Inc.

South San Francisco Unified School District
Special Education & Pupil Personnel Services Department
398 B Street
South San Francisco, CA 94080

To Whom It May Concern,

Below are our agency rates for the 25-26 school year. For ESY 24-25, rates align with the existing 24-25 school year. Please do not hesitate to reach out to discuss further.

Position	Rate
Speech Language Pathologist	$115-$145/hr
Speech Language Pathologist Assistant	$75/hr
Behavior Technician	$52/hr
Registered Behavior Technician	$55/hr
Board Certified Behavior Analyst	$130/hr
School Psychologist	$140/hr
Adapted Physical Education Teacher	$90/hr
Occupational Therapist	$95-$125/hr
Certified Occupational Therapy Assistant	$75/hr
Registered Nurse	$70-$80/hr
District Nurse	$100/hr
Licensed Vocational Nurse	$65/hr
School Aide/Paraprofessional	$45/hr
Admin Assistant	$46-$50/hr
Special Education Teacher	$105-$110/hr
Physical Therapist	$95-$125/hr
Social Worker	$75-$90/hr
Marriage & Family Therapist	$85-$95/hr
Audiologist	$110/hr
Deaf & Hard of Hearing Teacher	$100/hr
Orthopedic Impairment Teacher	$100/hr
Mid-Level Behavioral Technician	$65/hr
Orientation & Mobility	$120/hr
Certified Wellness Coach	$75-$90/hr

Thank you for the continued partnership,

Alexis Luong
Account Manager
Amergis Healthcare Staffing, Inc.
Emeryville, CA
415-347-5993

Exhibit B

SOUTH SAN FRANCISCO
UNIFIED SCHOOL DISTRICT
Education for All

398 B Street, South San Francisco, CA 94080

STAFF INTERNET SAFETY POLICY & ACCEPTABLE USE AGREEMENT

650.877.8700
www.ssfusd.org

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.

2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:

a. Using tech resources without appropriate permission or access
b. Intentionally damaging, degrading or wasting any tech resource
c. Using tech resources to harass, insult or attack others
d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
g. Disclosing someone else's home address, phone number or other personal information without his or her consent
h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals
* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
l. Using SSFUSD's tech resources for any illegal purpose
m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law
n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.

4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violates these rules.
Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.

5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

Name (Please print):

Signature: Date:

Job Title:

Location(s): District Office

Email Address (to send login info):

☐ AD
☐ ES
☐ GMS

EID#: To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ School Loop ☐ Google Apps ☐ Email ☐ SIS access

Staff Internet Safety Policy & Acceptable Use Agreement for Technology Form - English
v1.1 - 2020.10

'Agreement No. ____Pupil Personnel 25-26 - RoHealth LVN+RN____

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Ro Health, LLC
Name of Primary Contact Person: Zac Sippel
Address: 440 N. Barranca Ave. #1884, Covina CA 91723
Telephone Number: 503-420-0795
Email address: zsippel@rohealth.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [07/01/2025], to [06/30/2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed [see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for

payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

   A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:
      i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
      ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.
      iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.
      iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

   B. **Other Insurance Provisions**
      i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
      ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
      iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.
      iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.
      v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.
      vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other

fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out

of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor: Ro Health, LLC

[Alexandria Oleson, Contracts Administrator] Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services Date

Exhibit A

Agreement between the South San Francisco Unified School District and [Ro Health]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers.

Working Hours for all staff with exception of para educators and Licensed Vocational Nurses:

- All staff with the exception of Para Educators work 7 hour days, which includes an unpaid 30 minute lunch & work 186 days, in alignment with the teacher calendar, which includes attendance at all district professional development days. Paras work the school days as noted by the student calendar.
- ParaEducators and Licensed Vocational Nurses work 6 hour days, which includes an unpaid 30 minute lunch, unless otherwise agreed upon in writing.
- Any times mandated after working hours for events such as IEP meetings, staff meetings, and trainings are paid as an extra hourly rate.
    - All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following special services and advice in financial, economic, accounting, engineering, legal or administrative matters:

- up to 4 LVNs, as need and requested for 4th and communicated by SSFUSD, with 3 continuing from the previous school year at rate of $71.70 per hour
- Registered Nurse as needed as substitute coverage as requested by SSFUSD for District Certified Nurses at rate of $94.24 per hour

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- Contractor will submit a monthly invoice detailing the hours worked in each month.
- With each invoice, the Contractor will include signed timecards for each staff billed for.
- **Expected total payments are $302,520**
- **Total payments during the term of the contract will not exceed $355,938**

[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

Exhibit B

SOUTH SAN FRANCISCO
UNIFIED SCHOOL DISTRICT
Education for All

398 B Street, South San Francisco, CA 94080

STAFF INTERNET SAFETY POLICY & ACCEPTABLE USE AGREEMENT

650.877.8700
www.ssfusd.org

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c. Using tech resources to harass, insult or attack others
d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
g. Disclosing someone else's home address, phone number or other personal information without his or her consent
h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals
* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
l. Using SSFUSD's tech resources for any illegal purpose
m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law
n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

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Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.

5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

Name (Please print):

Signature: Date:

Job Title:

Location(s): District Office

Email Address (to send login info):

☐ AD
☐ ES
☐ GMS

EID#: To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ School Loop ☐ Google Apps ☐ Email ☐ SIS access

Staff Internet Safety Policy & Acceptable Use Agreement for Technology Form - English
v1.1 - 2020.10

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintended – Teaching and Learning

Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: June 26, 2025

RE: Request to Approve Contracts for Interpretation and Translation Services for IEP Meetings and American Sign Language (ASL) Interpretation

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

To ensure compliance with the Individuals with Disabilities Education Act (IDEA) and the California Education Code, school districts are required to provide interpretation and translation services for families whose primary language is not English during the special education process. These services are essential to supporting meaningful parent participation in Individualized Education Program (IEP) meetings and decision-making. This includes providing qualified spoken language interpreters during IEP meetings and translating IEP documents and related materials into the family's native language when required. Additionally, these contracts cover access to qualified American Sign Language (ASL) interpreters to support students and families who use ASL as their primary language.

Below is a chart of current and anticipated service providers.

Organization	Services Provided	Expected Amount
Certified Languages	Translation and interpretation services for IEP meetings and preparation	$150,000
Effectiff	Translation and interpretation services for IEP meetings and preparation	$100,000
Avid Translations	Translation and interpretation services for IEP meetings and preparation	$400,000
Hanna Interpreting Services	Translation and interpretation services for IEP meetings and preparation	$50,000
Hanna Interpreting Services (ASL Support)	ASL interpreter/language model support for students whose IEPs indicate the requirement (2 known students requiring ASL language models or interpreters)	$200,000
	Total	**$900,000**

Overall, this is an increase in spending on interpretation and translation vs. prior years. The major drivers of the cost increases are:

- Double the number of students requiring individualized ASL interpretation (cost is ~$125K per student). We have had 1 student for several years with this need; next year there will be two, an increase of $125K.

- The number of requests for interpretation and translation have increased over the past two years. In particular, we went from 258 requests for translation in SY23-24 to 300 requests in SY24-25 (a 16% increase). We expect the demand to stay level or increase in SY25-26, which is why we forecast increased spending next year vs. prior years. We are distributing the interpretation and translation requests across multiple providers to ensure good service and diversity of support. We do predict that with the increase staying the same that costs could increase to around $1,125,000 although $900,000 is requested at this time.

FISCAL IMPLICATIONS:

Special Education funds (MGMT: 245) will be utilized to cover the cost of these professional services contract.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve contracts with the agencies listed above for the 2025–2026 school year to provide interpretation and translation services—including American Sign Language (ASL)—to ensure legal compliance and to support meaningful family engagement in the special education process.

'Agreement No. ____Special Education 25-26 - AVID Translations__

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: AVID Translations
Name of Primary Contact Person: Abeer Rafidi
Address: 235 E 3rd Ave. Ste 202, San Mateo CA 94401
Telephone Number: 650-525-9896
Email address: a.rafidi@avidtrans.net

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2025], to [June 30, 2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed[see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

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b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section

667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

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THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor: AVID Translations

[Abeer Rafidi, Managing Director] Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [Avid Translations]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

Requirements for On-Campus Interpreters: DOJ & TB Clearance

Overview

Under California Education Code, interpreters providing in-person interpretation services on school campuses are generally required to undergo a **Department of Justice (DOJ) fingerprint background check** and maintain **tuberculosis (TB) clearance**. These requirements exist to ensure the safety and well-being of students and staff.

1. DOJ Fingerprint Clearance

In most circumstances, DOJ fingerprint clearance is required for any non-district personnel who may be on campus and have contact with students.

Although California Education Code § 45125.1 provides an exception for contractors who are under the "immediate supervision and control" of a district employee, our district does **not currently have staff available or willing to assume this supervisory responsibility** during IEP meetings or other interpreted events.

As a result, **DOJ fingerprinting clearance is required for all interpreters providing in-person services on any school campus.**

2. Tuberculosis (TB) Clearance

TB clearance is required under California Education Code § 49406 for any individual working on campus who may come into proximity with students.

All interpreters must provide proof of current TB clearance prior to beginning on-site services.

3. Virtual Interpretation Option

To avoid the need for DOJ fingerprinting and TB clearance, interpretation services may be provided **virtually** (e.g., via Zoom), when appropriate. This option remains compliant and is encouraged when in-person participation is not essential.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

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All invoices must include copies of service logs from all providers.

Working Hours for all staff with exception of para educators and Licensed Vocational Nurses:

- All staff with the exception of Para Educators work 7 hour days, which includes an unpaid 30 minute lunch & work 186 days, in alignment with the teacher calendar, which includes attendance at all district professional development days. Paras work the school days as noted by the student calendar.
- ParaEducators and Licensed Vocational Nurses work 6 hour days, which includes an unpaid 30 minute lunch, unless otherwise agreed upon in writing.
- Any times mandated after working hours for events such as IEP meetings, staff meetings, and trainings are paid as an extra hourly rate.
    - All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Translation of IEP documents and Interpretation at IEP meetings.
- ASL Interpreter / Language model for students with IEPs who require this service.
    - We anticipate that Contractor will serve as a substitute for said role and possibly up to 2 students per day, depending on need and match of contractors provided.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- The Contractor shall submit a monthly invoice itemizing the number of documents translated and interpretation services provided at IEP meetings. If American Sign Language (ASL) or language modeling services were provided, the invoice must also include assignment details and a signed timecard.
- Each invoice must clearly indicate:
- The content that was translated, including the number of pages and any associated additional costs
- The specific IEP meeting(s) attended and the duration of attendance for each
- Or, for other student services, a signed timecard by the school principal or designee confirming service delivery
- **Total payments during the term of the contract will not exceed $400,000**

[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

Avid agrees to provide verbal and written communication to ensure families are able to actively participate in the IEP process & to provide ASL interpreters to fill internal vacancies.

Avid Translation Rates/Payment and Order Policy (Updated: June 1st , 2022)

All in-person interpreting services which have been suspended during the Coronavirus shelter in place are only offered for situations with necessary meetings for assessments with children.

Interpretation Services:	**Rate**
In-Person Interpreting: (2 hour minimum)	
Consecutive interpreting (meetings, presentations- all common languages) - minimum 2 hours	**$125** per hour Limited
Simultaneous interpreting (all common languages including ASL) – minimum 2 hours	**$125 p**er hour Limited
ASL interpreting - on site - minimum 2 hours	**$125** per hour Limited
Remote Interpreting: (1.5 hour minimum)	
Video-interpreting – all settings (schools, teletherapy, telemedicine) minimum 1.5 hours	$115 per hour Available
Phone Interpreting (Scheduling & Conferencing) - minimum 1.5 hour	**$115 p**er hour Available

Translation Services:

Standard Translation (5 pages or less for a 350-word page)	$115 per page
Standard Translation (over 5 pages – Spanish/French/German	**$0.2**3 per word

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- Standard Translation (Other common languages) **$0.26 p**er word
- Uncommon Languages (where available) **$0.28** per word

Policy on Charges, Ordering Services and Reimbursement for Services:

- Common & Uncommon Languages:
- Common Languages are the 30 common languages that Avid works with and are listed in our brochure.
- Uncommon languages include regional languages or dialects that are not normally available.
- After Hour Rate: All Languages (including ASL) charges are 1.5 hourly rate (minimum charge applies)
- Normal Business Hours are: Monday through Friday 9:00 am to 5:00 pm.
- Avid Translation is closed on Saturday & Sunday and all federally recognized holidays.

Minimum Charges:

- 2-hour minimum charge for all in-person interpretive services
- 1.5 hour minimum for video interpretation
- 1.5-hour minimum for telephonic interpretation.
- Additional charges over the 2-hour minimum: (except court interpreters) are rounded to next half hour.

Ordering Services:

- Ordering services for contract services are all done through our website: www.avidtrans.net >> Request Services >> Select Service
- 72 hours notice at a minimum is encouraged. Orders less than 48 hours are not guaranteed.
- Requests made in less than 24 hours are not guaranteed.

Cancellation Policy:

- Cancellation can be made by email, phone or fax.
- Cancellations in less than 24 hours will be charged the full 2-hour minimum (or 1 hour:30-minute minimum for telephonic interpretation) on any of our services.
- Cancellation of translation orders for documents will be charged up to the point of the work completed.
- Cancellation must be made within normal business hours -not during weekends or after normal business hours. Business hours are 9:00 – 5:00 (Mon. – Fri.)

Payment Policy:

- Payment for services is due upon completion of service. All services will be invoiced. All non-contract clients must provide a credit card or a PO #.
- Avid Translation will fax or email invoices to client (Accounts Payable) office upon completion of services.
- Payments Accepted: company checks, credit card (Visa/ MasterCard), bank checks, money orders.
- All payments must be received within a 45 day time period

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'Agreement No. ____Special Education 25-26 - Certified Languages____

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Certified Languages International, LLC
Name of Primary Contact Person: Gloria Ferrante
Address: 4800 SW Macadam Avenue, Ste 400 Portland OR 97239
Telephone Number: 503-484-2425
Email address: gloriaf@certifiedlanguages.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2025], to [June 30, 2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed[see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

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b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section

667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

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THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

[INSERT NAME AND TITLE]	Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services	Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [Certified Languages International]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

Requirements for On-Campus Interpreters: DOJ & TB Clearance

Overview

Under California Education Code, interpreters providing in-person interpretation services on school campuses are generally required to undergo a **Department of Justice (DOJ) fingerprint background check** and maintain **tuberculosis (TB) clearance**. These requirements exist to ensure the safety and well-being of students and staff.

1. DOJ Fingerprint Clearance

In most circumstances, DOJ fingerprint clearance is required for any non-district personnel who may be on campus and have contact with students.

Although California Education Code § 45125.1 provides an exception for contractors who are under the "immediate supervision and control" of a district employee, our district does **not currently have staff available or willing to assume this supervisory responsibility** during IEP meetings or other interpreted events.

As a result, **DOJ fingerprinting clearance is required for all interpreters providing in-person services on any school campus.**

2. Tuberculosis (TB) Clearance

TB clearance is required under California Education Code § 49406 for any individual working on campus who may come into proximity with students.

All interpreters must provide proof of current TB clearance prior to beginning on-site services.

3. Virtual Interpretation Option

To avoid the need for DOJ fingerprinting and TB clearance, interpretation services may be provided **virtually** (e.g., via Zoom), when appropriate. This option remains compliant and is encouraged when in-person participation is not essential.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers.

Working Hours for all staff with exception of para educators and Licensed Vocational Nurses:

- All staff with the exception of Para Educators work 7 hour days, which includes an unpaid 30 minute lunch & work 186 days, in alignment with the teacher calendar, which includes attendance at all district professional development days. Paras work the school days as noted by the student calendar.
- ParaEducators and Licensed Vocational Nurses work 6 hour days, which includes an unpaid 30 minute lunch, unless otherwise agreed upon in writing.
- Any times mandated after working hours for events such as IEP meetings, staff meetings, and trainings are paid as an extra hourly rate.
    - All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Translation of IEP documents and Interpretation at IEP meetings.
- On demand interpretation between school and a parents of students with IEPs in preparation or in direct support of student's IEP.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- The Contractor shall submit a monthly invoice itemizing the number of documents translated and interpretation services provided at IEP meetings. If American Sign Language (ASL) or language modeling services were provided, the invoice must also include assignment details and a signed timecard.
- Each invoice must clearly indicate:
    - The content that was translated, including the number of pages and any associated additional costs
    - The specific IEP meeting(s) attended and the duration of attendance for each
    - For on-demand, collect school site, requestor's name and the student's first and last initials (first two of each) and grade level to indicate authenticity of request and for invoice auditing purposes
    - Or, for other student services, a signed timecard by the school principal or designee confirming service delivery
- **Total payments for translations and interpretations are not to exceed $150,000**

[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

Certified Languages agrees to provide interpretation and translation services. See attached Certified Languages Translation Contract Rates/Policy on Requesting Services, Cancellation and Payment for more details.

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CERTIFIED LANGUAGES INTERNATIONAL

SCHEDULE B

PRICING AND TERMS OF SERVICE

Certified Languages International (CLI)'s Services are priced on a per-use basis with no monthly minimums. All invoice terms are Net 30; 1.0% accrued interest on balances exceeding thirty (30) days. All fees and reimbursements are to be made in U.S. dollars and exclude sales, use, or other applicable tax. Pricing is listed below by Service type. Any dispute on an invoice needs to be made to Company no later than ninety (90) days of when the Service was rendered; otherwise Company is not obliged to issue a credit on the disputed portion of invoice.

Service 1 — Telephone Interpreting Services: Customers are connected to interpreters 24/7/365. The Services shall be performed by Company in a manner consistent with the degree of quality and skill that is standard in the language interpreting services industry. Company warrants and represents that it can provide telephone interpreting services for approximately 200 unique languages, and that the average length of time to connect to the interpreter upon Company's receipt of a call shall not exceed the industry standards. CLI provides third-party dial-out within the borders of the U.S. and Canada for $US 0.15 per minute, in addition to the standard per-minute pricing listed below.

Phone Recordings: Telephone interpreting calls may be recorded for internal quality assurance purposes only. By checking the box below, you are requesting that your sessions *not* be recorded.

☒ I request that my telephone interpreting sessions not be recorded.

CLI's telephone interpreting services under Service 1 include the following:

- **On-Demand Telephone Interpreting Services:** Customers are connected to interpreters 24/7/365, on demand. Billing is conducted on a per-minute basis and commences once an interpreter is connected to the call. Billing terminates when either the interpreter or Customer ends the call, effectively terminating the telephone interpreting session.

- **Pre-Scheduled Telephone Interpreting Services:** Customers may schedule telephone appointments with interpreters in specific languages. There is a minimum fee equal to **30 minutes** regardless of actual time spent during the interpreting session. There is also a **30-minute** cancellation fee if cancellation is not received 24 hours before the scheduled session. If an interpreter has not been assigned to a call and the call is cancelled, the minimum fee will not apply. Billing for pre-scheduled appointments is based on a per-minute basis and commences at the original scheduled time, unless provisions for a delayed start time are made 24 hours in advance. Billing terminates when either the interpreter or Customer ends the call, effectively terminating the telephone interpreting session.

  Late Policies: Interpreters will wait up to 30 minutes past the original scheduled start time for a pre-scheduled appointment to start. Upon request, an interpreter will hold up to one hour past the scheduled time.

Per-Minute Pricing for Service 1, Telephone Interpreting Services	
All spoken languages	$US 1.65

One-Time, Flat Implementation Fee for Service 1, Telephone Interpreting Services	
Fee for call procedure set-up, payable upon completion of implementation	$US 500.00

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CERTIFIED LANGUAGES INTERNATIONAL

Service 2 — Video Remote Interpreting ("VRI") Services: Once implemented, Customer may access video remote interpreting services, in which Customer (or agent of Customer) is at a video device (which might include but is not limited to a video phone device, tablet device, or video-equipped computer) and is remotely connected to an interpreter for American Sign Language and/or spoken language interpreting. Video remote interpreting sessions are never recorded, for any reason. Billing is conducted on a per-minute basis and commences once an interpreter is connected to the video interpreting session. Billing terminates when either the interpreter or Customer ends the video remote interpreting session.

CLI's Video Remote Interpreting Services under Service 2 include the following:

- **On-Demand Video Remote Interpreting Services:** Customers are connected to video interpreters on demand during the hours of availability. Billing is conducted on a per-minute basis and commences once an interpreter is connected to the video interpreting session. Billing terminates when either the interpreter or Customer ends the video interpreting session.

- **Pre-Scheduled Video Remote Interpreting Services:** Customers may schedule appointments with video interpreters in specific languages. There is a minimum fee equal to **30 minutes** regardless of actual time spent during the interpreting session. There is also a **30-minute** cancellation fee if cancellation is not received 24 hours before the scheduled session. If a video interpreter has not been assigned to a call and the call is cancelled, the minimum fee will not apply. Billing for pre-scheduled appointments is based on a per-minute basis and commences at the original scheduled time, unless provisions for a delayed start time are made 24 hours in advance. Billing terminates when either the interpreter or Customer ends the call, effectively terminating the video interpreting session.

  Late Policies: Interpreters will wait up to 30 minutes past the original scheduled start time for a pre-scheduled appointment to start. Upon request, an interpreter will hold up to one hour past the scheduled time.

Per-Minute Flat Rate Pricing for Service 2, Video Remote Interpreting Services			
Language	**Spanish**	**Other Spoken Languages (Non-Spanish)**	**American Sign Language**
Price	$US 2.00	$US 2.00	$US 2.50

Service 3 — Written Document Translation Services: Each written document translation project is priced based on word count, language, and document software platform. An authorized User will be required to send an email to CLI's Manager of Translation Services (translations@certifiedlanguages.com) authorizing the work to be done and specifying any special requirements related to the translation, including but not limited to special confidential handling of the document. Cost estimates provided by CLI are approximate. Additional fees may be charged for special formatting and/or for expedited delivery; however, any additional fees will be quoted up front.

Service 4 —Assessment Services: Customer retains Company to provide assessment services via telephone. The Services are a tool to aid the Customer with assessing interpreting skills. The assessment will only rate the interpreting skill level of an individual and will not determine whether

the individual passed or failed the test. The Customer is solely responsible for determining how to interpret and act upon the results of the testing.

Pricing for Service 4, Assessment Services	
Interpreting Skills Assessment	$US 200.00 per assessment

"No-Show" Policy: CLI's test administrator will wait up to 10 minutes past the original scheduled start time for the assessment appointment. After that, if the individual taking the assessment is not present, there will be a fee equal to half the cost of the assessment.

CERTIFIED LANGUAGES INTERNATIONAL

CLI's Document Translation Rates

Language	Rate per Word
Afrikaans	$0.36
Albanian	$0.28
Amharic	$0.30
Arabic	$0.30
Armenian (Eastern)	$0.28
Armenian (Western)	$0.28
Azerbaijani (Azeri)	$0.36
Bassa	$0.36
Belarusian	$0.30
Bengali	$0.30
Bosnian	$0.28
Braille	Flat Rate
Bulgarian	$0.28
Burmese	$0.32
Cambodian (Khmer)	$0.32
Cape Verde Creole	$0.38
Cebuano	$0.40
Chinese (Simplified)	$0.28
Chinese (Traditional)	$0.28
Chuukese	$0.39
Croatian	$0.28
Czech	$0.28
Danish	$0.30
Dari	$0.30
Dutch	$0.28
Estonian	$0.28
Farsi (Persian)	$0.30
Finnish	$0.28
Flemish	$0.28
French (Canada)	$0.28
French (France)	$0.28
Fulani	$0.40
Georgian	$0.28
German	$0.28
Greek	$0.28
Gujarati	$0.30
Haitian Creole	$0.28
Hakha Chin	$0.40
Hakka (Chinese)	$0.28
Hebrew	$0.30
Hindi	$0.30
Hmong	$0.30
Hungarian	$0.28
Icelandic	$0.32
Igbo/Ibo	$0.40
Ilocano	$0.48
Ilonggo (Hiligaynon)	$0.36
Indonesian	$0.30
Italian	$0.28
Japanese	$0.32
Javanese	$0.32
Kannada	$0.32
Karen	$0.38

Language	Rate per Word
Kazakh	$0.30
Kinyarwanda	$0.36
Kirundi	$0.32
Korean	$0.28
Kurdish (Kurmanji dialect)	$0.36
Kurdish (Sorani dialect)	$0.36
Kyrgyz/Kirgiz	$0.32
Lao (Laotian)	$0.30
Latvian	$0.28
Lithuanian	$0.28
Macedonian	$0.30
Malay (Malaysian)	$0.30
Mandinka	$0.40
Marathi	$0.32
Marshallese	$0.50
Mien	$0.40
Mongolian	$0.36
Montenegrin	$0.32
Navajo	$0.36
Nepali	$0.32
Norwegian	$0.28
Oromo	$0.40
Pashto	$0.30
Polish	$0.28
Portuguese (Brazil)	$0.28
Portuguese (Portugal)	$0.28
Punjabi	$0.30
Rohingya	$0.40
Romanian (Moldavan)	$0.28
Russian	$0.28
Serbian	$0.28
Slovak	$0.28
Slovenian	$0.28
Somali	$0.30
Spanish (Castilian)	$0.22
Spanish (Latin American)	$0.22
Spanish (other varieties)	$0.22
Swahili	$0.30
Swedish	$0.28
Tagalog	$0.30
Tamil	$0.32
Telugu	$0.32
Thai	$0.30
Tibetan	$0.40
Tigrinya	$0.32
Turkish	$0.28
Ukrainian	$0.28
Urdu	$0.30
Uzbek	$0.30
Vietnamese	$0.28
Wolof	$0.42
Yoruba	$0.36

‘Agreement No. Special Education 25-26 - Effectiff

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Effectiff
Name of Primary Contact Person: Alex Cherkashin
Address: 1212 Broadway Plaza Walnut Creek CA 94596
Telephone Number: 929-999-5719
Email address: alex.ch@effectiff.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2025], to [June 30, 2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed [see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section

667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor: Effectiff

[Alexander Leshchinskiy, CEO] Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services Date

Exhibit A

Agreement between the South San Francisco Unified School District and [Effectiff]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

Requirements for On-Campus Interpreters: DOJ & TB Clearance

Overview

Under California Education Code, interpreters providing in-person interpretation services on school campuses are generally required to undergo a **Department of Justice (DOJ) fingerprint background check** and maintain **tuberculosis (TB) clearance**. These requirements exist to ensure the safety and well-being of students and staff.

1. DOJ Fingerprint Clearance

In most circumstances, DOJ fingerprint clearance is required for any non-district personnel who may be on campus and have contact with students.

Although California Education Code § 45125.1 provides an exception for contractors who are under the "immediate supervision and control" of a district employee, our district does **not currently have staff available or willing to assume this supervisory responsibility** during IEP meetings or other interpreted events.

As a result, **DOJ fingerprinting clearance is required for all interpreters providing in-person services on any school campus.**

2. Tuberculosis (TB) Clearance

TB clearance is required under California Education Code § 49406 for any individual working on campus who may come into proximity with students.

All interpreters must provide proof of current TB clearance prior to beginning on-site services.

3. Virtual Interpretation Option

To avoid the need for DOJ fingerprinting and TB clearance, interpretation services may be provided **virtually** (e.g., via Zoom), when appropriate. This option remains compliant and is encouraged when in-person participation is not essential.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers.

Working Hours for all staff with exception of para educators and Licensed Vocational Nurses:

- All staff with the exception of Para Educators work 7 hour days, which includes an unpaid 30 minute lunch & work 186 days, in alignment with the teacher calendar, which includes attendance at all district professional development days. Paras work the school days as noted by the student calendar.
- ParaEducators and Licensed Vocational Nurses work 6 hour days, which includes an unpaid 30 minute lunch, unless otherwise agreed upon in writing.
- Any times mandated after working hours for events such as IEP meetings, staff meetings, and trainings are paid as an extra hourly rate.
    - All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Translation of IEP documents and Interpretation at IEP meetings.
- On demand interpretation between school and a parents of students with IEPs in preparation or in direct support of student's IEP.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- The Contractor shall submit a monthly invoice itemizing the number of documents translated and interpretation services provided at IEP meetings. If American Sign Language (ASL) or language modeling services were provided, the invoice must also include assignment details and a signed timecard.
- Each invoice must clearly indicate:
    - The content that was translated, including the number of pages and any associated additional costs
    - The specific IEP meeting(s) attended and the duration of attendance for each
    - For on-demand, collect school site, requestor's name and the student's first and last initials (first two of each) and grade level to indicate authenticity of request and for invoice auditing purposes
    - Or, for other student services, a signed timecard by the school principal or designee confirming service delivery
- **Total payments for translations and interpretations are not to exceed $100,000**

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Document Translation Services:	Per Word
Category A (minimum service – 750 words or less $65.00) - Non-Rush	$0.09
Category B (minimum service – 750 words or less) - $75.00)	$0.13
Category C (minimum service – 750 words or less) - $85.00)	From $0.16
Rush Services for languages of Category A	$0.13
Rush Services for languages of Category B	$0.18
Machine translation and Post edit	$0.08
Revisions - includes second round and above of author-requested proofreading and editing; as well as request for source additions, alterations or rewrites	$0.07
Transcription & Voice-Over Services:	**Per Minute**
Transcription for languages of Category A and B	$2.50
Voice-Over (one person) for languages of Category A and B	$45.00
Subtitles for languages of Category A and B	$10.00
Additional Workflow Charges:	
Multilingual DTP (Desktop Publishing / Graphic Design) – includes Webpage translation and formatting (localization	$45.00 per hour

Remote Interpretation Services	Per Minute
Over-the-Phone Interpretation	
Category A (on-demand and prescheduled)	$0.70
Category B (on-demand and prescheduled)	$0.75
Category C (on-demand and prescheduled)	$0.85
Video-Remote Interpretation	
Category A (on-demand and prescheduled)	$0.90
Category B (on-demand and prescheduled)	$0.95

Category C + ASL (on-demand and prescheduled)	$1.10
Minimum Fee per month (in case the cost for total amount of minutes for all remote services provided per month is less than $150)	$150.00
Monthly Discount (in case total amount of minutes for all remote services provided per month is more than 7,500 minutes)	- 10%
Monthly Discount (in case total amount of minutes for all remote services provided per month is more than 12,500 minutes)	- 15%
On-site Consecutive/Simultaneous Interpretation	**Per Hour**
Category A (2 hours minimum)	$85.00/$130.00
Category B (2 hours minimum)	$95.00/$160.00
Category C (2 hours minimum)	$115.00/$165.00
ASL (2 hours minimum)	$130.00
Remote Simultaneous Interpretation	
Spanish (2 hours minimum, 1 interpreter)	$95.00
All Other Languages (2 hours minimum, 1 interpreter)	$140.00

Category A *includes such languages as Spanish.*

Category B *includes such languages as French, Macedonian, Mongolian, Croatian, Albanian, Estonian, Romanian, Kazakh, Danish, Dutch, Amharic, Japanese, Somali, Albanian, Hindi, Swahili, Finnish, Swedish, Nepali, Karen, Bahasa, Indonesian, Latvian, Haitian Creole, Vietnamese, Burmese, Lithuanian, Malay, Italian, Czech, Slovak, Thai, Chinese, Arabic, Bosnian, Polish, Serbian, Armenian, Georgian, German, Amharic, Hebrew, Greek, Turkish, Korean, Portuguese.*

Category C *includes such languages as Acholi, Norwegian, Duala, Jamaican Patois, Mbay, Afar, Mien, Soga, Afrikaans, Dzongkha, Jarai, Mirpuri, Akan, Edo, Javanese, Mixteco, Soninke, Akateko, Ekegusii, Jingpho, Mizo, Sorani, Jinyu, Mnong, Ewe, Anuak, Farsi, Jula, Sunda, Apache, Fijian, Kaba, Mortlockese, Kamba, Napoletano, Kanjobal, Navajo, Flemish, Kannada, Sylhetti, Ngambay, Tagalog, Kashmiri, Nigerian Pidgin, Taiwanese, Bahdini, Fukienese, Kayah, Tajik, Bahnar, Fulani, Nuer, Tamil, Bajuni, Fuzhou, Kham, Nupe, Telugu, Bambara, Ga Khana, Nyanja, Bantu, Gaddang, Khmer, Nyoro, Tibetan, Barese, Gaelic-Irish, K'iché, Ojibway, Tigré, Basque, Gaelic-Scottish, Kikuyu, Oromo, Tigrigna, Bassa, Garre, Kimiiru, Pampangan, Toishanese, Gen, Koho, Papiamento, Tongan, Bemba, Pashto, Tooro, Benaadir, Krahn, Plautdietsch, Trique, Bengali, Krio, Pohnpeian, Berber, Gheg, Kunama, Turkmen, Bosnian, Gokana, Kurmanji, Tzotzil, Bravanese, Kyrgyz, Bulgarian, Gujarati, Laotian, Urdu, Gulay, Pugliese, Uyghur, Cantonese, Gurani, Liberian Pidgin English, Pulaar, Uzbek, Catalan, Lingala, Punjabi, Cebuano, Hakka China, Putian, Visayan, Chaldean, Hakka Taiwan, Luba- Kasai, Quechua,*

Welsh, Chamorro, Hassaniyya, Luganda, Quichua, Wodaabe, Chaochow, Hausa, Luo, Rade, Wolof, Chin Falam, Hawaiian Hebrew, Maay, Rakhine, Wuzhou, Chin Hakha, Hiligaynon, Rohingya, Yemeni Arabic, Chin Mara, Yiddish, Chin Matu, Hindko, Malayalam, Rundi, Yoruba, Chin Senthang, Hmong, Maltese, Yunnanese, Chin Tedim, Hunanese, Mam, Rwanda, Zapoteco, Chipewyan, Mandarin, Samoan, Zarma, Chuukese, IIcelandic, Mandinka, Sango, Zo, Cree, Igbo, Maninka, Seraiki, Zyphe, Croatian, Ilocano, Manobo, Dinka, Marathi, Shanghainese, Inuktitut, Marka, Shona, Dari, Marshallese, Sichuan Y, Dewoin, Jakartanese, Masalit.

The indicated rates are valid both for translation from English into the required language, and vice versa.

Explanatory notes

• **(*) Rush service is considered for all requests exceeding 2,500 words that need to be delivered within 24 hours. If you request a translation of less than 2,500 words to be delivered within 24 hours, it will be considered as regular job**.

• (**) We consider 250 words per page.

• (***) For on-site interpretation services: 2 hours minimum billing, and the provision is of 1 (one) interpreter. If the event needs more interpreters, this must be specified and requested in advance. For remote interpretation services (OPI, VRI), the minimum billing would be of 2 minutes. For RSI, the minimum billing would be of 1 hour.

The given rates are valid during business hours (8 a.m. to 5 p.m.) and after hours. For weekends, emergencies and holidays, rush service may apply. This is subject to project scope and deadline expectations.

Turnaround Time

Due to the solid experience and counties' existing contracts Effectiff fully understands and realizes all the possible workload and approach to be taken.

For document translation services, Effectiff is capable to process up to 50,000 words daily working with more than 3,000 translators that allows us to provide linguistic services to dozens of people, manage up to 40 separate projects daily and about 14,000 projects a year.

Our regular daily capacity is up to 2,500 words. As indicated above, this number can exponentially increase upon request. Please note that for projects exceeding our daily regular capacity, we might have to charge a rush job service rate. Please refer to our price sheet above for reference.

Type of Request	Range of Volume of work	Turnaround Time
Regular Service Request for translation as per indicated in the solicitation document.	1 – 2,500 words	1 day
	2,500 – 5,000 words	2 days
	5,000 – 25,000 words	2 – 10 days
	25,000 – 50.000 words	10 – 20 days
	50,000+ words	Agreed Timeline
Rush Service Request for translation as per indicated in the solicitation document.	2,500 – 50,000 words	1 day
	50,000+ words	Agreed timeline

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Cancelation Policy

- If the translation request is cancelled before its start, no fees shall be charged.
- If the translation request is cancelled when it is already in execution, the solicitor may have to cover the advance of the project before the interruption.
- Cancellations of pre-scheduled interpretation services received with more than 72 hours' notice (at least 72 hours prior the time of particular appointment) are non-billable.
- Interpretation services cancellations received within 72 to 48 hours prior the interpretation session are billable for a minimum fee.
- Interpretation services cancellations received within 48 to 24 hours prior the interpretation session are billable for 50% of the cost of the scheduled services.
- Interpretation services cancellations received within less than 24 hours' prior the interpretation session are billable for 100% of the cost of the scheduled services.

'Agreement No. ____Special Education 25-26 - Hanna Interpreting Services____

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Hanna Interpreting Services
Name of Primary Contact Person: Sean Spicer
Address: 3322 Sweetwater Springs Bl;vd., Ste. 204
Spring Valley CA 91977
Telephone Number: 619-962-2331
Email address: sean.spicer@hannais.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [July 1, 2025], to [June 30, 2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed [see Exhibit A]. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

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667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor: Hannah Interpreting Services

[Sean spicer, Revenue Operations Manager]	Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services	Date

Exhibit A

Agreement between the South San Francisco Unified School District and [Hanna Interpreting Services]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

Requirements for On-Campus Interpreters: DOJ & TB Clearance

Overview

Under California Education Code, interpreters providing in-person interpretation services on school campuses are generally required to undergo a **Department of Justice (DOJ) fingerprint background check** and maintain **tuberculosis (TB) clearance**. These requirements exist to ensure the safety and well-being of students and staff.

1. DOJ Fingerprint Clearance

In most circumstances, DOJ fingerprint clearance is required for any non-district personnel who may be on campus and have contact with students.

Although California Education Code § 45125.1 provides an exception for contractors who are under the "immediate supervision and control" of a district employee, our district does **not currently have staff available or willing to assume this supervisory responsibility** during IEP meetings or other interpreted events.

As a result, **DOJ fingerprinting clearance is required for all interpreters providing in-person services on any school campus.**

2. Tuberculosis (TB) Clearance

TB clearance is required under California Education Code § 49406 for any individual working on campus who may come into proximity with students.

All interpreters must provide proof of current TB clearance prior to beginning on-site services.

3. Virtual Interpretation Option

To avoid the need for DOJ fingerprinting and TB clearance, interpretation services may be provided **virtually** (e.g., via Zoom), when appropriate. This option remains compliant and is encouraged when in-person participation is not essential.

All staff must submit the Staff Internet Safety Policy and Acceptable Use form before the start date (see Exhibit B for Staff Internet Safety Policy and Acceptable Use Agreement). This form allows us to start or continue with an email account and district access to web based resources.

All staff must have appropriate credentials and evidence included as an attachment to this contract or turned in to the department of special education before their first day of work. All teachers must have English Language authorizations, and for those with mild-moderate special education credentials, they must have an Autism authorization.

All invoices must include copies of service logs from all providers.

Working Hours for all staff with exception of para educators and Licensed Vocational Nurses:

- All staff with the exception of Para Educators work 7 hour days, which includes an unpaid 30 minute lunch & work 186 days, in alignment with the teacher calendar, which includes attendance at all district professional development days. Paras work the school days as noted by the student calendar.
- ParaEducators and Licensed Vocational Nurses work 6 hour days, which includes an unpaid 30 minute lunch, unless otherwise

agreed upon in writing.

- Any times mandated after working hours for events such as IEP meetings, staff meetings, and trainings are paid as an extra hourly rate.
    - All hours after 7 hours for IEP meetings and department meetings or trainings are to be documented on a timecard and signed off by the site principal or district administrator.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Translation of IEP documents and Interpretation at IEP meetings.
- ASL Interpreter / Language model for students with IEPs who require this service.
    - We anticipate that Contractor will serve as a substitute for said role and possibly up to 2 students per day, depending on need and match of contractors provided.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- The Contractor shall submit a monthly invoice itemizing the number of documents translated and interpretation services provided at IEP meetings. If American Sign Language (ASL) or language modeling services were provided, the invoice must also include assignment details and a signed timecard.
- Each invoice must clearly indicate:
- The content that was translated, including the number of pages and any associated additional costs
- The specific IEP meeting(s) attended and the duration of attendance for each
- Or, for other student services, a signed timecard by the school principal or designee confirming service delivery
- **Total payments for translations and interpretations are not to exceed $250,000**

SET UP & MAINTENANCE		
Service Type	**Description**	**Minimum Fee**
-	Account Set Up	(Waived) ~~$99~~
-	Live Video Training	(Waived) ~~$99~~
-	Monthly Minimum Maintenance Fee	(Waived) ~~$99~~
* Charged if the total service fees for the month do not add up to the minimum amount of $99.00.		

DOCUMENT TRANSLATION (TR)*			
Service Type	**Language**	**Rate**	**Minimum Fee**
Machine Translation (Reliable Database)			
TR	Language Group A (Spanish)	$0.075/word	$30.00
TR	Language Group B	$0.125/word	$45.00
TR	Language Group C	ASK	ASK

Machine Translation & Human Post-Edit (MTPE)			
TR	Language Group A (Spanish)	$0.09/word	$30.00
TR	Language Group B	$0.15/word	$45.00
TR	Language Group C	ASK	ASK
Human Translation & Proofreading			
TR	Language Group A (Spanish)	$0.15/word	$50.00
TR	Language Group B	$0.25/word	$75.00
TR	Language Group C	$0.30/word	$100.00

TRANSLATION MEMORY – LEVERGING DISCOUNT RATE			
TR	Repetitions	70% Discount	Minimum Charge Based Language Group
TR	Exact Match (100-101%)	70% Discount	Minimum Charge Based Language Group
TR	Leveraged Match (90-99%)	40% Discount	Minimum Charge Based Language Group
TR	Fuzzy Match & No Match	NO Discount	Minimum Charge Based Language Group

OTHER SERVICES			
-	Proofreading	$60.00/hour	$60.00
-	Desktop Publishing	$40.00/page	
-	ADA/508 Remediation	$40.00/page	
-	Rush Fees**	10%	10%

***Standard Document Translation Turnaround Time: 3 business days (avg. 3,000 words per language per day)** Regular Hours Minimum Fee shall apply to projects submitted between 8 AM - 5 PM PST, Monday – Friday.*

ON-DEMAND OVER THE PHONE INTERPRETATION (OPI)				
Service Type	Language	Rate	Minimum	Min. Total

Offshore OPI	Language Group A (Spanish)	$0.79/min	1	$0.79
Offshore OPI	Language Group B & C (All Other Spoken)	$0.89/min	1	$0.89
Onshore OPI	Language Group A (Spanish)	$0.89/min	1	$0.89
Onshore OPI	Available Languages	$0.99/min	1	$0.99

ON-DEMAND VIDEO-REMOTE INTERPRETATION (VRI)				
Service Type	Language	Rate	Minimum	Min. Total
Offshore VRI	Language Group A (Spanish)	$0.99/min	1	$0.99
Offshore VRI	All Other Available Languages	$1.49/min	1	$1.49
Onshore VRI	Language Group A (Spanish)	$1.49/min	1	$1.49
Onshore VRI	All Other Available Languages	$1.99/min	1	$1.99
Onshore VRI	Language Group D (ASL)	$1.99/min	1	$1.99

Region A - PRE-SCHEDULED CONSECUTIVE INTERPRETATION (QUALIFIED)				
Service Type	Language	Rate	Minimum	Minimum Total
In-Person	Language Group A (Spanish)	$75.00/hr	2	$150.00
In-Person	Language Group B (Core Lang.)	$90.00/hr	2	$180.00
In-Person	Language Group C (All Other Spoken Lang.)	$105.00/hr	2	$210.00
In-Person	Language Group D (ASL)	$145.00/hr	2	$290.00

In-Person	Rush Fees (W/in 24 hrs)	10%	10%	10%
In-Person	Evenings & Weekends Fees	10%	10%	10%
In-Person	Mileage/Travel Fees	Waived	Waived	Waived
OPI/VRI	Language Group A (Spanish)	$75.00/hr	1	$75.00
OPI/VRI	Language Group B (Core Lang.)	$90.00/hr	1	$90.00
OPI/VRI	Language Group C (All Other Spoken Lang.)	$105.00/hr	1	$105.00
OPI/VRI	Language Group D (ASL)	$145.00/hr	1	$145.00
OPI/VRI	Rush Fees (W/in 24 hrs)	10%	10%	10%
OPI/VRI	Evenings & Weekends Fees	10%	10%	10%

Service Type	Language	Rate	Minimum	Minimum Total
In-Person	Language Group A (Spanish)	$115.00/hr	2	$200.00
In-Person	Language Group B (Core Lang.)	$130.00/hr	2	$230.00
In-Person	Language Group C (All Other Spoken Lang.)	$145.00/hr	2	$260.00
In-Person	Language Group D (ASL)	$165.00/hr	2	$290.00
In-Person	Rush Fees (W/in 24 hrs)	10%	10%	10%

In-Person	Evenings & Weekends Fees	10%	10%	10%
In-Person	Mileage/Travel Fees	Waived	Waived	Waived
OPI/VRI	Language Group A (Spanish)	$115.00/hr	1	$100.00
OPI/VRI	Language Group B (Core Lang.)	$130.00/hr	1	$115.00
OPI/VRI	Language Group C (All Other Spoken Lang.)	$145.00/hr	1	$130.00
OPI/VRI	Language Group D (ASL)	$165.00/hr	1	$145.00
OPI/VRI	Rush Fees (W/in 24 hrs)	10%	10%	10%
OPI/VRI	Evenings & Weekends Fees	10%	10%	10%

Service Type	Language	Rate	Half-Day Min	Full-Day Min
In-Person	Language Group A (Spanish)**	$150.00/hr	3	6
In-Person	Language Group B (Core Lang.)**	$250.00/hr	3	6
In-Person	Language Group C (All Other Spoken Lang.)**	$350.00/hr	3	6
In-Person	Language Group D (ASL)*	$175.00/hr	2	-
In-Person	Language Group E (CART)	$250.00/hr	3	-
In-Person	Rush Fees (W/in 24 hrs)	10%	10%	10%

In-Person	Evenings & Weekends Fees	10%	10%	10%
In-Person	Mileage/Travel Fees	Waived	Waived	Waived
OPI/VRI	Language Group A (Spanish)	$125.00/hr	3	-
OPI/VRI	Language Group B (Core Lang.)	$225.00/hr	3	-
OPI/VRI	Language Group C (All Other Spoken Lang.)	$325.00/hr	3	-
OPI/VRI	Language Group D (ASL)*	$150.00/hr	2	-
OPI/VRI	Language Group E (CART)	$225.00/hr	3	-
OPI/VRI	Rush Fees (W/in 24 hrs)	10%	10%	10%
OPI/VRI	Evenings & Weekends Fees	10%	10%	10%

** Requires a team of two ASL interpreters per simultaneous interpretation event*

*.** Some spoken languages may require teaming due to the nature of the event (Topic, Setting, Complexity, Length, Speakers, Medium)*

Service Type	Equipment	Cost Per Session	Minimum	Total
In-Person	Digital Medium Area Transmitter	$150.00	1	$150.00
In-Person	Multi-Channel Receivers & Headsets	$5.00	1	$5.00
In-Person	Roundtrip Shipping	Waived	Waived	Waived

TRANSCRIPTION/CLOSED CAPTIONING/SUBTITLING				
English Transcription	**Discount Per Minute 1 week**	**Standard Per Minute 3-5 Days**	**Rush Per Minute 2-3 Days**	**Overnight Per Minute 1 Day**
1-2 Speakers	$1.50	$1.75	$2.25	$2.75
3-4 Speakers	$2.00	$2.25	$2.75	$3.25
5 or More Speakers	$2.50	$2.75	$3.25	$3.75
Minimum Fee Per Project	**$150.00**	**$150.00**	**$150.00**	**$150.00**
Language Group A Transcription	**Discount Per Minute 1 week**	**Standard Per Minute 3-5 Days**	**Rush Per Minute 2-3 Days**	**Overnight Per Minute 1 Day**
1-2 Speakers	$2.50	$2.75	$3.25	$3.75
3-4 Speakers	$3.00	$3.25	$3.75	$4.25
5 or More Speakers	$3.50	$3.75	$4.25	$4.75
Minimum Fee Per Project	**$250.00**	**$250.00**	**$250.00**	**$250.00**
Language Group B-C Transcription	**Discount Per Minute 1 week**	**Standard Per Minute 3-5 Days**	**Rush Per Minute 2-3 Days**	**Overnight Per Minute 1 Day**
1-2 Speakers	$12.50	$12.75	$13.25	$13.75
3-4 Speakers	$13.00	$13.25	$13.75	$14.25
5 or More Speakers	$13.50	$13.75	$14.25	$14.75
Minimum Fee Per Project	**$350.00**	**$350.00**	**$350.00**	**$350.00**
Other Additional Charges				
Moderate accents	$0.50/min			
Heavy accents	$0.75/min			
Technical, Medical, or Scientific Terminology	$0.50/min			
Medium Background Noise	$0.50/min			
Heavy Background Noise	$0.75/min			
Time Stamps – 1 to 10 minutes	$0.50/min			
Editing Options				
Clean Verbatim (Standard) Included	Files are edited to capture what each speaker is saying, taking out repeated or stuttered words, 'ums' and 'ahs' and other filler words are removed, and slight grammar edits are made to make transcript clear and readable.			
Strict Verbatim $0.50/min	Verbatim transcripts include ever word said by each speaker, including filler words, stutters, and every word exactly as spoken.			
Full Edit $0.50/min	Completely edited transcripts will ensure your transcripts are edited to be completed grammatically correct and edited for readability and style. This typically is used for transcripts turned into publications, articles, books, etc.			

ALTERNATIVE FORMATS						
Format	**Simple****	**Moderate****	**Complex 1****	**Complex 2****	**Reprint - set-up fee*****	**Output / per side Audio CD or Flash Drive**
Braille	$10.00-$15.00 /pg	$15.00-$18.00 /pg	$18.00-$33.00 /pg	$33.00-$150.00 /pg	$50.00	$0.50
Large Print	$8.50-$13.00 /pg	$13.00-$18.00 /pg	$18.00-$33.00 /pg	$33.00-$150.00 /pg	$50.00	$0.15
Audio / Data CD	$10.00-$15.00 /pg	$15.00-$18.00 /pg	$18.00-$33.00 /pg	$33.00-$150.00 /pg	$50.00	$3.50 per CD / $7.50 Flash
Text-to-Speech	Quoted on a per project basis.					
Voice-to-Text	Quoted on a per project basis.					
Voice Recording	Quoted on a per project basis.					
Voice Over	Quoted on a per project basis.					
Braille, Large Print, Audio Complexity Descriptions						
Simple	Single column text on the page, Simple text reformatting, Simple tables with less than 3 columns, up to 3 unique tables, up to 10 variable fields					
Moderate	Simple tables with up to 9 columns, up to 6 different tables, Single column on the page, more than 10 variable fields					
Complex 1	Complex or nested tables, more than 6 different tables, Multiple columns on the page, Multiple variable fields					
Complex 2	Forms pages, OCR required - additional QC Required					
Pricing Descriptions						
* For Ad hoc documents; $150 minimum transcription for hard copy formats (Braille, Large Print, Audio). Ad hoc - per finished copy minimum - $10.00 for Braille and Large Print ** Pages containing multiple levels of complexity may exceed these individual page rates. *** Setup of file on embosser/printer. Charged one-time per order regardless of quantity ordered.						

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching and Learning

Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: June 26, 2025

RE: Approval to Continue Contracts with Non-Public Agencies for Special Education Transportation Services for the 2025–2026 school year

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

South San Francisco Unified School District (SSFUSD) contracts with transportation agencies to ensure that students with Individualized Education Programs (IEPs) receive transportation as a related service necessary to access a Free Appropriate Public Education (FAPE). These services are legally required and documented in students' IEPs.

For the 2025–26 school year, 232 students are projected to be eligible for transportation services. Based on historical trends, approximately 88% (204 students) are expected to participate. This represents a 9% increase over last year. Contracted transportation services also support the Extended School Year (ESY) and early start for Part C to B transitions occurring after July 1, 2025.

To avoid disruption in services and ensure full implementation of student IEPs starting in mid-summer and August, the District seeks Board approval for transportation contracts totaling up to $2,610,694.

HISTORICAL PARTICIPATION AND COST DATA		
School Year	**# of Students Transported**	**Total Cost**
2022–23	145	$2,097,468.59
2023–24	143	$2,917,848.98
2024–25	190	$2,219,640 • **$**2,049,139.49 billed for 24-25 school year and does not include cost for the Extended School Year session up through June 30, 2025 when contracts end. This amounts to 62% of the entire ESY summer session. • Board memo approved in June 2024 was for up to $2,321,000. We expect to spend $275,000 for all of the extended school year summer session which at 62% amounts to $170,500, totaling $2,219,639.49 from July 1, 2024 through June 30, 2025.

PROJECTED VENDOR DISTRIBUTION: 2025 – 2026			
Agency	**Expected # of students transported** *based on 88% rate of those who participate or 204 of 232 eligible students*	**Expected Cost**	**Maximum Cost** *if all 232 participate*
EverDriven	105 Elementary School Students or 45.2% of all eligible students	$1,066,900	$1,165,926
Adroit	85 Middle School, High School and NPS Students or 36.6% of all eligible students	$612,900	$669,787
First Student	39 Baden Campus students & NPS or 16.8% of all eligible students	$590,200	$644,981
Green Cab	3 students or 1.4% of all eligible students	$130,000	$130,000
	TOTAL	**$2,400,000**	**$2,610,694**

FISCAL IMPLICATIONS:

- Transportation services for students with IEPs are projected to cost up to $2,610,694 with an anticipated expenditure of approximately $2,400,000.
- Funding will be drawn from Special Education (Fund MGMT: 245).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve continuing to work with these transportation agencies in order to fulfill Individualized Education Plan (IEP) service agreements by allowing the Assistant Superintendent of Business Services to sign all Professional Service Agreements (PSA).

‘Agreement No. _Special Education 25-26 - Transportation Adroit_

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Adroit Advanced Technologies
Name of Primary Contact Person: Shirley Kaeratana
Address: 10235 W Little York Rd. Suite 200 Houston TX 77040
Telephone Number: 650-466-6615
Email address: shirley@goadroit.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [7/1/2025], to [6/30/2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

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a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any

such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

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THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

[Ryan King, Vice President Operations]	Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services	Date

Draft

Exhibit A

Agreement between the South San Francisco Unified School District and [Adroit Advanced Technologies Inc.]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All invoices must include copies of service/ride logs from all providers.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Transport students daily to and from school
- We anticipate that Contractor will serve XX students per day.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- Contractor will submit a monthly invoice detailing the number of students transported by day in each month.
- With each invoice, Contractor will include service logs which designate students transported each day.
- District will pay based on the actual number of students transported per day. District will issue payment within 45 days of receiving the invoice.
- Expected total payments are $612,900 with total payments during the term not to exceed $669,787

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[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

Service Types, Rates and Charges

ADROIT's total compensation is calculated on a per-Trip basis. To clarify, a morning ride involving multiple Riders constitutes a single Trip. However, if a Driver operates the same route in both the morning and afternoon, the Driver performed two Trips because each leg constitutes a distinct Trip. The total cost of a single Trip is determined using the following formula:

Base Fee + Variable Fee (if applicable) **+ Optional Services Fee** (if applicable) **+ Additional Charges** (if applicable)

Service Types	Description	Fee
	Base Fee	
Standard Vehicle	Vehicles with a capacity of up to five (5) passengers. Up to three (3) Riders may be transported per Vehicle.	$70.48/ Trip
Large Vehicle	Vehicles with a capacity of more than five (5) passengers. Up to five (5) Riders may be transported per Vehicle.	$96.86 / Trip
Accessible Vehicle	Transportation requiring a wheelchair accessible vehicle.	$140.60 / Trip
	Variable Fee (if applicable)	
Extended Mileage	Applies to each Trip mile after the first ten (10) miles, rounded up to the next full mile.	$2.71/ mile
Fuel Surcharge	Applies when the average fuel price as set forth in the U.S. EIA fuel price index at https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm exceeds $5 per gallon. The fee is based on the difference between the average fuel price in Client's jurisdiction and $5 ("**Surcharge**"). The Surcharge applies to all Trip miles.	30% Surcharge / mile
	Optional Fee (if applicable)	
Safety Equipment	Provider-furnished Safety Equipment (e.g., Buckle Guards, Safety Vests, Car Seats, Booster Seats, and more).	$4 / unit
Provided Attendant	A 2-hour minimum charge applies to a Provided Attendant. Except as otherwise stated in this Agreement, no fee applies to a Client Attendant.	$25.75 / hour
Cameras	Transportation in Vehicles with rear-facing dashcams. As set forth in the terms of the Agreement, by electing this service, Client certifies it has obtained all necessary consents related to the use of dashcams in Vehicles.	$3 / Trip
	Additional Charges (if applicable)	
Wait Time	When requested by Client, a Driver may wait at the pick-up location for longer than five (5) minutes. In such cases, a Wait Time Fee will apply. Wait Time Fees are charged in fifteen (15) minute increments ("**Block**"), rounded up to the next full Block.	$15 / Block
Tolls & Other Fees	Any unavoidable tolls or other fees, e.g., parking, incurred during Trip.	Full Reimbursement
Hard to Serve Fee	Only applicable to the extent the Parties agree to a special rate for a particular Rider in accordance with the Agreement.	TBD

Agreement No. _Special Education 25-26 - Transportation First Student_

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: First Student, Inc.
Name of Primary Contact Person: Ameur Kallel
Address: 2103 S. El Camino Real Ste. 104B Oceanside Ca 92054
Telephone Number: 669-369-1153
Email address: Ameur.Kallel@firststudentinc.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [7/1/2025], to [6/30/2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. . Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

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b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section

667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

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THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

[Gregg Prettyman, Vice President, FirstAlt] Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services Date

Draft

Exhibit A

Agreement between the South San Francisco Unified School District and [First Student Inc.]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All invoices must include copies of service/ride logs from all providers.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Transport students daily to and from school
- We anticipate that Contractor will serve XX students per day.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- Contractor will submit a monthly invoice detailing the number of students transported by day in each month.
- With each invoice, Contractor will include service logs which designate students transported each day.
- District will pay based on the actual number of students transported per day. District will issue payment within 45 days of receiving the invoice.
- Expected total payments are $590,200 with total payments during the term not to exceed $644,981

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[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

Exhibit A. Pricing Overview

The pricing matrix includes the associated fees for the following vehicle types:



PROPOSED PRICING	
BASE RATE ELEMENTS	**CHARGE**
Base Rate	$60.00
Mileage Included in Base Rate	10 miles
Cost Per Mile > Miles Included	$2.50
ADDITIONAL TRIP ELEMENTS – AS NEEDED	**CHARGE**
Equipment Service Fee (Car Seat, Booster, Safety Vest, Buckle Guard, Etc.)	$5.00
Wheelchair Vehicle Service Fee	$45.00
Monitor Fee (Per hour, 2-hour minimum)	$25.00
District Approved Wait Time (Per hour, billed in 15-minute increments)	$60.00
Camera Fee (Billed per trip when a vehicle camera is required)	$2.50
High-Capacity Vehicle Fee (Billed per trip when a high-capacity vehicle is required)	$20.00
Late Cancel (Less than two hours prior to scheduled pick-up time)	Full Price of Trip
No-Show (100% of the students on a trip are not present)	Full Price of Trip

TRIP ELEMENTS AND PRICING DEFINITIONS

All pricing is applied per one-way trip and not per student. The Base Rate also includes as many students as can be routed into the vehicle. Most vehicles carry one to four students.

As additional students are added to existing routes there is no additional charge other than any additional mileage over the included mileage or needed equipment. Vehicle type and capacity are determined by student requirements and vehicle availability.

The district will only be charged for miles incurred while a student or monitor is on board the vehicle. When no student or monitor is on board the vehicle, no mileage charges will be assessed.

Trip Charges

One-way transportation from home-to-school (inbound trip) or school-to-home (outbound trip) with a student or monitor continually on board. A trip is a collection of students combined into one vehicle with all pick up/drop off and other needs accounted for. Customers are billed on a per trip basis. A trip may contain any of the following: a single student, multiple students, monitor, special equipment. Billable elements of a trip may include - a Base Rate fee, trip mileage, monitor, equipment, and any other applicable considerations. The total number of trips a district is charged for is determined by adding together each of the one-way trips.

Base Rate

The minimum charge for any trip regardless of miles, equipment, etc.

Mileage Charges

The district will only be charged for miles incurred while a student or monitor is on board the vehicle. When no student or monitor is on board the vehicle, no mileage charges will be incurred. Mileage charges are calculated on driving distance through a third-party provider such as Google or MapQuest. We determine the mileage based on the most efficient route for the district and students. The total mileage is rounded up to the next whole mile. All mileage will be calculated based on approved student and school addresses provided by the district. When monitors are riding on the vehicle the mileage rate will continue until the monitor is returned to their point of origin.

Miles Included

The number of miles included in the Base Rate. If additional students are added to a trip and the miles remain under the "miles included" number, no additional charge will be incurred.

Wheelchair Vehicle

An additional cost is charged when a wheelchair vehicle is required, the cost is applied per wheelchair.

Student Equipment

Per student/per trip cost for students requiring additional equipment such as a car seat, safety vest, etc.

Monitor

If the district provides the monitor, there is no additional monitor charge, other than any additional mileage that might be added to the trip. A monitor charge (per trip) will be applied for any monitor supplied by FirstAlt, in addition to any added mileage to the trip.

Standard Wait Time

Drivers will wait three minutes past the regular scheduled pick-up time if students are not ready for pick-up at the scheduled pick-up time. If the students are still not ready after the three minutes of wait time, the student will be marked as a no-show and the driver will move on to their next scheduled stop.

When returning home, if the parents or responsible party are not available to receive the student, we will contact the responsible party by phone for further instructions. If they are unavailable, we will contact the school district for instructions. If we are directed to return the student to school or are unable to reach either party, we will return the student to a school district representative at the student's school.

If we contact the school district and are advised to wait onsite, we will then bill according to the school district's approved wait time.

District Approved Wait Time

Wait time will only be charged upon the district's request and/or approval. Wait time will be billed per hour, in 15-minute increments. Wait time is utilized when a district requests a driver to wait at the home or school beyond the scheduled pick-up/drop-off time.

No-Shows and Late Cancels

Late Cancel

A late cancel charge is incurred when FirstAlt has been notified of a trip cancellation less than two hours prior to the scheduled pick-up time.

No-Shows

A no-show is incurred once the driver has arrived at the pick-up location within the scheduled pick-up window and having waited the designated time to pick-up the student, no student is present. A trip is marked as a no-show when 100% of the students on a trip are not present. All trips will remain active unless the district indicates otherwise.

Travel Time

Per most school district and state standards, the expected travel time for students we are transporting will not exceed one hour for each one-way trip unless approved by the school district. However, we fully understand some children may live quite a distance from school, have adverse weather, traffic or other unusual conditions, and therefore will need more than one hour of travel time.

ADDING AND REMOVING STUDENTS

We recognize that a district's student transportation needs are constantly changing. Examples include new students needing transportation, students moving out of the district or to a new address within the district, students no longer needing transportation, etc. When it becomes necessary to make changes to a previously routed trip, FirstAlt will provide the district with the updated details including the updated cost of trip, the new order of student pick-ups and the updated pick-up times. FirstAlt will then await district approval of the cost impact before proceeding.

New student transportation requests or changes to existing trips often take up to two (2) business days, and at times may take up to three (3) business days to implement. If FirstAlt staff believes the requested addition or change could take more than three (3) business days, we will communicate with the school district to determine a reasonable amount of time.

STUDENT CANCELLATIONS

There are two types of student cancellations, temporary and permanent.

Temporary Student Cancellation

If a student is sick or will not be attending school temporarily (5 days or less), the parent or district can reach out to FirstAlt directly to make this request. If a student is a single rider and is temporarily cancelled there will be no trip charge. If the student is part of a multiple rider trip, the district will be charged the normal trip rate.

Permanent Student Cancellation

The permanent cancellation of a student from a trip requires district notification and approval. If the student is a single rider, then the trip will be permanently cancelled, and no additional costs will be incurred by the district. If the student is part of a multi-rider trip, FirstAlt will consolidate the route, remove any mileage or equipment charges associated with the cancelled student and provide the district with the updated trip and cost information.

HARD TO SERVICE TRIPS

If a particular trip is determined to be "hard to service," FirstAlt will work closely with the district to determine the best method to service these trips and what additional costs will be needed to assist drivers in servicing these trips. Examples might include students that urinate or vomit on a regular basis during the trip, trips that are in remote service areas, etc. The purpose of this additional pricing is to provide FirstAlt and the district with a method and approach to service trips that include exceedingly challenging circumstances.

AMENDMENT OF RATES

Rates for services provided under this agreement shall be adjusted at an increased rate of 3% each year.

FUEL SURCHARGES

When the average fuel price exceeds $5.00 per gallon, the mileage rate will be increased by calculating 50% of the fuel price that exceeds $5.00 and adding it to the base mileage rate. Thus, if the price of fuel, according to the average fuel price index, is $5.60, the increase would be 50% of the 60 cents or 30 cents. Such surcharges apply for the miles included in the ride base price. The fuel price index to be used shall be found under the category of "[Your Specific State or Region] U.S. and an Average Fuel Prices (dollars per gallon) to be calculated from the following website: https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm

Agreement No. _Special Education 25-26 - Transportation EverDriven_

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Everdriven
Name of Primary Contact Person: Alex Wheatley
Address: 5680 Greenwood Plaza Blvd. Ste 550S
Greenwood Village, CO 80111
Telephone Number: 877-225-7750
Email address: awheatley@everdriven.com

Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

South San Francisco Unified School District (SSFUSD)
Special Education Department
398 B Street
South San Francisco, CA 94080

SSFUSD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in **financial, economic, accounting, engineering, legal or administrative matters**, if those persons are specially trained and experienced and competent to perform the special services required. It is agreed between the South San Francisco Unified School District ("SSFUSD"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform professional services for the SSFUSD in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A, attached hereto. Contractor warrants that it is specially trained and experienced and competent to perform the special services required by the SSFUSD.

2. **Contract Term.** The term of this Agreement shall be from [7/1/2025, to [6/30/2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed as indicated in Exhibit A. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for

payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

5. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

   A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:
      i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
      ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.
      iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.
      iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

   B. **Other Insurance Provisions**
      i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).
      ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
      iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.
      iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.
      v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.
      vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

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vii. **Claims Made Policies** - If any of the required policies provide claims-made coverage:

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

ix. **Special Risks or Circumstances** - SSFUSD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

6. **Indemnification.** Contractor shall indemnify and hold harmless SSFUSD, its officers, agents, and employees from all claims, suits or actions of every name, kind, or description brought for or on account of injuries to or death of any person or damage to property resulting from performance of any work required under this Agreement by Contractor, its officers, agents, employees and/or servants. The duty of Contractor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to indemnify SSFUSD, its officers, agents, and employees against any responsibility or liability in contravention of Section 2782 of the Civil Code.

   The indemnification and hold harmless set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify SSFUSD, its officers, agents and employees from and defend or settle any claim or action brought against SSFUSD to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and other damages which may be incurred by SSFUSD, its officers, agents and employees for any such claim or action or settlement thereof.

7. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the SSFUSD. All financial, statistical, personal, technical, and other data and information relating to the SSFUSD's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the SSFUSD requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other

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fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the SSFUSD, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the SSFUSD the option to terminate this Agreement without notice.

10. **Termination of Agreement.** The SSFUSD may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the SSFUSD by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the SSFUSD and shall be promptly delivered to the SSFUSD. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The SSFUSD may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after SSFUSD learns of said unavailability of funding.

11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out

of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

[Danielle Press, Chief Growth Officer]	Date

For the SSFUSD:

Ted O, Assistant Superintendent of Business Services	Date

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Exhibit A

Agreement between the South San Francisco Unified School District and [EverDriven]

1. Mandated before start date

All staff must submit verification of mandated HR trainings (Mandated Reporting, Anti-Harassment and Environmental Safety), as well as TB testing and DOJ Clearance to the District HR department upon start of first day or via confirmation through agency of completion and evidence with the agency office. Please mark below:

- ☐ Staff will submit directly to HR
- ☐ Staff have completed mandated HR trainings, TB testing and DOJ clearance requirements through Contractor (insert name). Signed affidavit sent to HR upon hire.

All invoices must include copies of service/ride logs from all providers.

2. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

- Transport students daily to and from school
- We anticipate that Contractor will serve XX students per day.

3. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Professional Services to be Performed by Contractor**, and subject to the terms of the Agreement, the SSFUSD shall pay Contractor based on the following schedule and terms:

- Contractor will submit a monthly invoice detailing the number of students transported by day in each month.
- With each invoice, Contractor will include service logs which designate students transported each day.
- District will pay based on the actual number of students transported per day. District will issue payment within 45 days of receiving the invoice.
- Expected total payments are $1,066,900 with total payments during the term not to exceed $1,165,926

[INSERT PAYMENT SCHEDULE AND OTHER PAYMENT TERMS HERE, SUCH AS HOURLY RATES, LUMP SUM PRICE, UNIT PRICES, ANNUAL COST OR OTHER FORM AND METHOD OF PAYMENT.]

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Attachment 1
Fees for Service

Trip Items	Fees
Trip Fee (*first 12 miles included in cost, after 12 miles billed)*	$44.84
Per Mile Fee	$2.68
Additional Fees (as needed/requested):	
Camera Fee	$2.00
Wheelchair Fee (per student)	$31.50
Car Seat/Safety Vest Fee (per student)	$4.00
Wait Time Fee *(Billed at 15 Minutes increments)*	$15.00
Monitor Fee (per hour, 2-hour minimum)	$25.00
No Show or Late Cancel	Full Price of Trip

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Assistant Superintendent – Teaching & Learning

DATE: June 26, 2025

RE: Approval of the Expanded Learning Opportunity Program (ELOP) MOU with the City of South San Francisco Parks and Recreation for the 2025–26 School Year

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

At the June 12, 2025 Board meeting, the Expanded Learning Opportunity Program (ELOP) providers and associated funding were approved. At the time, one Memorandum of Understanding (MOU) was still pending. This memo seeks approval for that remaining MOU with the City of South San Francisco (Parks and Recreation Department).

FISCAL IMPLICATIONS:

For the 2025–26 school year, SSFUSD has been allocated approximately $2,862,160 in ELOP funding from the State of California, with an estimated $2,000,000 in additional carryover funds. These funds will be used to cover the cost per student for all eligible participants, contingent upon space availability in the approved community partner programs. This amount reflects the total across all providers.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU with the City of South San Francisco (Parks and Recreation Department) as part of the Expanded Learning Opportunity Program for the 2025–26 school year.

SERVICES AGREEMENT

By and Between:

CITY OF SOUTH SAN FRANCISCO

and

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

This SERVICES AGREEMENT ("Agreement") is entered into this 1st day of July 2025 (the "Effective Date") by and between The City of South San Francisco (the “Provider” or “City”) and South San Francisco Unified School District (the "District") to define their relationship and responsibilities in connection with the Expanded Learning Opportunities Programs (ELOP). District and Provider are sometimes individually referred to as “Party” and collectively as “Parties.”

RECITALS

A. The District and the Provider wish to enter into an agreement that defines their relationship, describes services that the Provider will provide for and on behalf of the District to operate certain educational programs in connection with the ELOP as specified in Exhibit A attached hereto, and establishes the manner in which services will be provided.

B. The Provider has expertise in providing services of the type described in this Agreement and has the necessary knowledge, skill, and experience to provide those services for the District.

C. The District desires to retain the Provider to provide the services described in this Agreement at the schools within the District identified on or pursuant to Exhibit A (the "School(s)") for payment by the District.

D. The Parties desire to enter into this Agreement to memorialize the terms and conditions of the Services. However, this Agreement in no way replaces nor supersedes the requirements and obligations under the Joint Use of Facilities Agreement or the Memorandum of Understanding Regarding City-Operated Childcare Program / Before and After School Program separately negotiated and executed by the Parties.

NOW, THEREFORE, in consideration for the foregoing and mutual covenants contained in this Agreement, the Parties agree as follows:

Section 1. Incorporation of Recitals. The foregoing recitals are incorporated into and made a part of this Agreement.

Section 2. Term. This Agreement is for a term commencing on the Effective Date and continuing through June 30th, 2026 (the "Term") unless the Agreement is terminated sooner in accordance with the terms of this Agreement. After the Term

of this Agreement, the Agreement will automatically renew on an annual basis, subject to the Termination provisions of this Agreement.

Section 3. Scope of Services. The Provider agrees to provide the services described in Exhibit A to this Agreement (the “Services”) for and on behalf of the District in accordance with the terms and conditions of this Agreement.

Section 4. Statement of Work. The Provider will be responsible for performing the Services; providing all materials necessary for the Services; and paying all taxes, employees' salaries or contracts, and other expenses associated with performing the Services. The Provider or its subcontractors will be responsible to direct and control the performance of the Services on a day-to-day basis and to provide and supervise all personnel who perform the Services. The District from time to time, may request changes to the Scope of Services. Any amendments to this Agreement must be made in writing and signed by both Parties.

Section 5. Independent Contractor. The relationship between the Provider and the District shall be that of an independent contractor and no joint venture or partnership between the Provider and the District is created through this Agreement.

Section 6. Schedule for the Services. The District and Provider will cooperate to develop a schedule for the Services that is mutually agreeable to the Parties. For each session, the schedule will include the starting and ending time, the location or locations in the School(s) where the Provider will perform the Services, and any other information that the Parties mutually deem appropriate. The District and Provider recognize that the schedule for the services provided may change based on District, state, and federal requirements.

Section 7. Custodial. The District will provide custodial services for any additional classrooms, bathrooms, multi-use rooms, and outdoor space that are needed for the Provider to operate the Services, including any cleaning, maintenance, and repair.

Section 8. Enrollment of Students. The Parties will cooperate to provide information regarding the Provider's Services to parents and students and to enroll students in the Services in the manner set forth in Exhibit A.

Section 9. Payment. The District shall pay Provider directly in the amounts and on the schedule set for in Exhibit B ("the Program Fee”) to cover some or all of the cost of the Services as set forth in Exhibit B. The Provider shall be solely responsible for costs not covered by the District through independently charging and collecting tuition from participant parents or legal guardians of enrolled students as part of providing the Services.

Section 10. Staffing by Provider. The District has retained the Provider to perform the Services because of its expertise and the skill and experience of its professional staff and personnel, and the skill and experience of its subcontractors. The Provider must maintain and use sufficient staff to effectively fulfill the Provider's obligations under this Agreement, and the Provider's personnel, and any subcontractor's personnel, must be fully qualified to perform their respective duties.

Section 11. Confidential Information.

A. Acknowledgment of Confidentiality. The Parties acknowledge that they may be exposed to confidential and proprietary information of the other party including, without limitation, curriculum and instructional materials, other technical information (including functional and technical specifications, designs, analysis, research, processes, computer programs, and methods), business information (including marketing, financial, and personnel information), intellectual property, trade secrets, and other information designated as proprietary or confidential expressly or by the circumstances in which it is provided ("Confidential Information"). Confidential Information does not include (i) information already known or independently developed by the recipient, (ii) information in the public domain through no wrongful act of the recipient, or (iii) information received by the recipient from a third party who was free to disclose it, or (iv) information required to be disclosed by law or court order including but not limited to the California Public Records Act.

B. Covenant Not to Disclose or Misuse Confidential Information. Each Party agrees that, with respect to the other Party's Confidential Information, it shall not, without the other Party's prior written approval, use, disclose to third parties, alter, or remove the Confidential Information in a manner not expressly authorized by this Agreement except as approved in advance by the owner of the information. Each Party shall use at least the same degree of care in safeguarding the other Party's Confidential Information as it uses in safeguarding its own confidential information.

C. Ownership of Curriculum and Instructional Materials. All curriculum, instructional materials, and other documents and items are the property of the Provider and are to be treated as proprietary and confidential. Such items shall not be used by the District or School(s) for any purpose without the express written consent of the Provider.

D. Student Records. The Provider will comply with the relevant requirements of the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C.

1232g) and all other applicable federal and state law regarding the confidentiality of personally identifiable student information provided by the District. Any release of information contained in student education records provided by the District must be approved by the District. To protect the confidentiality of student education records provided by the District, the Provider will limit access to such records to those employees who reasonably need access to them in order to perform their responsibilities under this Agreement.

Section 12. Compliance with Laws. The Provider and its subcontractors must perform the Services in compliance with all applicable federal, state, county, and local laws and regulations and all applicable District and School policies and rules in effect now or later and as amended from time to time, including the Drug Free Workplace Act, FERPA, the Protection of Pupil Rights Amendment, the Health Insurance Portability and Accountability Act, and all applicable non-discrimination laws.

Section 13. Background Checks. The Provider will comply with all applicable background check laws for its employees and subcontractors that (i) will have contact with children through their performance of the Services, and (ii) are not also employed by the District. Further requirements are set forth in Exhibit A. For any District employees who perform Services for the Provider, the Provider shall be entitled to rely on the District's criminal background check and determination of suitability for employment, and the Provider shall not be required to perform any additional background check or determination of suitability for such persons.

Section 14. Insurance. Provider, at its own expense, shall procure and maintain the following insurance policies, at a minimum, in the following amounts:

A. Workers' Compensation and Employers' Liability Insurance: Workers Compensation insurance affording workers' compensation benefits for all employees as required by state and federal laws, and Employers' Liability Insurance covering all employees who are to provide Services under this agreement, with a bodily injury per accident limit of liability of at least one million dollars ($1,000,000), bodily injury by disease limit each employee of one million dollars ($1,000,000), and bodily injury by disease policy limit of one million dollars ($1,000,000). The workers' compensation policy must contain a waiver of subrogation clause.

B. Commercial General Liability Insurance (Primary and Excess). Commercial General Liability Insurance or equivalent with limits of not less than one million dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage liability.

C. Automobile Liability Insurance. Automobile Liability Insurance when any motor vehicle (whether owned, non-owned or hired) is used in connection with Services to be performed, with limits of not less than one million dollars ($1,000,000) per occurrence, for bodily injury and property damage.

D. Umbrella / Excess Liability Insurance. Umbrella or Excess Liability Insurance, or Excess coverage with limits not less than four million dollars ($4,000,000) per occurrence, which will provide additional limits for Provider's general liability, automobile liability, and Employer's Liability Insurance policies.

E. Sexual Abuse and Molestation Insurance. Sexual Abuse and Molestation Insurance with limits not less than five million dollars ($5,000,000) per occurrence and five million dollars ($5,000,000) in the aggregate.

F. The Provider shall include the District as an additional insured or additional covered party to the insurance policies described above (excluding the Workers' Compensation and Professional Liability Insurance Policies).

G. Further, the Provider, upon the District's request, shall furnish the District with a Certificate of Insurance or Certificate of Coverage. The Provider shall provide the District toreceive ten (10) days prior notice of cancellation and change in scope or modification in coverage of such insurance coverage.

Section 15. Termination.

A. Termination for Default. Either Party may terminate this Agreement if the other Party materially fails to observe or perform any covenant, obligation, or provision of this Agreement, and the Party's material failure continues for a period of thirty days after it receives a written notice of default from the other Party.

B. Termination for Convenience. Either Party may terminate this agreement for convenience upon 60 days written notice to the other party.

C. Payment for Services Rendered. In the event of any termination, the Provider may charge tuition and fees and shall be obligated to pay usage fees to the District in accordance with Exhibit A up to the date the Agreement is terminated.

Section 16. Cooperation. Each Party agrees to cooperate with the other Party with respect to the performance of the Services in an effort to provide quality programming for students within the District and School(s).

Section 17. Indemnification.

A. The Provider agrees to indemnify, defend and hold harmless the District and/or Schools and its Board of Directors and its employees from and against claims, liabilities, damages, losses, costs and expenses (including attorneys' fees), to the extent arising out of or resulting from the gross negligence or willful misconduct of the Provider.

B. The District and/or Schools agree to indemnify, defend and hold harmless the Provider, its board of directors, officers, agents and employees from and against claims, liabilities, damages, losses, costs and expenses (including attorneys' fees), to the extent arising out of or related to the gross negligence or willful misconduct of the District and/or Schools.

Section 18: General Provisions.

A. Notices. All notices, billings, and other correspondence required to be given to either Party pursuant to this Agreement shall be sent by email or facsimile or delivered or mailed to the following addresses:

If to the District:
South San Francisco Unified SD
398 B Street
South San Francisco, CA 94080
Phone: 650-877-8700
Email: smoore@ssfusd.org
Attention: Shawnterra Moore Thomas

If to the Provider:
City of South San Francisco
400 Grand Avenue
South San Francisco, CA 94080
Phone: 650-877-8502
Email: sharon.ranals@ssf.net
Attention: Sharon Ranals

B. Recordkeeping. The Provider shall maintain books and records relating to the performance of the Services including records of the enrollment of students, collection of tuition and fees, and payment of fees to the District. The District shall have a right to inspect such records upon notice to the Provider at a time that is mutually convenient for the Parties.

C. Entirety. This Agreement, together with the Exhibits attached hereto, constitutes the entire Agreement between the Parties with respect to the subject matter hereof, and supersedes any other negotiations, agreements or communications, whether written or oral, that have been made by either Party. Notwithstanding the foregoing, this Agreement shall not impact the terms, conditions, and obligations set forth under the Joint Use of Facilities Agreement or the Memorandum of Understanding Regarding City-Operated Childcare Program / Before and After School Program separately negotiated and executed by the Parties.

D. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

E. Venue. The venue for any court action to interpret or enforce this Agreement or to litigate any claim arising out of this Agreement shall be the Superior Court of the County of San Mateo.

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

G. Authority to Execute. Each Party represents and warrants to the other that this Agreement has been duly authorized and that the person who executed this Agreement is authorized to do so on behalf of the Party. This Agreement may be executed in two or more counterparts.

H. Assignment. Neither Party may assign this Agreement in whole or in part without the prior written approval of the other Party.

I. Exhibits. The following exhibits are incorporated into and made a part of this Agreement:

Exhibit A - **Scope of Services**
Exhibit B - **Payment Terms**

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

By: _____

Its: _____

Date: _____

THE CITY OF SOUTH SAN FRANCISCO

By: _____

Its: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES

The following Scope of Services has been agreed to by the Provider and District:

1. Provider, the City of South San Francisco, will operate Expanded Learning Opportunities Programs at the following District schools during the 2025-2026 school year (180 days):
    a. Buri Buri Elementary, located at 325 Del Monte Ave., South San Francisco, CA 94080
    b. Los Cerritos Elementary, located at 210 W. Orange Ave., South San Francisco, CA 94080
    c. Martin Elementary, located at 35 School Street, South San Francisco, CA 94080
    d. Monte Verde Elementary, located at 2551 St. Cloud Ave., San Bruno, CA 94066
    e. Ponderosa Elementary, located at 295 Ponderosa Road, South San Francisco, CA 94080
    f. Spruce Elementary, located at 501 Spruce Ave., South San Francisco, CA 94080

2. The City of South San Francisco will operate an Expanded Learning Opportunities Program ("ELOP") from the end of the school day until 6:00 p.m. at Schools A through F. The program will operate on the 180 academic school days during the academic year.

3. The City of South San Francisco will operate an ELOP Program from 7:30 a.m. to 6:00 p.m. for 30 non-instructional days including, but not limited to, winter-break, spring-break, summer-break, and will be closed on federal holidays.
    a. Sites may include those listed in A through F above, as well as City-owned facilities.

4. The City of South San Francisco will operate ELOP Programs beginning August 15, 2025 - June 30, 2026.

5. The City of South San Francisco will specifically provide:
    a. Manager(s) to oversee all aspects of all the District's programs, providing a direct link for all District administrators.
    b. Staffing Requirements
        i. California law (Ed. Code §§ 8483.4(a), 46120(b) The California Department of Education also dictates many staffing requirements, including:
            1. Provider must employ a coordinator or lead teacher for each site.
            2. ELOP must maintain an adult-student ratio of 1:10 for TK & K and 1:20 for 1st-6th grades.
            3. All staff used in the above ratio must meet the District's minimum qualifications for an instructional aide:

South San Francisco Unified School District Instructional Aide requirements:

        ii. All staff must successfully pass Department of Justice and FBI background checks as set forth in Education Code section 45125.1 et seq., and the tuberculosis certification requirements of Education Code section 49406, prior to their coming into contact with students.
        iii. All staff must take the mandated reporter training before they can have contact with students. Staff can take the training online or in person. Staff must take the mandated reporter training every two years.
        iv. Program staff will have the following skill set:
            1. Classroom management skills;
            2. Ability to help students with homework in a way that helps students improve their learning;
            3. Cultural competency and sensitivity to the unique needs of the school population;

4. Ability to successfully work with all students including unduplicated students and special education students;
5. Program staff will carry walkie-talkies or other means of communicating timely and efficiently in case of an emergency.
6. All programs are equipped with emergency procedures (maps, routes, protocols) and equipment.

v. Program staff will sign District internet use agreement.
vi. By September 30, Provider shall provide the District a list of staff and their qualifications in meeting the Instructional Aide requirements.
vii. Staff lists should include:
1. Name of staff person
2. Date of negative TB risk assessment or examination in full compliance with the requirements of Education Code section 49406
3. Date of fingerprint and criminal background check clearance, satisfying the requirements of Education Code section 45125.1
4. Date of completion of mandated reporter training

Fingerprinting and TB testing must be completed prior to the staff person working at the school. There can be no exceptions to this policy.

viii. Provider shall also submit a volunteer policy and a list of approved volunteers to the District and school site before volunteers can work on-site. Any volunteer who will have frequent or prolonged contact with students must submit evidence of an examination within the past 60 days to determine that the volunteer is free of active tuberculosis. Volunteers who will have frequent or prolonged contact with students must also complete a criminal background check. Volunteers should never be alone with students.
ix. Provider shall furnish staff with all materials and tools required to perform the services under this agreement.

c. All program management and oversight, including structure, scheduling, vendor management, etc.
d. Ongoing enrichment throughout the year.
e. Parent registration available online with in-person support for families who need assistance.
f. Support for any parent questions or issues.
g. Marketing materials and other information to promote the programs to interested families.
h. Outreach to your District community to build relationships and solicit feedback.
i. Adherence to the following toileting policy to ensure the health, safety, and dignity of all participating students:
i. Providers must ensure that students have safe and appropriate restroom access at all times and should encourage and allow students to use the restroom as needed to prevent accidents.
ii. For TK and kindergarten students, scheduled restroom breaks should be incorporated into program routines.
iii. Supervision should be provided in a manner that ensures student safety while also maintaining privacy.
iv. In the event of an accident, staff may assist students in changing into clean clothes only if the student is unable to change independently. Staff should support students with verbal cues and minimal physical assistance as needed, while encouraging independence to the greatest extent possible.
v. If a student requires toileting assistance beyond what is described above, parents / guardians will be contacted to provide support.
vi. In the event of repeated accidents or concerns regarding toileting independence, staff

will notify parents to discuss appropriate next steps.

vii. All students and staff must follow proper hygiene practices, including handwashing with soap and water after restroom use. Staff must also wash their hands after assisting students or handling soiled clothing.

viii. If clothing becomes soiled, it should be double-bagged in sealed plastic bags and sent home with the student for laundering.

j. Attendance -
   i. Grant funding is dependent on adequate attendance and attendance reporting. Attendance policy is dictated by the California Department of Education. Provider programs funded by the ELOP grant are required to keep attendance records but are not held to the 85% daily attendance requirement.

k. Attendance Reporting
   i. ELOP grant programs require program attendance to be reported to the State twice a year – on January 31 and July 31. Provider must submit hard copies of attendance sheets to the District 30 days in advance of the state due date.
   ii. Provider must keep accurate and detailed attendance records that support the attendance reported to the District, the state and federal government. Provider should keep copies of attendance records for at least 5 years. These records shall be made available to the District at the District's request. It is Provider's responsibility to make sure all attendance information is submitted to the District accurately. Provider must track attendances daily and keep parent/caregivers' sign in and out sheets (hard copies). Sign in and sign out sheets must have parent/caregiver signatures, and the Site Supervisor must date and tally the sheets.
   iii. Attendance (total students served) is calculated by adding together the number of students who participated each day of the program during the Attendance Period

l. Meals and Snacks - Providers operating an ELOP shall comply with the snack and/or meal requirements outlined in Education Code section 8482.3(d), meaning that snacks should conform to nutrition standards found in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2, and meals shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 U.S.C. Sec. 1766).

m. Incident Notification
   i. Provider shall notify the District by the next working day following, and to submit a written report within seven days of, the occurrence of any health- or safety-related issues, including, but not limited to, issues involving criminal background clearances for employees and building safety.
   ii. For purposes of this section, and "event" includes any of the following:
      1. Death of a child from any cause
      2. Any injury to a child that requires medical treatment
      3. Any unusual incident or child absence that threatens the physical or emotional health or safety of a child
      4. Any suspected abuse or neglect, as defined in Penal Code section 11165.6
      5. Epidemic outbreaks
      6. Poisonings
      7. Fire or explosions that occur in or on the premises
      8. Exposure to toxic substances.

n. Non-school Days and Hours - Pursuant to Education Code section 46123(b)(1)(B), for the 30 non-instructional days, inclusive of extended school year days, that Provider operates the after-school programs, Provider will provide no less than nine (9) hours of in-person expanded learning opportunities per day. Extended school year days may include in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, recess, and meals, are not less than nine hours of

combined instructional time, recess, meals and expanded learning opportunities per instructional day.

o. Sample Program Schedule for Regular School Days - Prior to August 1, 2025, Provider will provide the District with a sample program schedule that describes how the Provider will combine its programming with the instructional day to create a minimum of nine hours per day of programming. Provider's programming must include both an educational and enrichment element; the sample program schedule should clearly identify that these elements are met.

p. Evaluation - Provider is required to adhere to the evaluation and quality standards initiatives led by the District. Minimally, Provider must implement the California After School Network PQA Program Quality Assessment tool two times per year and involve at least: the ELOP Coordinator, site Administration, and additional stakeholders to be determined. Provider will share results with the District.

Extended Learning Program partner directors are expected to participate in meetings at the District office twice a month to discuss program development and program strengths and needs to align practices.

EXHIBIT B

PAYMENT TERMS

School Year 2025/26

Summary:

The District will pay the cost for a minimum of 35 TK/K- 5th students per elementary school to enroll in the 180 after school days and 30 non-instructional days for a total guarantee of 210 students.

The cost per student from August 15th, 2025-June 30th, 2026, will be $4,242 per student for 180 academic days and $1,046 per student for the 30 non-instructional days.

Based on the District's desired enrollment the total cost from August 15th, 2024 - June 30th, 2025, will be **$1,110,480** ($185,080 per school), broken down as follows:

- 210 students to enroll in the 180 after school days x $4,242 = $890,820
- 210 students to enroll in the 30 non-instructional days x $1,046 = $219,660

Increments:

By mutual agreement, the District may choose to pay the tuition for additional TK-6th grade students to attend the 180 academic days in groups of 20 at a cost of $84,840 per group and 20 TK-6th grade students to attend the 30 non-instructional days, at a cost of $20,920 per group. The same terms and procedure as above apply, including but not limited to calculation of the aggregate additional payment over the applicable term and payments quarterly.

Payments:

The District is required to pay all bills within 45 days of receipt. Failure to do so may result in the reduction of services until the bill has been paid.

By mutual agreement, the District and Provider may add additional dates of service, services, and rates to the Provider Fee Schedule.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: June 26, 2025

RE: Adoption of Tentative Agreement between the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association Children's Center for the 2025-2028 Term

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

During the 2025 spring semester, representatives of the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") negotiated a Tentative Agreement regarding all open Articles specified in the original Initial (Sunshine) Proposals that were presented and adopted at the regular Board meetings on December 12, 2024, and January 23, 2025. The signed Tentative Agreement dated April 30, 2025, and the corresponding Public Disclosure AB 1200, were adopted and approved by the Board, respectively, on May 8, 2025. Additionally, the District and the Association negotiated a Tentative Agreement regarding Children's Center Articles only. Attached to this memorandum is the signed Tentative Agreement dated June 4, 2025.

FISCAL IMPLICATIONS:

Pursuant to Assembly Bill (AB) 1200, Government Code (GC) 3547.5, and California Code of Regulations (CCR), Title V, Section 15449, please refer to the enclosed corresponding Public Disclosure AB 1200, which was approved by the Board on May 8, 2025, and factored in the fiscal impact of the Children's Center negotiations.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt the Tentative Agreement between the South San Francisco Unified School District and the South San Francisco Classroom Teachers Association Children's Center for the 2025-2028 term.

SAN MATEO COUNTY
PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

in Accordance with AB 1200 (Chapter 1213/1991), AB 2756 (Statutes of 2004), GC 3547.5, and CCR, Title V, Section 15449

Name of School District:	**South San Francisco Unified School District**
Name of Bargaining Unit:	**SSF CTA**
Certificated, Classified, Other:	**Certificated**

The proposed agreement covers the period beginning: **July 1, 2025** (date) and ending: **June 30, 2028** (date)

The Governing Board will act upon this agreement at its meeting on: **5/8/2025** (date)

(Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.)

A. Proposed Change in Compensation

	Compensation	Annual Cost Prior to Proposed Agreement FY 2024-25	Fiscal Impact of Proposed Agreement: Year 1 Increase/(Decrease) FY 2025-26	Year 2 Increase/(Decrease) FY 2026 -27	Year 3 Increase/(Decrease) FY 2027 - 28
1	**Salary Schedule** Increase (Decrease)	$ 65,703,579	$ 2,956,662	$ 1,716,506	$ 2,842,534
			4.5000%	2.5000%	4.0390%
2	**Step and Column -** Increase (Decrease) Due to movement plus any changes due to settlement	$ -	$ -	$ - $ 686,602	$ -
			%	1.0000%	%
3	**Other Compensation -** Increase (Decrease) (**One-time Stipends**, Bonuses, Longevity, overtime, etc.)	$ -	$ -	$ -	$ -
			%	%	%
	Description of other compensation:	$ -	$ -	$ -	$ -
4	**Statutory Benefits -** STRS, PERS, FICA, WC, UI, Medicate etc.	$ 14,744,175	$ 663,489	$ 539,268	$ 637,877
			4.5000%	3.5000%	4.0000%
5	**Health/Welfare Plans:**	$ -	$ -	$ -	$ -
			%	%	%
	Description of health & welfare plans:				
6	**Total Compensation -** Increase (Decrease) (Total Lines 1-5)	$ 80,447,754	$ 3,620,151	$ 2,255,774	$ 3,480,411
7	**Total Number of Represented Employees** (Use FTEs if appropriate)	**558.78**			
8	**Total Compensation Average Cost per Employee**	143,970.35	6478.669602	4036.963143	6228.589499
			4.50%	2.68%	4.03%

9. Please provide summary of negotiated agreement. For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

Three-year agreement with salary compensation increase as follows: 4.5% in 2025-26, 3.5% in 2026-27 and 4% in 2027-28. Yearly compensation includes annual salary schedule increases of 4.5% in 2025-26, 2.5% in 2026-27, and 4% in 2027-28 and unfreezing Steps 12B-12E and 17B-17E in the certificated salary schedule (Appendix B-1) starting in 2026-27 as noted in the tentative agreement. Unfreezing steps in the salary schedule is equalvalent to an addition on-going 1% salary compensation increase in 2026-27, bringing the total salary compensation for 2026-27 to 3.5%.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

Yes. Effective July 1, 2026, the Certificated Salary Schedule (Appendix B-1) shall no longer include frozen salary steps 12B-12E and 17B-17E, with step 22 as the highest step. New Steps 13 through 16 shall each be allocated equivalent % increases between the exisiting increase from Step 12 to 17. New Steps 18 through 21 shall each be allocated equivalent % increases between the exisiting increase from Step 17 to 22.

11. Does this bargaining unit have any recipients of life time benefits? If so, please indicate number of FTEs and health & welfare amounts.

No

12. A. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

Kaiser + Dental + Vision + Life for Single (Approximately $1,228 a month)

B. Describe any negotiated changes in non-compensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

N/A

Does the negotiated changes in non-compensation items impact the TK-3rd grade average class size requirements for Grade Span Adjustment (GSA) Yes [ ] No [X]
If yes, please describe the affects and if there's an alternative agreement for the TK-3rd grade average class size in the contract.

C. Are reduction to budget or program necessary to accommodate the settlement?
Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Possibility in the 2nd out-year (2026-27). The amount of cut will depend on the amount of additional revenue received. The District will be evaluating its staffing and programs in 2025-26 and reduce or eliminate those that are not working well to support our students.

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

No reopeners.

E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

This agreement will result in deficit spending in 2025-26, 2026-27 and 2027-28. The District will use its Unrestricted General Fund and Fund 17 reserves to cover the deficit spending. Staff will be reviewing the budget in 2025-26 to determine the one-time and on-going reductions in staffing and programs needed. The amount of reduction will depend on the amount of additional revenues received.

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

G. Source of Funding for Proposed Agreement
1. Current Year

Funding from the Unrestricted General Fund and Fund 17 will be used to cover this proposed agreement.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e. LCFF, COLA, property taxes, staffing reductions, staffing ratio changes, one-time sources, etc.?

Funding from the Unrestricted General Fund and Fund 17 will be used to cover this proposed agreement should additional revenue not materialize in the future. Staff will be monitoring the budget to determine the one-time and/or on-going reductions in staffing and programs starting in 2025-26 to reduce the deficit spending if additional revenue does not come in.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Funding from the Unrestricted General Fund and Fund 17 will be used to cover this proposed multi-year agreement should additonal revenue not materalize in the future years.

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Enter Bargaining Unit: **South San Francisco CTA**

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 3/13/25)	Adjustments as a Result of Settlement	Other Revisions	Total Estimated 2025-26 Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	$ 141,611,934	$ 849,768	$ 3,972,008	$ 146,433,710
Remaining Revenues (8100-8799)	$ 5,584,286	$ -	$ 63,196	$ 5,647,482
TOTAL REVENUES	$ 147,196,220	$ 849,768	$ 4,035,204	$ 152,081,192
EXPENDITURES				
Certificated Salaries (1000-1999)	$ 47,260,507	$ 2,180,972	$ 4,348,630	$ 53,790,108
Classified Salaries (2000-2999)	$ 15,768,086	$ -	$ 635,612	$ 16,403,698
Employee Benefits (3000-3999)	$ 25,086,257	$ 489,420	$ 5,198,515	$ 30,774,192
Books and Supplies (4000-4999)	$ 2,842,000	$ -	$ (173,092)	$ 2,668,908
Services, Other Operating Expenses (5000-5999)	$ 16,416,269	$ -	$ (170,642)	$ 16,245,627
Capital Outlay (6000-6599)	$ 331,690	$ -	$ 0	$ 331,690
Other Outgo (7100-7299) (7400-7499)	$ 375,042	$ -	$ (4,906)	$ 370,136
Direct Support/Indirect Cost (7300-7399)	$ (1,612,455)	$ -	$ 273,701	$ (1,338,754)
Other Adjustments				
TOTAL EXPENDITURES	$ 106,467,395	$ 2,670,392	$ 10,107,819	$ 119,245,605
OPERATING SURPLUS (DEFICIT)	$ 40,728,825	$ (1,820,624)	$ (6,072,615)	$ 32,835,587
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ 13,301	$ -	$ -	$ 13,301
TRANSFERS OUT & OTHER USES (7610-7699)	$ 112,296	$ -	$ (0)	$ 112,296
CONTRIBUTIONS (8980-8999)	$ (38,376,623)	$ (949,759)	$ (0)	$ (39,326,382)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ 2,253,207	$ (2,770,383)	$ (6,072,615)	$ (6,589,790)
BEGINNING BALANCE	$ 27,523,848			$ 29,777,055
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 29,777,055	$ (2,770,383)	$ -	$ 23,187,264
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	$ 232,740	$ -	$ -	$ 232,740
Restricted (9730-9749)	$ -	$ -	$ -	$ -
Committed (9750-9769)	$ -	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -	$ -
Assigned (9770-9788)	$ 19,231,808	$ (8,052,408)	$ (2,679,400)	$ 8,500,000
Unassigned (9789-9790)	$ 10,312,507	$ 5,282,025	$ -	$ 14,454,524

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund

Enter Bargaining Unit: **South San Francisco CTA**

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 3/13/25)	Adjustments as a Result of Settlement	Other Revisions	Total Estimated 2025-26 Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	$ 6,362,020	$ -	$ (0)	$ 6,362,020
Remaining Revenues (8100-8799)	$ 25,442,414	$ -	$ (3,418,588)	$ 22,023,826
TOTAL REVENUES	$ 31,804,434	$ -	$ (3,418,588)	$ 28,385,846
EXPENDITURES				
Certificated Salaries (1000-1999)	$ 18,314,862	$ 775,690	$ (1,959,362)	$ 17,131,190
Classified Salaries (2000-2999)	$ 9,252,258	$ -	$ (557,827)	$ 8,694,431
Employee Benefits (3000-3999)	$ 16,821,143	$ 174,069	$ (466,387)	$ 16,528,825
Books and Supplies (4000-4999)	$ 24,252,940		$ (20,749,958)	$ 3,502,982
Services, Other Operating Expenses (5000-5999)	$ 23,619,767	$ -	$ (8,629,485)	$ 14,990,282
Capital Outlay (6000-6599)	$ 335,919	$ -	$ (36,464)	$ 299,455
Other Outgo (7100-7299) (7400-7499)	$ 1,500,000	$ -	$ (234,790)	$ 1,265,210
Direct Support/Indirect Cost (7300-7399)	$ 1,158,644	$ -	$ (273,701)	$ 884,943
Other Adjustments				
TOTAL EXPENDITURES	$ 95,255,532	$ 949,759	$ (32,907,973)	$ 63,297,318
OPERATING SURPLUS (DEFICIT)	$ (63,451,098)	$ (949,759)	$ 29,489,385	$ (34,911,472)
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ -	$ -	$ -	$ -
TRANSFERS OUT & OTHER USES (7610-7699)	$ 4,414,910	$ -	$ -	$ 4,414,910
CONTRIBUTIONS (8980-8999)	$ 38,376,623	$ 949,759	$ 0	$ 39,326,382
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ (29,489,385)	$ (0)	$ 29,489,385	$ (0)
BEGINNING BALANCE	$ 37,389,218			$ 7,899,833
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 7,899,833	$ (0)	$ -	$ 7,899,833
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	$ -	$ -	$ -	$ -
Restricted (9730-9749)	$ 7,899,833	$ -	$ -	$ 7,899,833
Committed (9750-9769)	$ -	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -	$ -
Assigned (9770-9788)	$ -	$ -	$ -	$ -
Unassigned (9789-9790)	$ (0)	$ (0)	$ -	$ (0)

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Enter Bargaining Unit: _____South San Francisco CTA_____

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 3/13/25)	Adjustments as a Result of Settlement	Other Revisions	Total Estimated 2025-26 Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	$ 147,973,954	$ 849,768	$ 3,972,008	$ 152,795,730
Remaining Revenues (8100-8799)	$ 31,026,700	$ -	$ (3,355,392)	$ 27,671,308
TOTAL REVENUES	$ 179,000,654	$ 849,768	$ 616,616	$ 180,467,038
EXPENDITURES				
Certificated Salaries (1000-1999)	$ 65,575,369	$ 2,956,662	$ 2,389,268	$ 70,921,299
Classified Salaries (2000-2999)	$ 25,020,344	$ -	$ 77,785	$ 25,098,129
Employee Benefits (3000-3999)	$ 41,907,400	$ 663,489	$ 4,732,128	$ 47,303,017
Books and Supplies (4000-4999)	$ 27,094,939	$ -	$ (20,923,049)	$ 6,171,890
Services, Other Operating Expenses (5000-5999)	$ 40,036,036	$ -	$ (8,800,127)	$ 31,235,909
Capital Outlay (6000-6599)	$ 667,609	$ -	$ (36,464)	$ 631,145
Other Outgo (7100-7299) (7400-7499)	$ 1,875,042	$ -	$ (239,696)	$ 1,635,346
Direct Support/Indirect Cost (7300-7399)	$ (453,811)	$ -	$ 0	$ (453,811)
Other Adjustments				
TOTAL EXPENDITURES	$ 201,722,927	$ 3,620,151	$ (22,800,154)	$ 182,542,924
OPERATING SURPLUS (DEFICIT)	$ (22,722,273)	$ (2,770,383)	$ 23,416,770	$ (2,075,886)
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ 13,301	$ -	$ -	$ 13,301
TRANSFERS OUT & OTHER USES (7610-7699)	$ 4,527,206	$ -	$ (0)	$ 4,527,206
CONTRIBUTIONS (8980-8999)	$ -	$ -	$ -	$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ (27,236,178)	$ (2,770,383)	$ 23,416,771	$ (6,589,791)
BEGINNING BALANCE	$ 64,913,066			$ 37,676,888
Prior-Year Adjustments/Restatements (9793/9795)	$ -			$ -
CURRENT-YEAR ENDING BALANCE	$ 37,676,888	$ (2,770,383)	$ -	$ 31,087,097
COMPONENTS OF ENDING BALANCE:				
Nonspendable (9711-9719)	$ 232,740	$ -	$ -	$ 232,740
Restricted (9730-9749)	$ 7,899,833	$ -	$ -	$ 7,899,833
Committed (9750-9769)	$ -	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -	$ -
Assigned (9770-9788)	$ 19,231,808	$ (8,052,408)	$ (2,679,400)	$ 8,500,000
Unassigned (9789-9790)	$ 10,312,507	$ 5,282,025	$ -	$ 14,454,524

*** If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase (Decrease) in Section A, Line 6, Page 1, explain the variance below: _____**

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT FISCAL YEARS

Multiyear Projection - Combined General Fund

Enter Bargaining Unit: _____South San Francisco CTA_____

	FY 2025 - 26 Total Current Budget After Settlement	FY 2026 - 27 First Subsequent Year After Settlement	FY 2027 - 28 Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	$ 152,795,730	$ 157,361,754	$ 163,198,393
Remaining Revenues (8100-8799)	$ 27,671,308	$ 27,734,902	$ 27,734,902
TOTAL REVENUES	$ 180,467,038	$ 185,096,656	$ 190,933,295
EXPENDITURES			
Certificated Salaries (1000-1999)	$ 70,921,299	$ 74,343,876	$ 81,661,338
Classified Salaries (2000-2999)	$ 25,098,129	$ 25,474,600	$ 25,856,719
Employee Benefits (3000-3999)	$ 47,303,017	$ 50,048,821	$ 52,640,187
Books and Supplies (4000-4999)	$ 6,171,890	$ 5,880,284	$ 5,880,284
Services, Other Operating Expenses (5000-5999)	$ 31,235,909	$ 31,371,306	$ 31,371,306
Capital Outlay (6000-6999)	$ 631,145	$ 631,660	$ 631,660
Other Outgo (7100-7299) (7400-7499)	$ 1,635,346	$ 1,640,590	$ 1,640,590
Direct Support/Indirect Cost (7300-7399)	$ (453,811)	$ (453,811)	$ (453,811)
Other Adjustments		$ (2,500,000)	$ (5,500,000)
TOTAL EXPENDITURES	$ 182,542,924	$ 186,437,326	$ 193,728,273
OPERATING SURPLUS (DEFICIT)	$ (2,075,886)	$ (1,340,670)	$ (2,794,978)
TRANSFERS IN & OTHER SOURCES (8910-8979)	$ 13,301	$ 13,301	$ 13,301
TRANSFERS OUT & OTHER USES (7610-7699)	$ 4,527,206	$ 4,527,206	$ 4,527,206
CONTRIBUTIONS (8980-8999)	$ -	$ -	$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	$ (6,589,791)	$ (5,854,575)	$ (7,308,883)
BEGINNING BALANCE	$ 37,676,888	$ 31,087,097	$ 25,232,522
CURRENT-YEAR ENDING BALANCE	$ 31,087,097	$ 25,232,522	$ 17,923,639
COMPONENTS OF ENDING BALANCE:			
Nonspendable (9711-9719)	$ 232,740	$ 232,740	$ 232,740
Restricted (9730-9749)	$ 7,899,833	$ 7,899,833	$ 7,899,833
Committed (9750-9769)	$ -	$ -	$ -
Stabilization Arrangements (9750)	$ -	$ -	$ -
Assigned (9770-9788)	$ 8,500,000	$ 7,000,000	$ -
Unassigned (9789-9790)	$ 14,454,524	$ 10,099,949	$ 9,791,066

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		FY 2025 - 26	FY 2026 - 27	FY 2027 - 28
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	$ 187,070,130	$ 190,964,532	$ 198,255,479
b.	State Standard Minimum Reserve Percentage for this District: **(enter percentage)**:	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR $50,000	$ 5,612,104	$ 5,728,936	$ 5,947,664

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties)	$ 14,454,524	$ 10,099,949	$ 9,791,066
b.	Special Reserve Fund (Fund 17) Unassigned Fund Balance	$ -	$ -	$ -
c.	Total Available Reserves	$ 14,454,524	$ 10,099,949	$ 9,791,066
d.	Reserve for Economic Uncertainties Percentage	7.73%	5.29%	4.94%

3. Do unrestricted reserves meet the state minimum reserve amount?

FY 2025 - 26	Yes	X	No	
FY 2026 - 27	Yes	X	No	
FY 2027 - 28	Yes	X	No	

4. If no, how do you plan to restore your reserves? Provide comments/explanations below:

K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

(The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.)

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and the Chief Business Officer of South San Francisco Unified School District (District), hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the South San Francisco CTA (Bargaining Unit), during the term of the agreement from July 1, 2025 to June 30, 2028.

Shawnterra Moore
District Superintendent — **Date**
(Signature Over Printed Name)

Ted O
Chief Business Officer — **Date**
(Signature Over Printed Name)

L. CERTIFICATION NO. 2

(The disclosure document must be signed by the district Superintendent or designee and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.)

The information provided in this document summarizes the financial implications of the proposed agreement and submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

Shawnterra Moore
District Superintendent — **Date**
(Signature Over Printed Name)

Ted O — (650) 877-8702
Contact Person — Phone

President or Clerk of the Governing Board — **Date**
(Signature Over Printed Name)

Docusign Envelope ID: 379DD3DA-62A8-4E62-B472-409848FE6BE8

Tentative Agreement
South San Francisco Unified School District
South San Francisco Classroom Teachers Association
Children's Center

June 4, 2025 @ 12:12 PM

Except for the additions and modifications delineated below, the provisions of the prior collective bargaining agreement shall not be changed. In addition, all forms and appendices shall be revised to reflect any new agreements. SSFCTA reserves the right to revise and/or amend its proposals as it deems necessary during the course of negotiations.

Article 7

A. Salary

1. Effective July 1, 2025, the Certificated Salary Schedule (Appendix B-1), the School Psychologist and Speech and Language Pathologist Salary Schedule (Appendix C), and the Children's Center Salary Schedule (Appendix D) shall be increased by four and one-half percent (4.5%).

   1.1 For the 2025-2026 school year, Children's Center permit teachers shall also receive a one-time annual stipend equivalent to four percent (4%) of their base salary distributed in equal payment installments per monthly payroll cycle.

2. Effective July 1, 2026, the Certificated Salary Schedule (Appendix B-1), the School Psychologist and Speech and Language Pathologist Salary Schedule (Appendix C), and the Children's Center Salary Schedule (Appendix D) shall be increased by two and one half percent (2.5%).

   2.1 For the 2026-2027 school year, Children's Center permit teachers shall also receive a one-time annual stipend equivalent to two and one half percent (2.5%) of their base salary distributed in equal payment installments per monthly payroll cycle.

Docusign Envelope ID: 379DD3DA-62A8-4E62-B472-409848FE6BE8

Article 18

B. Teaching Hours

1. Full-time Children's Center Permit and Credentialed unit members shall be on campus and responsible for instructional and other assigned duties for seven and a half (7.5) hours per day, inclusive of break time as described in Section B.3 below.

2. All full-time Children's Center Permit and Credentialed unit members shall be entitled to a non-inclusive duty-free and uninterrupted period of thirty (30) SSFUSD-SSFCTA Collective Bargaining Agreement 2024-2025 Page 83 minutes in lieu of a meal period. Time of this duty-free period shall be determined by the Children's Center Administrator.

3. All full-time Children's Center Permit and Credentialed unit members shall be entitled to two (2) fifteen-minute breaks. The fifteen-minute breaks shall not occur immediately before or after the 30-minute duty-free period without prior consent from the unit member and the times of the breaks will remain flexible.

4. In addition to the above time, unit members are responsible for other instructional day duties which include, but are not limited to, program development, professional growth activities, parent conferences and meetings, committee assignments, faculty and District meetings, back-to-school nights, student supervision, and other assignments which are necessary for the efficient operation of the Children's Center.

5. Except as provided for in Item 6, below, required attendance at staff meetings and staff development programs shall occur within the defined work day of each unit member at the Children's Center.

6. A unit member shall be compensated at the unit member's hourly rate of pay for attending required staff meetings and required staff development programs that occur outside the defined workday.

7. The District shall attempt to avoid split shifts in which unit members must return to the work site for additional hours.

8. Children's Center permit teachers shall have one (1) full contract day designated as a "teacher workday" exclusively for the teachers to work in their individual classrooms on grading, preparing lessons, cleaning and preparing classrooms for teaching and shall not be infringed on for administrative tasks, i.e. trainings or meetings.

Signed by:
Allison Light
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6/4/2025

Allison Light
SSFCTA Bargaining Chair

Date

DocuSigned by:
Shari Giusti
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6/4/2025

Shari Giusti
SSFCTA President

Date

Signed by:
Liliana Morales
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6/4/2025

Liliana Morales
SSFCTA

Date

DocuSigned by:
Lisa Ferrari
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6/4/2025

Lisa Ferrari
SSFCTA

Date

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J. Marwan Hannon
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6/4/2025

J. Marwan Hannon
Assistant Superintendent
Human Resources and Student Services

Date

DocuSigned by:
Eric Claybon
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6/4/2025

Eric Claybon
SSFUSD

Date

DocuSigned by:
Shamshad Khalil
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6/4/2025

Shamshad Khalil
SSFUSD

Date

DocuSigned by:
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6/7/2025

Elizabeth Mori
Counsel

Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

Ryan Sebers, Director Student Services

DATE: June 26, 2025

RE: Approval of Contract for Services for YSB School Counseling, Safe School Advocates Services

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The past several school years, the Youth Services Bureau (YSB) of the YMCA has provided additional on-site counseling services to our elementary schools. These YSB counselors assist school staff in identifying, assessing, and providing therapy and intervention services to students. These services emphasize mental health and safety assessment, individual counseling with collateral family consultation, psycho-social group counseling, parent support and education groups, and educationally related mental health services. This year we want to continue to provide services to all of our schools.

The School Safety Advocates Program (SSA) embeds mental health professionals at our secondary schools to work in tandem with counselors, teachers, deans and administration to support student success. The School Safety Advocates Program is a comprehensive violence prevention program designed to promote safe school environments and quick, responsive interventions for students. The program combines mental health expertise with a youth development philosophy and provides full-time clinical staff on school campuses who work with school staff to: intervene in crises, conduct safety and mental health assessments, make referrals for services, and facilitate pro-social skills groups.

While we will have SSFUSD wellness counselors placed at our Title I elementary schools and at our secondary sites, having additional Tier 3 level of counseling / clinical support

aids our efforts to support a safe, inclusive, and welcoming environment for all students. Ensuring that we have the capacity to manage high level counseling needs with the appropriate level of intervention support, and additional connectivity to outside resources, provides our students with access to comprehensive levels of support.

Currently, the District supports Counseling and Safe School Advocates Services at our elementary, middle and high schools. Embedded mental health counselors/trainees will be placed at our non-Title I elementary schools, while Safe School Advocates (mental health clinicians) will continue to provide counseling and intervention services at our high schools and middle schools. We would like to continue to offer these resources to support our students to ensure equitable, site-embedded mental health support while moving toward a more sustainable, district-led model of care.

FISCAL IMPLICATIONS:

The cost to support school-based counseling services at our sites will be $485,723.14 which will be paid from Discretionary Block Grant - Resource 6762:

Services	Total Cost
Elementary Schools: Half-time counselor at each of the five Non-Title I Elementary Schools	$383,398
Middle Schools: Safe School Advocates (SSAs) (Note, cost is much smaller than HS clinician because they are interns, and are primarily funded by a Dept. of Probation grant)	$38,970
High Schools: Full time high school clinician at each comprehensive high school	$63,355.14
TOTAL	**$485,723.14**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the contract for services with the Youth Services Bureau (YSB) of the YMCA to continue supporting additional counseling at our District schools for the 2025-26 school year.

CONTRACT FOR SERVICES
School-Based Counseling Program

THE YOUTH SERVICE BUREAUS of the MENTAL HEALTH SERVICES BRANCH of the YMCA OF SAN FRANCISCO
AND the **SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

WHEREAS the YOUTH SERVICE BUREAU of the Mental Health Services Branch of the YMCA of San Francisco ("YMCA") and SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT ("SSFUSD") mutually desire to effect a Contract to define their relationship effective on **July 1, 2025.**

SECTION 1. THE PARTIES' INTENT

A. To establish and define the business relationship between YMCA and SSFUSD as it relates to the School Based Counseling Program for youth operating at the following SSFUSD school's facilities) and;

B. To serve as the guiding document as to the responsibilities of YMCA and SSFUSD for the operation of the School Based Counseling Program.

SECTION 2. TERM

A. This Contract will be in effect for the fiscal year **July 1st, 2025 - June 30, 2026**. This Agreement may be terminated by either party at any time by giving prior written notice to the other party at least 30 days in advance of the effective date of such termination or may be terminated by mutual agreement of both parties.

B. No alterations of variation of the terms of this Agreement shall be valid unless made in writing and signed by the Assistant Superintendent of the SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT or her designee and the Executive Director of the YMCA Youth Service Bureaus

SECTION 3. YMCA ROLE

In consideration of the payment hereinafter set forth, YMCA shall perform the following services at assigned school sites:

1) **Mental Health trainees and staff placed on campus at elementary and middle school sites**: Students assessed and identified to need moderate to high-level mental health services will receive emotional and behavioral counseling services on campuses. YSB clinicians will be placed at five (5) elementary schools in South San Francisco;

ELEMENTARY SCHOOLS

Monte Verde (2 days a week)
Buri Buri (3 days a week)
Skyline (2 days a week)
Ponderosa (2 days a week)
Junipero Serra (2 days a week)

MIDDLE SCHOOLS (all 1 day per week in addition to JPD-funded positions)

Alta Loma Parkway Heights Westborough

a. On those days of counseling service, each clinician will be on an assigned campus for a 5 hour block of time and will have 1 hour for case management services including parent contact/meetings, teacher contact, documentation, etc.
b. Each clinician will run groups and/or meet with students individually depending on school need and as discussed and agreed upon by school administration
c. Clinicians will conduct an initial assessment to determine emotional, behavioral or mental health issues and communicate the level of needs and interventions with school staff.
d. Clinicians will use assessment findings to determine appropriate mode and level of care in order to then place student in group, individual therapy or refer to the Youth Service Bureau Clinic.
e. Clinicians will work collaboratively as a member of the wellness team at each school site to support the team and to ensure that all team members work together. Clinicians will work with the principal or decided point person to identify and prioritize referrals for services.
f. Clinicians will receive individual supervision provided by YSB.
g. Clinicians will abide by all legal and ethical standards set by the field.
h. Clinicians will ensure familiarity with State and District policies, requirements and procedures.
i. Clinicians will evaluate the effectiveness of the program with mid and end of the year evaluations.

2) **Middle School Community Wellness Trainees (mental health interns)**: Middle school students will receive emotional and behavioral counseling, psycho-social groups, and intervention services focused on crises and violence prevention on campuses. YSB CommUnity Wellness Trainees will be placed at two middle schools in South San Francisco; Alta Loma and Parkway Heights. YSB CommUnity Wellness Trainees and Staff will be integral members of wellness and counseling teams at each school site. Middle School Community Wellness Trainees will be integral members of wellness and counseling teams at each school site. The Community Wellness program is funded by the San Mateo Department of Probation and provided by the YSBs to promote safe school campuses through mental health services, crisis intervention, and campus-wide anti-violence and anti-bullying initiatives.

3) **High School Community Wellness Clinicians (mental health staff):**
Provide and coordinate school wellness activities, which include direct services, prevention services, crisis assessment, and crisis intervention, response, and support our alternative to suspension services on an as needed basis. High School Community Wellness Clinicians will be integral members of wellness and counseling teams at each school site. Hours delineated below:

El Camino – 32 hours/week
South San Francisco – 32 hours/week

a. Provide training to staff, students, administrators and parents in violence prevention and intervention.
b. Develop and provide leadership to a violence prevention team for each campus and ensure that the team meets regularly.
c. Implement a district-wide referral system that ensures systematic and ongoing communication back to individuals who make referrals.
d. Train school staff in use of referral system
e. Provide consultation to peer support programs on each campus.
f. Participate in interagency coordination efforts to ensure success of program as specified in section of this document labeled "coordination."
g. YSB Clinicians will be integral members of wellness and counseling teams at each school site.
h. The YSB will provide all clinical supervision for the YSB Counselor and ensure compliance with the laws and ethics set by the California Board of Behavioral Sciences, including all confidentiality protocols and compliance with HIPAA laws.
i. The YSB will provide programmatic quality oversight in collaboration with SSFUSD school staff, including evaluating the effectiveness of the program at the end of the school year.

PLEASE SEE LAST PAGE EXHIBIT A BUDGET BREAKDOWN OF SERVICES

SECTION 4. SSFUSD ROLE

In consideration of the services set forth above, the SSFUSD shall:

a) Provide a confidential space for the services outlined above in Section 3
b) Work collaboratively with YSB leadership to evaluate and respond to any needs at school sites.
c) To provide communication and set expectations at school sites that support the integration of YSB Mental Health clinicians and trainees as members of wellness teams at each school site.
d) To ensure that all curriculum materials provided by YMCA staff be used at the discretion and with the expressed consent of YSB staff only.
e) The South San Francisco Unified School District will process payment for the above services upon receiving the corresponding invoices and staff attendance records for the billed period. The total is not to exceed **$485,723.14**: Payment is for services delineated below:

- YSB staff for High School Community Wellness Programs and elementary school counselors: $383,398
- YSB volunteer trainees for Middle School Counseling Services: $38,970
- Operating and Administrative expenses: $63,355.14

SECTION 5. INDEMNITY AND INSURANCE

YMCA'S OBLIGATIONS:

1) YMCA of San Francisco will ensure all hiring criteria and procedures, such as fingerprint clearance and criminal background checks are met by all staff and volunteers for the duration they are placed within the school district.

2) YMCA of San Francisco shall defend, indemnify and hold harmless SSFUSD, its Board, officers, employees and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of and in the course of YMCA'S performance under this Agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of SSFUSD, its agents or employees.

3) YMCA of San Francisco shall maintain during this Agreement, at its cost, general liability insurance insuring against liability for bodily injury, including death, or property damage resulting from YMCA's performance under this Agreement, with a limit of not less than One Million Dollars, automobile liability insurance with a combined single limit of not less than One Million Dollars, Worker's compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than One Million Dollars per employee for bodily injury or disease.

4) The YMCA will submit invoices—either monthly or quarterly—along with staff attendance records as documented at the school sites for the corresponding billing period.

SSFUSD'S OBLIGATIONS:

1) SSFUSD shall defend, indemnify and hold harmless YMCA of San Francisco, its Board, officers, employees and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of SSFUSD's performance under this Agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of YMCA of San Francisco, its agents or employees.

2) SSFUSD shall maintain during this Agreement, at its cost, general liability insurance insuring itself and YMCA of San Francisco against liability for bodily injury, including death, or property damage resulting from SSFUSD's performance under this Agreement or use of the Facility for the Programs, with a limit of not less than One Million Dollars, and automobile liability insurance with a combined single limit of not less than One Million Dollars, Worker's compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than One Million Dollars per employee for bodily injury or disease.

3) SSFUSD at its cost, shall maintain on the Facility, fire and extended coverage insurance, with vandalism and malicious mischief endorsements, in accordance with its general policy and practice as to amount and form.

4) All insurance required hereunder shall be primary (so that any contingent liability insurance of YMCA of San Francisco will not be called upon for contribution); non-cancelable without thirty (30) days advance written notice to YMCA of San Francisco; cover the indemnification obligations of SSFUSD to YMCA of San Francisco under this Agreement; and be evidenced by a certificate of insurance and related endorsement from SSFUSD's insurance carrier.

5) SSFUSD agrees to notify YMCA in writing immediately upon knowledge of any claim, suit, action, or proceeding for which either party may be entitled to indemnity under this Agreement.

6) SSFUSD will process payment for submitted invoices upon receipt of corresponding staff attendance records as recorded at the school sites.

SECTION 6 NOTIFICATION

Formal notice between the parties under this agreement shall be addressed as follows:

If to the school district:
South San Francisco Unified School District
Dr. Shawnterra Moore, Superintendent
398 B Street,
South San Francisco, CA 94080

If to YMCA:
Youth Service Bureaus
Deidra Somerville, Executive Director
1486 Huntington Ave. #100
South San Francisco, CA 94080

SECTION 7 MISCELLANEOUS

This Contract constitutes the understanding between the parties and supersedes all offers, negotiations and other MOU's or contracts concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this Contract must be in writing and executed by both parties.

APPROVED AND AGREED:

_____

Wesley "Chip: Rich, SVP, Operations
YMCA of San Francisco

Date _____

_____

Shawnterra Moore, Ed.D.
Superintendent
SSF Unified School District

Date _____

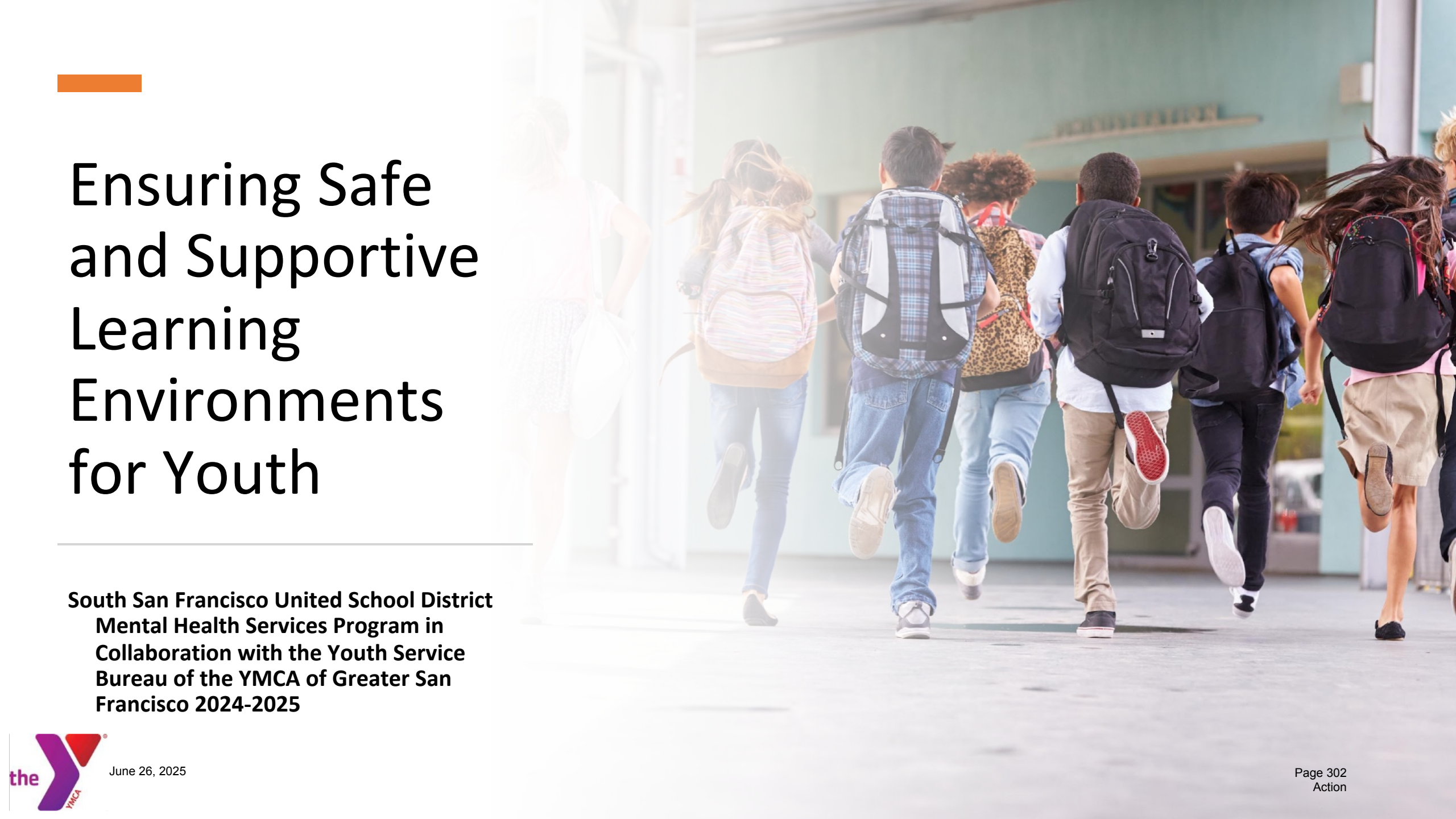
Exhibit A:

BUDGET and NARRATIVE DESCRIPTIONS

Personnel Costs			
El Camino HS SSA: 3 days at site + additional supervision time and professional	40 weeks x 32 hrs per week	1.0	64,640

development			
South San Francisco HS SSA	40 weeks x 32 hrs per week	1.0	64,640
Buri Buri: 2 days + additional individual supervision and professional development	40 weeks @ 17 hours per week	0.425	$34,340
Ponderosa	40 weeks @ 17 hours per week	0.425	$34,340
Skyline	40 weeks @ 17 hours per week	0.425	$34,340
Monte Verde	40 weeks @ 17 hours per week	0.425	$34,340
Junipero Serra	40 weeks @ 17 hours per week	0.425	$34,340
Clinical Supervision: 4.5 staff	40 weeks @ 12 hours per week	0.3	$31,430
Subtotal Personnel Costs		4.4	332,410
Health Benefits	annual cost per staff $11,588	4.4	$50,987
Subtotal Salaries & Benefits			**$383,398**
Operating Costs			
Clinical Trainees @ MS sites	flat rate per trainee $10,576	3.0	$31,728
Supplies: office, snacks, treatment tools			$770
Communications (staff cell phone)			$1,292
Database licenses for Electronic Record Management system			$5,180
Subtotal Operating Costs			**$38,970**
Administrative Costs			**$63,355.14**
Total Cost of Services to SSFUSD			**$485,723.14**

Ensuring Safe and Supportive Learning Environments for Youth



South San Francisco United School District Mental Health Services Program in Collaboration with the Youth Service Bureau of the YMCA of Greater San Francisco 2024-2025

Youth Service Bureau of the YMCA

Mission Statement:

"Our mission is to support youth, adults, & families in San Francisco and San Mateo County, through Mental Health and Social Services that increase access to skills and resources for wellness in Mind, Body and Spirit to achieve healthy and fulfilled lives."

Values Statement:

"We are a community that strives to embody practices that are integrous to our values of Anti-Racism, Centering BIPOC, Social Justice, Innovation, Accountability, and a Commitment to Lifelong Learning."

YSB updates for Fiscal Year 2024-2025

- The Youth Service Bureau (YSB) Mental Health Branch of the YMCA of Greater San Francisco has established an advisory board to support branch philanthropy and foster key partnerships and connections.
- The YSB SSF Clinic located on Huntington Avenue is now open three days a week, we accept Medi-Cal and offer fee for service with a sliding scale to accommodate financial hardship and secure access to mental health support.
- The YSB is uniquely positioned to provide Medi-Cal billable therapeutic services to students on campuses in South San Francisco Unified School District.



Program Successes

- The YSB is pleased to have transferred an SSA to El Camino High School this spring—a move that has already proven to be a strong fit. The SSA brings a genuine passion for working with high school-aged youth and aligns well with the role, benefiting students, the clinician, and the counseling team alike. This transition also allows YSB to strengthen services and enhance our overall impact on the school community.
- This year, a high school SSA float position was introduced, providing one day of support each week at El Camino High School and South San Francisco High School. This role was designed to reallocate resources to more accurately address the high level of needs of the youth being served in the comprehensive high school settings.
- For the first time, Ponderosa Elementary School is being served by a bilingual Spanish-speaking YSB clinician, meeting the needs of its large population of Spanish-speaking students. This reflects our commitment to providing culturally responsive therapeutic services to clients and their families.

Program Challenges

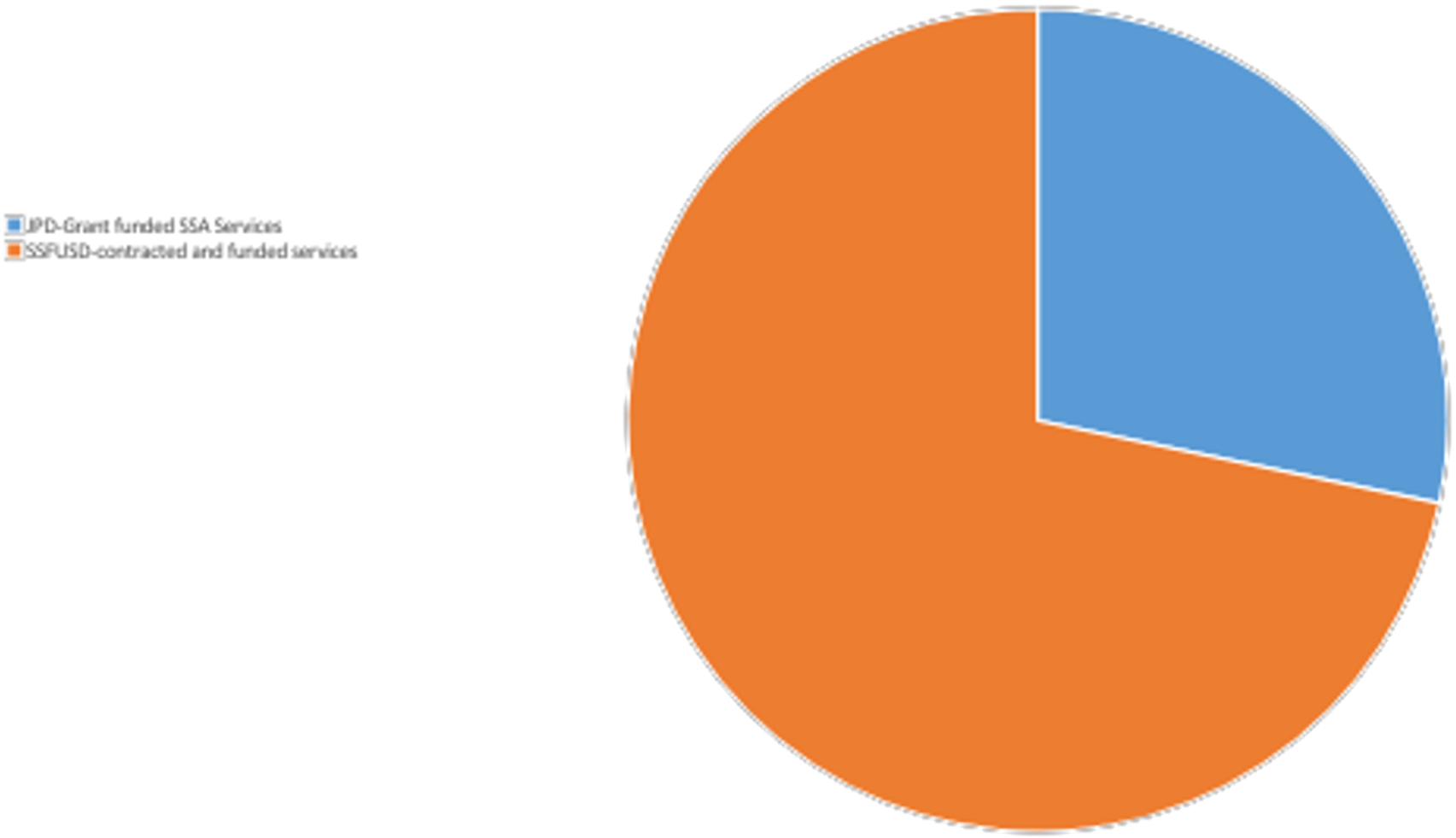
- Staffing challenges continued to be an issue in the fiscal year 2024-2025. The YSB began the school year 24-25 with unfilled school-based positions at multiple sites
  - The high school sites were impacted by staffing shortages and retention challenges. This greatly impacted the number of clients served and proved to be challenging all around
  - The Alternatives To Suspension (ATS) program has faced ongoing staff retention issues stemming from unclear expectations and communication challenges with administrators. As a result, the ATS counselor was transitioned out of the role, leaving the position unstaffed for the remainder of the school year
- Westborough Middle School opted not to receive YSB services for the 2024–2025 school year. As a result, there was no School Safety Advocate (SSA) or mental health trainee placed on campus this year, unlike in previous years. This change decreased the number of services provided in the district
- Widespread community impact was felt mid-year due to the change in presidential administration
  - Clinicians witnessed heightened levels of fear, anxiety, and uncertainty among clients and families due to concerns about immigration status and the threat of deportation
  - Uncertainty surrounding current and proposed grant funding cuts has affected how YSB services are provided. Significant adjustments will be necessary to continue prioritizing staff, clients, families and community members

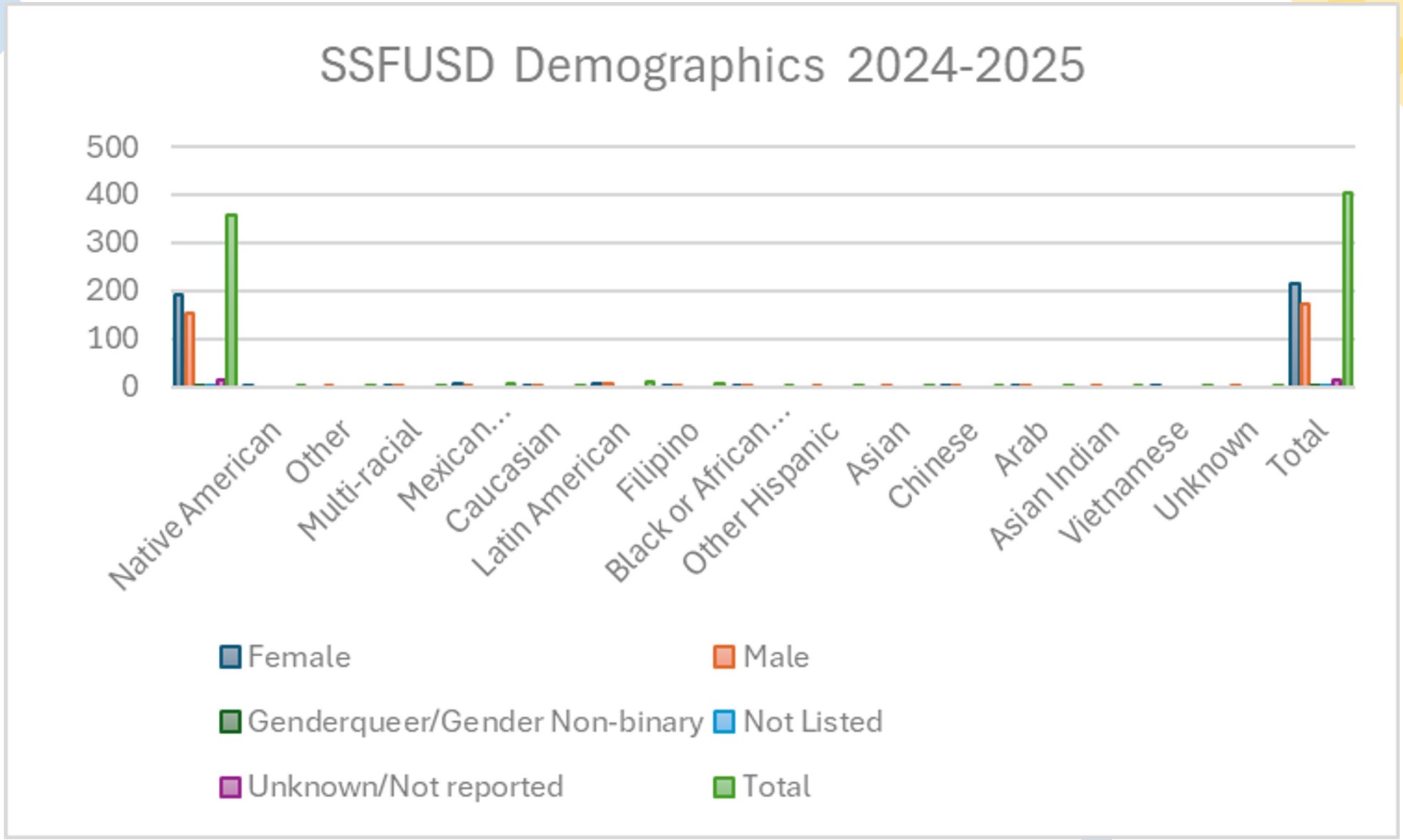
Students Served

- 405 Students received services from YSB clinicians this year, totaling 4,468 units of service. Services include but are not limited to assessment, individual therapy, group therapy, as well as crisis intervention and safety planning. Please note - data is preliminary due to date of collection. Data and totals may change after 6/30/2025.
- YSB school-based clinicians and trainees facilitated on campus groups at both the middle and elementary school levels. YSB clinicians noted a decline in group interest in the 2024-2025 school year. Participation and interest tend to fluctuate each year depending on youth needs and evolving social trends.



Funding Sources for 2024-2025 Mental Health Services




SSFUSD Demographics 2024-2025
500
400
300
200
100
0
Native American
Other
Multi-racial
Mexican...
Caucasian
Latin American
Filipino
Black or African...
Other Hispanic
Asian
Chinese
Arab
Asian Indian
Vietnamese
Unknown
Total
Female
Male
Genderqueer/Gender Non-binary
Not Listed
Unknown/Not reported
Total

SSFUSD schools

Grade	Name	Number of Clients Served	Units of Service
High School	South San Francisco HS	68	398
	El Camino High School	61	414
Middle School	Alta Loma Middle School	92	987
	Parkway Heights Middle School	23	365
Elementary School	Buri Buri Elementary	14	189
	Junipero Serra Elementary	22	294
	Los Cerritos Elementary	21	374
	Martin Elementary	12	113
	Monte Verde Elementary	13	171
	Ponderosa Elementary	17	210
	Skyline Elementary	19	265
	Spruce Elementary	24	427
	Sunshine Gardens Elementary	19	261
Total		405	4,468

Client Success Story – South San Francisco HS

1. Name of client (pseudonym used)	Anna Prentice
2. Age and gender of client	16 Female
3. Client's reason for joining YSB services	Client self-referred to get support due to experiencing significant emotional distress.
4. Client's behavior, affect, and appearance when they first started YSB services	Client presented with signs of emotional distress and heightened anxiety in first session. Second session client presented with trembling, crying, and hyperventilation.
5. Describe what activities your client engaged in, and if their engagement was consistent	Client engaged in strategies to manage and cope with anxiety such as deep breathing, box breathing exercises, mindfulness practices, education about panic attacks, grounding techniques, and positive affirmations to support thought patterns. Client was encouraged to pursue external supports.
6. Describe client's behavior, affect, and appearance toward the end of program	Client expressed appreciation for support and learning. Client was not experiencing panic attacks any longer and had obtained consistent outside support for therapy.
7. What did client learn as a result of YSB services?	Client learned physiological and psychological mechanisms of panic attacks, identified personal triggers, and utilized effective coping strategies tailored to client's needs.
8. What is your client doing differently in their life as a result of the YSB services?	Client developed a supportive network of family and friends and continued to challenge and reframe negative thought patterns.
9. What does your client say is the value of the YSB services for them?	Client expressed gratitude for the support and guidance during the most challenging moments as well as experiencing no further panic attacks.

Looking Ahead

- The YSB looks forward to continuing its partnership with the South San Francisco Unified School District. As education and mental health systems evolve, we remain dedicated to finding innovative ways to support children and families in our communities and to respond to their changing needs.
- The YSB is on track to begin the next school year with all school-based positions fully staffed for the schools we will be serving.
- Further integration of YSB SSAs and clinicians with school wellness centers to ensure services continue to meet student and staff needs in the best and highest way possible.



Summary

The YSB values its partnership with the South San Francisco Unified School District and remains committed to supporting children, families, and school communities as educational and mental health systems continue to evolve. This collaboration serves as a vital vehicle for advancing our mission to support youth through mental health services and expand access to skills and resources. Despite ongoing challenges, the YSB continues to prioritize adaptability, equity, and responsive care.

We thank the SSFUSD Board for your time and wholeheartedly look forward to continuing to serve SSFUSD youth and families through the YSB.



Gratitude

Thank you, SSFUSD, for being a valuable community partner in whole-child care and striving, each year, to help our youth grow academically, physically, emotionally and socially

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: June 26, 2025

RE: SSFUSD Categorical Program Specialist Job Description

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

At the regular meeting on Thursday, February 13, 2025, the Board of Trustees voted to unanimously approve SSFUSD's Strategic Staffing Plan. On Monday, June 16, 2025, the Personnel Commission also voted to unanimously approve the creation of the Categorical Program Specialist classification. A copy of the job description is enclosed with this Board memo.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the Categorical Program Specialist classification, effective the 2025-2026 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Categorical Program Specialist Job Description
June 2025
FLSA: Non-Exempt

Job Title:	**Categorical Program Specialist**
Classification:	Classified – Represented
Work Year:	12-Month Employee 243 Work Days + 17 Holidays + 1 Floating Holiday Starting at ten (10) vacation days per calendar year
Hours / Schedule	1.0 Full-Time Equivalent (FTE): ● 7.5 hours per day ● 37.5 hours per week
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; and vacation time.
Salary Range:	Other Classified Hourly Salary Schedule ● Range 50 ● $41.83/hour to $50.90/hour
Approval Dates:	Personnel Commission: June 16, 2025 | Board of Trustees: Pending

DEFINITION

Under the direct supervision of the Teaching and Learning Director responsible for data and reporting, the Categorical Program Specialist will be responsible for planning, organizing, administering, directing, and accounting for the operations of the Title I and Title II Programs and other state or federal categorical programs.

The Specialist will provide technical expertise and advisory services for SSFUSD administrators, school office staff, teachers, and parents to facilitate the creation of Categorical program plans and support budget development and monitoring. The Specialist exercises a high level of independent judgment within established policies, requiring extensive knowledge of department and program information.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Support the Assistant Superintendent of Teaching and Learning or designee in establishing and managing the LEA and school categorical program allocations.
- Work collaboratively to provide technical assistance and professional development with appropriate school staff and /or managers to develop programs, services and budgets using state

and federal categorical funds which meet the state mandates and federal program monitoring (FPM) requirements.

- Coordinate with the Business Services Manager to complete and submit the Consolidated Application for Federal Funds for SSFUSD.
- Prepare and disseminate State & Federal Categorical Program information to SSFUSD management and contractors as appropriate.
- Maintain and prepare for submission all required documentation for categorical and assigned state or federal grant programs including financial and other accountability reports to the California Department of Education to ensure program compliance with all state and federal laws and meet all applicable deadlines.
- Provide sound guidance to the Assistant Superintendent of Teaching and Learning and program managers regarding fiscal and program aspects of special projects, assigned state or federal grants and categorical programs.
- Ensure required accountability documents are posted on the SSFUSD website and school sites.
- Ensure categorical budgets align with school and LEA plans, and allocations are appropriately expended by monitoring program activities and expenditures; approves allowable uses of categorical or federal funds.
- Support Title I schools to meet accountability requirements regarding School Site Councils and School Plans for Student Achievement.
- Attend webinars, conferences, and workshops to support the schools and the LEA with ESSA regulations and compliance to keep current on laws, regulations, and guidance requirements pertaining to categorical programs.
- Serve as FPM Lead and provide technical support and training for SSFUSD leadership teams in conducting on-going state and federal program monitoring and planning related to improving the program.
- Develop, analyze, maintain and monitor budgets, including review of expenditures, accounting transactions, fund balances and expenditure control.
- Calculate, prepare and revise budgetary data as needed; assure expenditures comply with established requirements; provide recommendations concerning budget preparation, development, revisions and amendments to sites receiving categorical funds including Title I.
- Communicate with California Department of Education, county office personnel, schools and various outside agencies to exchange information and resolve issues or concerns.
- Coordinate with Business Services to develop, monitor and evaluate SSFUSD's federal time accounting system and controls, ensuring accuracy and timely submission of all required documentation for identified federally-funded employees.
- Provide annual time accounting trainings to managers and federally-funded employees; collect and store signed certifications and follow deviation procedures.
- Assist with the identification of, and submit recommendations for, new and revised procedures and policies relating to Categorical Programs; implement adopted policies and procedures.
- Coordinate external auditor needs and the resolution of audit exceptions for categorical programs.
- Interprets, applies, explains, and ensures compliance with federal, state, and local laws and regulations.
- Communicates with personnel and various other outside agencies to exchange information, coordinates activities and resolves issues or concerns.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned by their supervisor and the Superintendent of South San Francisco Unified School District.

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***Note**: The job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.*

QUALIFICATIONS

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a Baccalaureate degree from an accredited college or university with major coursework in education, public administration, business administration, accounting, finance, computer science, or a closely related field; and
- Three (3) years of progressively responsible experience in processing and administering state and federal programs, student and/or personnel recordkeeping, data systems management, or a closely related field.

Background Check:
- Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) Live Scan fingerprint-based background check clearance
- Tuberculosis (TB) risk assessment and/or examination clearance

COMPETENCIES

Abilities:
- Understand, and resolve data issues, conflicts, and discrepancies in an accurate and timely manner.
- Plan and facilitate training with multiple partners across agencies within a collaborative structure.
- Implement and maintain multiple database system applications.
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials.
- Develop and maintain technical operating instructions and documentation.
- Perform analyses of database requirements and needs; identify, evaluate, and solve data integrity problems and ensure accurate reporting.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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Knowledge:

- Policies, procedures, and requirements of student data collection and reporting from the California Department of Education and related federal, state, and local departments and agencies, including:
    - Title Regulations and Categorical Programs
    - Every Student Succeeds Act (ESSA)
    - Consolidated Application Reporting Systems (CARS)
- Uses and operations of database applications.
- Data control procedures and data entry operations.
- Methods of collecting and organizing data and information.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Record-keeping and report preparation techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, District staff, students, and families.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Skills:

- Proficient in data summarization and analysis using Excel and Google Sheets.
- Proficient with district budget practices.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table, or in meetings of various configurations.
- Ability to sit, stand, and traverse for extended periods of time.
- Ability to see for purposes of performing duties, responsibilities, and activities.
- Ability to understand speech at normal levels.
- Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
- Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
- Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.
- Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move,

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lift and/or carry 0-50 pounds to waist height.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

NON-DISCRIMINATION POLICY

The South San Francisco Unified School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

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SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 26, 2025

RE: Adoption of 2025-26 Proposed Budget

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

At the June 12, 2025 Board Meeting, the District held a public hearing on the budget to be adopted for the subsequent fiscal year to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the Local Control Accountability Plan (LCAP). Information on the preliminary budget for 2025-26 was provided during the meeting.

On June 26, 2025, staff are bringing the 2025-26 Budget to the Board for adoption. Staff have updated the budget based on the most recent information available, and it meets the criteria for the single budget adoption cycle and complies with the legal requirements to submit to the Board for approval. The District must adopt the budget for fiscal year 2025-26 by June 30, 2025.

MULTI-YEAR PROJECTION:

Districts are required to prepare a multi-year budget projection during the Adopted Budget to determine if the school district will be able to meet its financial commitments for the current year and the two projected out-years, 2026-27 and 2027-28. The assumptions used and the ending fund balance for these two years were included in the presentation.

Based on these assumptions, the District will be able to meet its financial commitments for 2025-26 and the two succeeding years. However, the District needs to address its on-going deficit spending to avoid fiscal distress in the future should additional revenues not materialize in the current or future years.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt the 2025-26 District Budget and the Multi-Year Projections for 2026-27 and 2027-28.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: June 26, 2025

RE: Adoption of Education Protection Account Resolution #25-49

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On November 6, 2012, the voters passed Proposition 30 which added Article XIII, Section 36 to the California Constitution. The provisions of this article create in the state an Education Protection Account (EPA) to receive and disburse the revenues derived from these additional taxes. Before June 30th of each year, the State Director of Finance shall estimate the total amount of revenue that will be available for transfer into the EPA. As a result of this transfer, all monies in the EPA are appropriated to educational agencies (Districts, COE's CCD's and Charters). These funds are unrestricted but must not be used for salaries or benefits of administrators or for administrative costs. The plan approved by the Board must be published on the agency's website and the expenditure will be audited for compliance with the plan during the annual financial audit. On November 8, 2016, voters approved Prop 55, extending tax rates instituted by Proposition 30 through 2030.

FISCAL IMPLICATIONS:

The District estimates it will receive approximately $1,476,100 in Prop 55 – EPA funds for fiscal year 2025-26.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution #25-49, Proposition 55 – Education Protection Account Funds.

EDUCATION PROTECTION ACCOUNT
RESOLUTION # 25-49

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sunsetted 12/31/17), and Proposition 55 Article XIII, Section 36 to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter

schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

WHEREAS, voters approved Prop 55 on November 8, 2016, extending the tax rates of Prop 30 until the year 2030.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the South San Francisco Unified School District;

2. In compliance with Article XIII, Section 36(e) of the California Constitution, the governing board of the South San Francisco Unified School District has determined to spend the monies received from the Education Protection Act as attached.

REGULARLY PASSED AND ADOPTED this 26th day of June 2025.

AYES In Favor of Resolution	NOES Against Resolution
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____
Clerk/Secretary of the Board

_____
Superintendent of Schools

South San Francisco Unified School District
Fund 01, Resource 1400 - Education Protection Account
Fiscal Year 2025-26

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Education Protection Account Entitlement	**8012**	**1,476,100.00**
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	0.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		0.00
Guidance and Counseling Services	3110	1,476,100.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		**1,476,100.00**
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		**0.00**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities and Safety

DATE: June 26, 2025

RE: Approval of Service Contract with CWS Construction for a New Security Gate and Fencing at Spruce Elementary School

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Spruce Elementary School is one of the District's larger Elementary Schools. Although it has an arm-gate at the entrance for vehicular entry with "Key Fob" for access into the school property, there is nothing to keep anyone outside from coming into the campus or any students, including those with special needs, from leaving the campus. Additionally, with the Main Office a substantial distance from the entrance, it is very difficult to monitor visitors and delivery people entering or leaving the property through any typical school day. This is a security concern from the site principal and staff. DSK Architects was retained to design the following:

- Replacement of existing sliding chain-link vehicular gate with a new automated sliding gate including all required equipment and gate hardware.
- Replacement of existing pedestrian gate and electrifying gate hardware
- Installation of bollards, A/V systems at both the vehicular and pedestrian gates that will be controlled from the administrative office. All necessary conduit and electrical connections, gate operator, card readers and console are part of this new feature.

The District conducted a public bid process for this project and two bids submitted were opened on March 13, 2025. The two firms who submitted bids for this project include:

- Zone 4 Construction Inc. $703,727
- CWS Construction Group Inc. $685,000

The lowest responsive, responsible bidder is CWS Construction Inc. at $685,000.

FISCAL IMPLICATIONS:

By this action: $685,000 will be paid from Fund 40 (Facilities Fund).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a contract for Spruce Elementary School Security Gates to the lowest responsive, responsible bidder, CWS Construction Inc., in the amount of $685,000.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Wazi Chowdhury – Director of Facilities and Safety

DATE: June 26, 2025

RE: Approval of Contract with Cumiskey Construction for Construction Work on the Instructional Media Center (IMC) Portable Conversion to Offices Project

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

There is a need for additional central office space to ensure that District staff reorganization can be accommodated. It is proposed to convert the Instructional Media Center ("IMC") portable to offices. This building is being emptied now with instructional media items being placed in other designated storage areas throughout the District. The building interior will be fitted out with office partitions and a small conference room. This contract is for the renovation of the IMC portable interior, which will include installing insulation in walls, putting up drywall, and supplying and installing a five-foot sliding door. In addition, there is work on the interior to remove existing built-ins and shelving to allow for painting, installation of carpet, and modular office areas.

Facilities staff requested a proposal from Joseph Cumisky Construction Corporation for the work under the negotiated contract provisions of the California Uniform Construction Cost Accounting Act ("CUPCCAA").

FISCAL IMPLICATIONS:

By this action: $29,400 will be paid from Fund 40 (Facilities Fund)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve a contract with Joseph Cumisky Construction Corporation in the amount of $29,400 for construction work on the IMC Offices project.

Joseph
CUMISKEY
CONSTRUCTION
CORPORATION

P.O. BOX 27601
San Francisco, CA 94127

Tel (650) 591-2884
Fax (650) 591-2343

jcumiskey@yahoo.com

License # 965207 (A, B)

6/10/2025

Wazi Chowdhury,

Director of facilities

SSFUSD

Please accept the following cost estimate to create a corner office in portable classroom. This includes all labor and material:

Framing, 2 by 4 framing.

Insulation, supply and install batt insulation in new walls.

Drywall, 5/8 ", tape, mud, sand and finish ready for prime/paint (by others).

Electrical/Data is by others.

Supply and install a five foot sliding door and trim out to match existing.

Trim out at new sliding door and base board to match.

Total estimate is $29,400.00

Joseph Cumiskey

President

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Wazi Chowdhury – Director of Facilities and Safety

DATE: June 26, 2025

RE: Approval of Contract with Cumiskey Construction to Divide the District Office Business Services Conference Room into Two Rooms for Additional Staff Office Space

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

There is a need for additional central office space to ensure that District staff reorganization can be accommodated. It is proposed to convert the District Office Business Services Conference Room into two rooms to provide an additional office for staff. This contract is for the construction work needed for this project.

Facilities staff requested a proposal from Joseph Cumisky Construction Corporation for the work under the negotiated contract provisions of the California Uniform Construction Cost Accounting Act ("CUPCCAA").

FISCAL IMPLICATIONS:

By this action: $46,895 will be paid from Fund 40 (Facilities Fund).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve a contract with Joseph Cumisky Construction Corporation in the amount of $46,895 for construction work on the Business Services conference room.

JOSEPH
CUMISKEY
CONSTRUCTION
CORPORATION

P.O. BOX 27601
San Francisco, CA 94127

Tel (650) 591-2884
Fax (650) 591-2343

jcumiskey@yahoo.com

License # 965207 (A, B)

6/10/2025

Wazi Chowdhury,

Director of facilities

SSFUSD

Please accept the following cost estimate to supply and install all labor and material to construct a dividing wall in conference classroom. This includes but not limited to:

Framing, 2 by 4 framing.

Insulation, install insulation and provide one layer of sound board at new wall.

Supply and install new 5/8 drywall, mud, tape and sand ready for prime/paint, (by others).

Electrical, rearrange light fixtures and install switching at both doors. Wire mold to match.

Remove existing hvac unit and patch interior and exterior to match.

Cut wall at hallway and install new mechanical return air grill.

Demo existing window, provide and install new entrance door and trim out to match existing.

Trim out base board and around new door to match.

Perform dust/noise control as needed. Cover floors as required.

Total estimate is $46,895.00

Joseph Cumiskey

President

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities & Safety

DATE: June 26, 2025

RE: Approval of Service Contract with Independence Environmental Services for the Removal of Hydraulic Lift Appurtenance at the SSFHS Auto Shop

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco High School's Auto Shop has been used as a storage space since the program was eliminated from the curriculum five years ago. Over the 2024 summer, there was a project conducted to clear out the contents that finally led to the conversion of this space as the new Career Technical Education (CTE) classroom for the Construction Technology classes. The classes have since been offered around the remainder of the old hydraulic lift and its appurtenances in place. All of these including the hydraulic fluid in the tanks need to be disposed of through Specialty contractors.

The District conducted a public bid process for this project. Bids were received and recorded on May 30, 2025. The two firms who submitted bids for this project include:

- ACT Enviro $73,537.00
- Independence Environmental Services $64,152.90

The lowest responsive, responsible bidder is Independence Environmental Services at $64,152.90.

FISCAL IMPLICATIONS:

By this action: $64,152.90 will be paid from Fund 40 (Facilities Fund)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees award a contract for the removal of the hydraulic lift and appurtenances from the SSF High School Auto Shop to the lowest responsive, responsible bidder, Independence Environmental Services, in the amount of $64,152.90.

5/28/2025

Client Name:	Wazi Chowdhury
Company Name:	South San Francisco Unified School District
Company Address:	398 B Street, South San Francisco, CA 94080
Phone:	(650) 438-6085 (cell), (650) 877-8751
Email:	wchowdhury@ssfusd.org

Dear Wazi,

Independence Environmental Services is pleased to present this proposal for your project located in South San Francisco, CA. The following shall serve to detail the proposed scope of services, assumptions and exclusions for the project based on the information provided.

Job Site Address: South San Francisco High School – 400 B Street, South San Francisco, CA 94080

SCOPE OF WORK

- Mobilize crew and equipment to site
- Clean and triple rinse tanks, hoist sumps and associated piping
- Sawcut concrete/asphalt as needed
- Disconnect piping as needed
- Excavate piping and hoist sumps
- Secure concrete and soil in (1) 20yd bin
- Utilize drum vac to vacuum out floor basin 20 x 26”
- Clean and triple rinse aboveground hot vat tank
- Sample soils, concrete, and basin
- Soil bin will remain onsite pending analytical
- Load and transport hoist sumps, tanks, vat tank, shed, and piping offsite for recycling
- Load and transport drummed waste offsite for disposal

ESTIMATED COSTS

LABOR & EQUIPMENT				
DESCRIPTION	UOM	RATE	QTY	SUBTOTAL
Supervisor - ST	Hour	$ 190.00	24.00	$ 4,560.00
Supervisor - OT	Hour	$ 250.00	12.00	$ 3,000.00
Technician - ST (x2)	Hour	$ 180.00	48.00	$ 8,640.00
Technician - OT (x2)	Hour	$ 235.00	24.00	$ 5,640.00
Gear Truck (x2)	Hour	$ 120.00	72.00	$ 8,640.00

Roll-Off Truck - ST	Hour	$ 260.00	8.00	$ 2,080.00
20yd Bin Rental	Day	$ 25.00	10.00	$ 250.00
Heavy Equipment (3 Days)	Flat Rate	$ 10,905.00	1.00	$ 10,905.00
Power Drummer	Day	$ 235.00	3.00	$ 705.00
Compressor	Hour	$ 120.00	24.00	$ 2,880.00
Pressure Washer	Hour	$ 120.00	24.00	$ 2,880.00
MATERIALS, SUPPLIES, & MISC				
DESCRIPTION	**UOM**	**RATE**	**QTY**	**SUBTOTAL**
PPE	Each	$ 125.00	10.00	$ 1,250.00
Bin Liner	Each	$ 75.00	1.00	$ 75.00
Air Hose	Each	$ 25.00	4.00	$ 100.00
Visqueen	Roll	$ 190.00	1.00	$ 190.00
Detergent	Gal	$ 50.00	4.00	$ 200.00
55Gal Drums	Each	$ 160.00	3.00	$ 480.00
Small Tools	Day	$ 500.00	3.00	$ 1,500.00
Bridge Tolls	Each	$ 30.00	6.00	$ 180.00
Per Diem (Per Person / Per Day)	LS	$ 3,150.00	1.00	$ 3,150.00
TRANSPORTATION & DISPOSAL				
DESCRIPTION	**UOM**	**RATE**	**QTY**	**SUBTOTAL**
Flatbed Transportation to Recycler	Hour	$ 105.00	4.00	$ 420.00
Scrap Metal - Vat Tank, Oil Tanks, Shed, Hoists, and Misc Piping	LS	No Charge	No Charge	No Charge
Operated Box Truck	Hour	$ 250.00	8.00	$ 2,000.00
PPE	Each	$ 125.00	1.00	$ 125.00
Disposal - Oily Water	DM55	$ 207.00	2.00	$ 414.00
Disposal - Sodium Hydroxide Rinsate	DM55	$ 428.00	1.00	$ 428.00
Profile Fees	Each	$ 150.00	2.00	$ 300.00
Manifest Fee	Each	$ 53.00	2.00	$ 106.00

Subtotal	$ 61,098.00
Total w/ E&I Fee (5%)	$ 64,152.90

ASSUMPTIONS / EXCLUSIONS

- Hourly charges will be billed portal to portal.
- Labor pricing is based on prevailing wage rates.
- Due to the lack of blueprints/plans, listed quantities are estimates only. Billing will reflect actual hours, days, materials, and supplies.
- All required permits are to be obtained by SSFUSD prior to the start of the project.
- Pricing is based on (3) 12-hour days to complete. Additional time may be required.
- Pricing does not include sampling supplies and analytical.

- School district to have all services to tanks disconnected.
- School district must provide location to spot the 20yd bin.
- Pricing does not include the cost to backfill. Once analytical is completed, a separate quote will be provided.
- Pricing does not include the cost for transportation and disposal of soil bin. A separate quote will be provide pending analytical.
- Water must be available and accessible onsite.
- If applicable, additional per diem charges may apply per person/per day.
- Site must be accessible to accommodate tractor trailer and heavy equipment.
- If needed, generator authorizes IES to act as a signatory agent to execute profiles and any necessary shipping documents relating to the disposal of waste generated from the response.
- Applicable sales tax not included.
- Proposal is valid for 30 days.

An Environmental Service Fee of 5% will be added to the total cost of each invoice.

All invoices are due thirty (30) days from invoice date. IES reserves the right to charge a 1.5% finance charge per month for past due balances.

Should you have any questions, please do not hesitate to contact me at (707) 249-2300 or mikeh@indyenviro.com.

Sincerely,

Michael Hetrick

Michael Hetrick
Regional Manager
Sales – Operations

Name	Title
Signature	Date