



# **San Ysidro School District Governing Board**

## **BOARD MEETING MATERIALS**

Thursday,  
April 11, 2024  
5:00 p.m.

**San Ysidro Middle School  
Multicultural Complex  
4345 Otay Mesa Road  
San Ysidro, CA 92173**



# **General Administration**

**SAN YSIDRO SCHOOL DISTRICT**  
4350 Otay Mesa Road San Ysidro, CA 92173  
Phone Number: (619) 428-4476 Fax Number: (619) 428-1505

**REGULAR MEETING OF THE GOVERNING BOARD**  
**TUESDAY, MARCH 5, 2024**  
**5:00 p.m.**

Pursuant to Government Code Sections 54954 and 54954.2 and Education Code Section 35140, the Regular Meeting of the Governing Board was on Tuesday, March 5, 2024, and conducted its business meeting at **Smythe School - Auditorium- 1880 Smythe Ave, San Ysidro, CA 92173**. This meeting was audio recorded.

Pursuant to Board Bylaw 9323 and Government Code 54953.5, members of the public may record an open Board meeting using an audio or video recorder, camera, cell phone, or other device, provided that the noise or obstruction of view does not disrupt the meeting or members of the audience. If a member of the public or media wishes to stand and record the meeting or set up a tripod, such recording must be done so on the left or right side of the public seating area. The Superintendent or an assigned employee may designate recording locations. If the Board determines that noise or obstruction of view disrupts proceedings, the activities shall be discontinued as determined by the Board.

Any meeting participant who engages in disorderly conduct which disturbs the peace and good order of the meeting, or refuses to comply with the lawful orders of the Board may be ordered removed from the meeting, and may be guilty of a misdemeanor (Cal. Penal Code Sec. 403).

Closed Session was held at 5:00 p.m. to 6:00 p.m., and reconvened into Open Session at 6:00 p.m. Closed Session was conducted in accordance with applicable sections of California Law.

**MINUTES**

**1. CALL TO ORDER** Who: I. Lopez Time: 5:02 p.m.

**2. ROLL CALL** by Gina A. Potter, Ed.D., Superintendent & Secretary to the Board

Board Members present:

Mrs. Irene Lopez, Board President

Mrs. Zenaida Rosario, Board Vice-President

Mr. Antonio Martinez, Board Clerk - *Absent due to work event*

Mr. Rudy Lopez, Board Member

Mrs. Rosaleah Pallasigue, Board Member

**3. AGENDA**

The Board approved the agenda with the following corrections:

- Corrected the recommendation for General Administration agenda item 13.15 to say, "Adopt Resolution No. 23/24-0029 declaring the observance of Wednesday, May 8, 2024, as the San Ysidro "Day of the Teacher" and the week of May 6-12, 2024, as "Week of the Teacher."

Motion: R. Lopez

Second: Rosario

Vote: 4-0

**4. PUBLIC COMMENT/COMMUNICATIONS ON CLOSED SESSION ITEMS**

The Board of Trustees has established protocols that will allow the Board to conduct the business of the District while also achieving the type of open communication that we all want in our community. The Board values the input of parents, students, employees and other members of the public. Our goal is to allow the free exchange of views among Board members and its staff and between members of the public and the Board while maintaining a respectful and orderly atmosphere. It is the Board's policy to encourage all interested individuals to contribute constructive ideas and perspectives during the meetings, while respecting the right of others to express their ideas and perspectives. The Board welcomes disagreement, but it is important that disagreement be expressed in a meaningful and respectful manner. Speakers should not make personal attacks on other individuals. To promote these goals, we ask that everyone be courteous, patient and respectful while others are speaking. Each speaker should feel free to express his or her viewpoint freely, but in a courteous and respectful way, speaking concisely and within the allotted time limits. Members of the public will not speak unless first recognized by the Board President/Chairperson and will speak only from the podium, not directly from the audience at any time.

Please submit public comment forms prior to start of meeting at 5:00 p.m. Per Board Policy #9323, three (3) minutes may be allotted to each speaker and five (5) minutes for organizations to address **Closed Session Items Only**. (Closed Session Items may be continued to the end of meeting if necessary.)

There were no public comments.

Board Member Rosaleah Pallasigue made the motion to recess to Closed Session, seconded by Board Member Rudy Lopez. The vote was 4-0.

**5. GOVERNING BOARD – RECESSED to CLOSED SESSION at 5:04 p.m. in accordance with section 54954.5 regarding:**

**5.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION** (Legal Counsel)

Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: Student v. San Ysidro School District  
OAH Case No. 2023110896

**5.2 GOVERNMENT CODE SECTION 54957.6  
CONFERENCE WITH LABOR NEGOTIATORS**

Agency Negotiators: District Legal Counsel Joseph Sanchez and Superintendent Gina Potter, Ed.D.  
Employee Organizations:  
San Ysidro Education Association/CTA  
California School Employees Association, Chapter 154  
Unrepresented:  
Administrators, Classified Management, Confidential/Supervisory

**5.3 GOVERNMENT CODE SECTION 54957  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT**

**5.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:  
No. of cases: 5

Joseph Sanchez, Legal Counsel, on behalf of the Board, took the following action in Closed Session:

1. Item 5.1: The Board approved a settlement agreement in the Office of Administrative Hearings, Case No. 2023110896. The motion was made by Board member Rudy Lopez, seconded by Board member Rosaleah Pallasigue, with 4 votes in favor, 0 votes against and 1 Board member absent.

**RECONVENED into OPEN SESSION at 6:07 p.m.** to take action on items discussed in closed session, or to make disclosures of action taken in closed session, if any, as required by Government Code section 54957.7 and section 54957.1.

**6. CALL TO ORDER** Who: I. Lopez Time: 6:07 p.m.

**7. ROLL CALL** by Gina A. Potter, Ed.D., Superintendent & Secretary to the Board

Board Members present:  
Mrs. Irene Lopez, Board President  
Mrs. Zenaida Rosario, Board Vice-President  
Mr. Antonio Martinez, Board Clerk - *Absent due to work event*  
Mr. Rudy Lopez, Board Member  
Mrs. Rosaleah Pallasigue, Board Member

## 8. FLAG SALUTE by Mia Grimaldo & Alexa Hernandez, 6th grade Smythe Elementary School Students

## 9. BOARD RECOGNITION/DISTINGUISHED CHAMPIONS (Little/Inzunza)

### 9.1 Smythe Elementary Student and Staff Recognitions - Presented by Smythe School Principal, Dr. Rebecca Bravo

- Students: Alexa Hernandez (6th grade student) and Mia Grimaldo (6th grade student) for outstanding achievement in the area of social emotional skills
- Staff: Thelma Valenzuela (Administrative Clerk I) for parent engagement; Monica Perez (Instructional Media Resource Aide) for student achievement; Letty Fabian (Health Clerk) for safety, climate and student engagement; Holly Breedlove (Licensed Vocational Nurse) for safety, climate and student engagement and Krisvell Sanchez (Temporary Intervention Support Teacher) for english language proficiency

## 10. PUBLIC COMMENT/COMMUNICATIONS ON OPEN SESSION ITEMS

The Board of Trustees has established protocols that will allow the Board to conduct the business of the District while also achieving the type of open communication that we all want in our community. The Board values the input of parents, students, employees and other members of the public. Our goal is to allow the free exchange of views among Board members and its staff and between members of the public and the Board while maintaining a respectful and orderly atmosphere. It is the Board's policy to encourage all interested individuals to contribute constructive ideas and perspectives during the meetings, while respecting the right of others to express their ideas and perspectives. The Board welcomes disagreement, but it is important that disagreement be expressed in a meaningful and respectful manner. Speakers should not make personal attacks on other individuals. To promote these goals, we ask that everyone be courteous, patient and respectful while others are speaking. Each speaker should feel free to express his or her viewpoint freely, but in a courteous and respectful way, speaking concisely and within the allotted time limits. Members of the public will not speak unless first recognized by the Board President/Chairperson and will speak only from the podium, not directly from the audience at any time.

### **PLEASE SUBMIT PUBLIC COMMENT FORMS PRIOR TO START OF MEETING**

Per Board Policy #9323, three (3) minutes may be allotted to each speaker and five (5) minutes for organizations to address **all of their items**. **Approach the lectern and give your name.**

The public has the opportunity to address the Board on any item appearing on the agenda or not on the agenda.

Persons wishing to address the Board are asked to fill out a ***Public Comment Form*** located at the sign-in area, and submit the completed form to the administrative assistant prior to the start of the meeting.

Those who have a group concern are encouraged to select a spokesperson to address the Board. A copy of the full agenda is available for view at the Superintendent's Office located at 4350 Otay Mesa Road, San Ysidro, California. Also, at the district website: [www.sysdschools.org](http://www.sysdschools.org).

**Alice De La Torre & Maritza Chavarin, San Ysidro Women's Club, Commented:** 1) Congratulated Board President Irene Lopez for being named Board Member of the Year by the San Diego County School Board's Association (SDCSBA). 2) Mentioned that the San Ysidro Women's Club has started the student scholarship process.

**Allyson Murillo, Former San Ysidro School District Student, Commented:** 1) Shared special education concerns.

**Kenia Peraz, Parent, Commented:** 1) Shared special education concerns and offered suggestions.

**Lisa Yegin, National School District Teacher, Commented:** 1) Indicated that some districts live stream board meetings. 2) Shared special education concerns.

**Karina Robles, Parent, Commented:** 1) Shared special education concerns. 2) Discussed the need for a district South County Special Education Local Plan Area (SELPA) Community Advisory Council (CAC) parent representative.

**Roxane Palestino, Parent, Commented:** 1) Shared concerns regarding Smythe Child Development Center (CDC) special education concerns. 2) Provided comments regarding Willow Elementary School.

**Pamela Guadiana, Parent, Commented:** 1) Discussed the need for a district South County Special Education Local Plan Area (SELPA) Community Advisory Council (CAC) parent representative. 2) Shared that the search bar on the district website was not functioning.

## 11. ITEMS FROM THE BOARD & SUPERINTENDENT

**Board Member R. Lopez, Commented:** 1) Thanked Principal Dr. Rebecca Bravo and Smythe Elementary School for hosting the board meeting. 2) Congratulated all of the distinguished champions honored. 3) Thanked all the staff who coordinated the District Spelling Bee.

**Board Vice President Rosario, Commented:** 1) Thanked Principal Dr. Rebecca Bravo and Smythe Elementary School for hosting the board meeting. 2) Attended the Vista Del Mar Parent Institute for Quality Education (PIQE) Parent Graduation and congratulated the parent graduates and student performers. Thanked PIQE and Vista Del Mar for inviting her to be a keynote speaker. 3) Thanked all the staff who coordinated the District Spelling Bee.

**Board Member Pallasigue, Commented:** 1) Expressed appreciation to parents for communicating the needs of their students. She looks forward to the district working with parents to address their concerns.

**Board President I. Lopez, Commented:** 1) Thanked all the staff who coordinated the District Spelling Bee. 2) Thanked Principal Dr. Rebecca Bravo and Smythe Elementary School for hosting the board meeting. 3) Expressed the importance of collaboration, listening and working together to solve issues. 4) Mentioned being a member of the San Ysidro Women's Club and thanked them for their contributions to our San Ysidro community.

**Superintendent Potter, Commented:** 1) Thanked Principal Dr. Rebecca Bravo and Smythe Elementary School for hosting the board meeting. 2) Thanked the Educational Service Team for coordinating the District wide Spelling Bee. 3) Thanked San Ysidro Middle School staff for the phenomenal open house career night. Overall, 20 careers were represented and had a great turnout. 4) Thanked the staff at Willow, Smythe, Sunset, Sunset Preschool and La Mirada for the coordination of their outstanding open house events. 5) Mentioned meeting with student school leaders on a regular basis and thanked each Principal/Teachers for giving students the opportunity to be leaders in their schools. 6) Gave a shout to San Ysidro Middle School and Vista Del Mar Middle School soccer teams who played each other in the Sweetwater Union High School District League playoffs and did a great job. 7) Thanked district legal counsel Joseph Sanchez for participating in the San Ysidro Education Collaborative Career Day presentation and teaching students about the judicial system and the career of an attorney. 8) Thanked the maintenance, operations, transportation and facilities department for their support as the construction company completed the playground structures at La Mirada and Smythe Elementary Schools. 9) Thanked Ocean View Hills Principal Erika Meza, Vista Del Mar Middle School Principal Irene Herrera-Cevallos, Director of Early Childhood Education Julie Pretzer and Director of Education Technology Todd Lewis for their school and/or department data review presentations. 10) The district will continue to work collaboratively with parents to address concerns. 11) The San Ysidro Women's Club has been supporting our community for approximately 100 years and she thanked them for their tremendous support for the students and their families all these years.

## 12. CONFERENCE SESSION

### Reports/Presentations

- 12.1 2022-23 Annual Financial Audit Report - Presented by Brian Hadley, Certified Public Accountant (CPA), Wilkinson Hadley King & Co., LLP
- 12.2 2023-2024 Second Interim Financial Report, State Fiscal Update & District Budget Reduction Plan Overview- Presented by Chief Business Official, Marilyn Adrianzen
- 12.3 Presentation of Voter Survey Results - Presented by President of DS&C, Dale Scott

**13. GENERAL ADMINISTRATION**

**13.1 MINUTES (Potter)**

The Board approved the minutes of the Regular Board Meeting of February 13, 2024.

Motion: R. Lopez      Second: I. Lopez      Vote: 4-0

**13.2 ANNUAL FINANCIAL AUDIT REPORT FOR 2022-2023 (Adrianzen)**

The Board approved the 2022-23 Annual Financial Audit Report.

Motion: R. Lopez      Second: Rosario      Vote: 4-0

**13.3 SOUTH COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA) COMMUNITY ADVISORY COMMITTEE (CAC) REPRESENTATIVE SELECTION PROCESS AND TIMELINE (Little/Madera)**

Information only.

**Public Comments on Agenda Item 13.3:**

**Kenia Peraza, Parent, Commented:** 1) Discussed the need for a district South County Special Education Local Plan Area (SELPA) Community Advisory Council (CAC) parent representative.

**Lisa Yegin, National School District Teacher, Commented:** 1) Discussed the need for a district South County Special Education Local Plan Area (SELPA) Community Advisory Council (CAC) parent representative.

**Cecilia Abundiz, Parent, Commented:** 1) Discussed the need for a district South County Special Education Local Plan Area (SELPA) Community Advisory Council (CAC) parent representative.

**Roxane Palestino, Parent, Commented:** 1) Discussed the need for a district South County Special Education Local Plan Area (SELPA) Community Advisory Council (CAC) parent representative and indicated her interest to serve in this role.

**13.4 FIRST READING AND ADOPTION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS - 0000 SERIES (Little)**

The Board approved the First Reading and Adoption of Revised Board Policies and Administrative Regulations - 0000 series: Board Policy 0410 - Nondiscrimination in District Programs and Activities, Board Policy/Administrative Regulation 0460 - Local Control and Accountability Plan, and Board Policy 0500 - Accountability.

Motion: R. Lopez      Second: Pallasigue      Vote: 4-0

**13.5 FIRST READING AND ADOPTION OF REVISED BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND EXHIBITS - 1000 SERIES (Little/Bojorquez)**

The Board approved the First Reading and Adoption of Revised Board Policies, Administrative Regulations and Exhibits - 1000 series: Administrative Regulation 1220 - Citizen Advisory Committees, Board Policy/Administration Regulation/Exhibit(1) 1312.2 - Complaints Concerning Instructional Materials, Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, Administrative Regulation/Exhibit(1)/Exhibit (2) 1312.4 - Williams Uniform Complaint Procedures and Board Policy 1431 - Waivers.

Motion: R. Lopez      Second: Rosario      Vote: 4-0

**13.6 FIRST READING AND ADOPTION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS - 3000 SERIES (Adrianzen)**

The Board approved the First Reading and Adoption of Revised Board Policies and Administrative Regulations - 3000 series: Board Policy/Administrative Regulation 3400 - Management of District Assets/Accounts.

Motion: Pallasigue      Second: R. Lopez      Vote: 4-0

**13.7 FIRST READING AND ADOPTION OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS - 5000 SERIES (Little)**

The Board approved the First Reading and Adoption of Revised Board Policies and Administrative Regulations - 5000 series: Board Policy 5145.3 - Nondiscrimination/Harassment, Board Policy 5116.2 - Involuntary Student Transfers, Board Policy/Administrative Regulation 5131.2 - Bullying, Administrative Regulation 5141.21 - Administering Medication and Monitoring Health Conditions and Board Policy/Administrative Regulation 5148.3 - Preschool/ Early Childhood Education.

Motion: Rosario      Second: Pallasigue      Vote: 4-0

**13.8 FIRST READING AND ADOPTION OF REVISED BOARD POLICIES, ADMINISTRATIVE REGULATIONS AND EXHIBITS - 6000 SERIES (Little)**

The Board approved the First Reading and Adoption of Revised Board Policies, Administrative Regulations and Exhibits - 6000 series: Board Policy/Administrative 6143 - Courses of Study, Board Policy/Administrative Regulation/Exhibit(1) 6161.1 - Selection and Evaluation of Instructional Materials, Board Policy 6161.11- Supplementary Instructional Materials, Board Policy 6163.1 - Library Media Centers, Board Policy/Administrative Regulation 6142.8 - Comprehensive Health Education, Board Policy 6170.1 - Transitional Kindergarten and Administrative Regulation 6173.3 - Education for Juvenile Court School Students.

Motion: Pallasigue      Second: R. Lopez      Vote: 4-0

**13.9 FIRST READING AND ADOPTION OF REVISED BOARD BYLAWS AND EXHIBITS - 9000 series (Potter)**

The Board approved the First Reading and Adoption of Revised Board Bylaws and Exhibits - 9000 series: Board Bylaw 9321/Exhibit(1)/Exhibit(2) - Closed Session.

Motion: Rosario      Second: Pallasigue      Vote: 4-0

**13.10 2024-2025 STUDENT CALENDAR (Bojorquez)**

The Board approved the 2024-2025 Student Calendar.

Motion: R. Lopez      Second: Rosario      Vote: 4-0

**13.11 2024-2025 STAFF WORK CALENDARS (Bojorquez)**

The Board approved the 2024-2025 Staff Work Calendars:

- 2024-2025 Certificated Cabinet Work Calendar
- 2024-2025 Certificated Directors/Coordinators Work Calendar
- 2024-2025 Classified Employee 10 Month (209 days) Work Calendar
- 2024-2025 Classified Employee 10 Month (213 days) Work Calendar
- 2024-2025 Classified Employee 11 Month Work Calendar
- 2024-2025 Classified Employee 12 Month Work Calendar
- 2024-2025 Classified Management & Confidential Work Calendar
- 2024-2025 Principal/Assistant Principal Work Calendar

- 2024-2025 Teacher & School Nurse Work Calendar
- 2024-2025 Counselors Work Calendar
- 2024-2025 Psychologists Work Calendar
- 2024-2025 Social Workers/Language, Speech & Hearing Specialists Work Calendar

Motion: I. Lopez      Second: R. Lopez      Vote: 4-0

**13.12 RESOLUTION NO. 23/24-0026 – TEMPORARY CERTIFICATED EMPLOYEE RELEASE**

(Bojorquez)

The Board adopted Resolution No. 23/24-0026 authorizing the District to notice individual, temporary certificated employees of the district’s intent to release at the close of the 2023-2024 school year.

Motion: R. Lopez      Second: Rosario      Vote: 4-0

**13.13 RESOLUTION NO. 23/24-0027 – LAYOFF OF CLASSIFIED STAFF** (Bojorquez)

The Board approved Resolution No. 23/24-0027 authorizing the District to reduce and/or eliminate the following particular kinds of services of the District at the close of the 2023-2024 school year for fiscal and budgetary reasons.

Motion: Pallasigue      Second: R. Lopez      Vote: 4-0

**13.14 RESOLUTION NO. 23/24-0028– LAYOFF OF CERTIFICATED STAFF** (Bojorquez)

The Board adopted Resolution No. 23/24-0028 authorizing the District to reduce and/or discontinue the following particular kinds of services of the District at the close of the 2023-2024 school year.

Motion: R. Lopez      Second: Rosario      Vote: 4-0

**13.15 RESOLUTION NO. 23/24-0029- DAY/WEEK OF THE TEACHER** (Bojorquez)

The Board adopted Resolution No. 23/24-0029 declaring the observance of Wednesday, May 7<sup>8</sup>, 2024, as the San Ysidro “Day of the Teacher” and the week of May 6-12, 2024, as “Week of the Teacher.”

Motion: Pallasigue      Second: R. Lopez      Vote: 4-0

**13.16 RESOLUTION NO. 23/24-0030- CLASSIFIED/CONFIDENTIAL SCHOOL EMPLOYEE WEEK**

(Bojorquez)

The Board adopted Resolution No. 23/24-0030 recognizing the week of May 19-25, 2024, as “Classified and Confidential School Employee Week.”

Motion: I. Lopez      Second: R. Lopez      Vote: 4-0

**13.17 SECOND INTERIM FINANCIAL REPORT FOR 2023-24 FISCAL YEAR** (Adrianzen)

The Board approved the 2023-24 Second Interim Financial Report.

Motion: I. Lopez      Second: Pallasigue      Vote: 4-0

**13.18 AB1200 AND COLLECTIVE BARGAINING TENTATIVE AGREEMENT WITH THE SAN YSIDRO EDUCATION ASSOCIATION (Adrianzen/Bojorquez/Iniguez)**

The Board approved/ratified the submittal of AB1200 to the San Diego County Office of Education in reference to Article 18 – Compensation and Fringe Benefits to provide a certificated salary schedule and health & welfare benefits increase and approval of the Collective Bargaining Tentative Agreement with San Ysidro Education Association (SYEA) subject to ratification by SYEA.

Motion: I. Lopez      Second: R. Lopez      Vote: 4-0

**13.19 AB1200 AND MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS SAN YSIDRO CHAPTER NO. 154 (Adrianzen/Bojorquez/Iniguez)**

The Board approved/ratified the submittal of AB1200 to the San Diego County Office of Education and approval of the Memorandum of Understanding with the California School Employees Association (CSEA) and its San Ysidro Chapter No. 154 related to Reclassification of Positions.

Motion: Rosario      Second: Pallasigue      Vote: 4-0

**14. CONSENT CALENDAR**

The Board approved the Consent Calendar.

Motion: Pallasigue      Second: Rosario      Vote: 4-0

**14A. PERSONNEL – CLASSIFIED**

**EMPLOYMENT (Bojorquez)**

The Board approved/ratified the employment for the following as recommended by staff:

**14A.1 Instructional Aide**

- a. Claudia Sotelo, Child Development Center

**14A.2 Substitute Campus Aide**

- a. Jerry Bell, All Sites

**14A.3 Substitute Campus Security**

- a. Jerry Bell, All Sites

**14A.4 Substitute Clerk**

- a. Yria Hernandez, All Sites

**14A.5 Substitute Custodians**

- a. Aaron Ceja, All Sites
- b. Stevan Perez, All Sites

**14B. PERSONNEL – CERTIFICATED**

**EMPLOYMENT (Bojorquez)**

The Board approved/ratified the employment for the following as recommended by staff:

**14B.1 Substitute Preschool Permit Teachers**

- a. Ernestina Lopez, Child Development Center

**14B.2 Substitute Teachers**

- a. Andrew Arocho, All Sites
- b. Karla Diaz-Parga, All Sites

- c. Cassandra Escudero, All Sites
- d. Cynthia Novobilsky, All Sites
- e. Maribel Salcido, All Sites
- f. Alejandro Zamarripa, All Sites

**RESIGNATION (Bojorquez)**

The Board approved to the resignation for the following as recommended by staff:

**14B.3 Classroom Teacher K-6**

- a. Chelsea Houldin, Willow

**14B.4 Resource Specialist**

- a. Arantza Borunda Sarabia, Smythe

**14B.5 Special Day Class Teachers**

- a. Eva Gonzalez, Willow
- b. Elia Ramirez, Child Development Center

**14C. CURRICULUM & INSTRUCTION**

**14C.1 LICENSE SUBSCRIPTION WITH EDUCATIONAL EPIPHANY FOR THE EPIPHANY VIDEO LIBRARY ACCESS (Little/Herrera-Cevallos)**

The Board approved the purchase of the Epiphany Video Library Access license subscription from the Educational Epiphany for Vista Del Mar Middle School at the total cost of \$999.00 from the Title I fund.

**14C.2 SUBSCRIPTION RENEWAL WITH BRAINPOP FOR THE BRAINPOP AND BRAINPOP ELL PROGRAMS (Little/Bravo)**

The Board approved/ratified the subscription renewal from BrainPOP for the BrainPOP and BrainPOP ELL programs for Smythe Elementary at the total cost of \$8,802.00 from the Title I Fund.

**14C.3 31<sup>ST</sup> ANNUAL ADELANTE MUJER CONFERENCE (Little)**

The Board approved the participation of students in grades fifth through eighth and their parents at the 31<sup>st</sup> Annual Adelante Mujer Conference scheduled for April 20, 2024, at the cost of \$3,500.00 from the General fund.

**14D.4 RENEWAL OF GOGUARDIAN LICENSES FROM CDW-G FOR SAFER ONLINE STUDENT ACCESS (Little)**

The Board approved/ratified the renewal of the GoGuardian licenses from CDW-G as a tool to facilitate safer access to online educational materials at a total cost of \$35,090.00 from the Title I fund.

**14C.5 PROFESSIONAL DEVELOPMENT (Little)**

The Board approved/ratified the attendance and participation of District staff to the different professional developments as attached.

**14D. BUSINESS**

**14D.1 PURCHASING REPORT (Adrianzen)**

The Board approved/ratified the purchase orders incurred by the District during the period February 1, 2024 through February 29, 2024. This includes all agreements along with those with cost implications that fall within the authorized delegation of authority limits of up to \$15,000 for public project contracts and up to \$30,000 for all other contracts from the various funding sources.

**14D.2 EXPENDITURE REPORT (Adrianzen)**

The Board approved/ratified the expenditures incurred by the District during the period of February 1, 2024 through February 29, 2024. This includes all agreements along with those with cost implications that fall within the authorized delegation of authority limits of up to \$15,000 for public project contracts and up to \$30,000 for all other contracts from the various funding sources.

**14D.3 APPROVE/RATIFY AGREEMENTS WITHIN DELEGATION OF AUTHORITY LIMITS (Adrianzen)**

The Board approved/ratified the agreements on the attached list with cost implications that fall within the authorized delegation of authority limits of up to \$15,000 for public project contracts and up to \$30,000 for all other contracts from the various funding sources or at no cost to the district.

**14D.4 ACCEPTANCE OF DONATIONS (Adrianzen)**

The Board accepted donations and grants valued at \$1,500.00 to help support and enrich our educational programs.

**14D.5 MASTER AGREEMENT WITH TERRAVERDE ENERGY, LLC (Iniguez)**

The Board approved a 3-year master agreement with TerraVerde Energy, LLC. an approved firm through RFQ No. 2307 to provide professional consulting services for capital improvement and maintenance projects. Authorize staff to finalize agreements with each firm based on the form of contract provided with any minor modifications having legal oversight. Authorize Superintendent or Chief Business Official to execute Work Authorizations for tasks followed by Board ratification and approval.

**14D.6 CHANGE ORDER TO THE B.R. BUILDING RESOURCES AGREEMENT (Iniguez)**

The Board approved/ratified Change Order No. PCCO-1 to the B.R. Building Resources Agreement to install an electrical subpanel at the San Ysidro Middle School's P.E. Coaches' Office in an amount of \$1,863.24 to be paid from the COPs Refunding Account.

**14D.7 AMENDMENT NO. 1 TO B.R. BUILDING RESOURCES AGREEMENT - TASK ORDER NO. 3 (Iniguez)**

The Board approved/ratified Amendment No. 1 to the B.R. Building Resources Agreement - Task Order No. 3, extending the term of Task Order No. 3 to July 15, 2024 to complete and submit reports to the California Energy Commission for the CalSHAPE Program related to HVAC units.

**14D.8 AGREEMENT WITH SAN DIEGO COUNTY TAXPAYERS ASSOCIATION (Adrianzen)**

The Board approved the agreement with the San Diego County Taxpayers Association to conduct the Annual Performance Audit of the General Obligation Bonds for Measures T and U for calendar year 2023 at a cost of \$27,500.00 from the General Obligation Bonds funds.

**14D.9 AGREEMENT WITH SIGNA DIGITAL SOLUTIONS FOR COPIERS AND PRINTERS – EXHIBIT E (Adrianzen)**

The Board approved/ratified Exhibit E of the Professional Services Agreement with Signa Digital Solutions for the copiers and printers. The estimated cost of Exhibit E is to be determined and paid from the General fund.

**14D.10 AGREEMENT WITH SOUTHWESTERN COMMUNITY COLLEGE (Bojorquez)**

The Board approved/ratified the agreement and amendment with Southwestern Community College for the Service Learning Program.

**14D.11 MEMORANDUM OF UNDERSTANDING WITH OUR LADY OF MT. CARMEL SCHOOL FOR TITLE III FUNDING AND SERVICES (Little)**

The Board approved the Memorandum of Understanding with Our Lady of Mount Carmel School for Title III funds and services for the 2023-2024 school year at a cost not to exceed \$30,906.00.

**14D.12 AGREEMENT WITH WILKINSON HADLEY KING & COMPANY LLP (Adrianzen)**

The Board approved the 3-year agreement with Wilkinson Hadley King & Co. LLP for bond auditing services at an estimated annual cost of \$11,500.00 from the Measure T and U funds.

Board Member Pallasigie made a motion to recess to Closed Session, seconded by Board Vice President Rosario. The vote was 4-0.

**5. GOVERNING BOARD – RECESSED to CLOSED SESSION at 7:54 p.m. in accordance with section 54954.5 regarding:**

**5.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Legal Counsel)**

Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: Student v. San Ysidro School District  
OAH Case No. 2023110896

**5.2 GOVERNMENT CODE SECTION 54957.6 CONFERENCE WITH LABOR NEGOTIATORS**

Agency Negotiators: District Legal Counsel Joseph Sanchez and Superintendent Gina Potter, Ed.D.  
Employee Organizations:  
San Ysidro Education Association/CTA  
California School Employees Association, Chapter 154  
Unrepresented:  
Administrators, Classified Management, Confidential/Supervisory

**5.3 GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/REASSIGNMENT**

**5.4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:  
No. of cases: 5

**RECONVENED into OPEN SESSION at 9:16 p.m.** to take action on items discussed in closed session, or to make disclosures of action taken in closed session, if any, as required by Government Code section 54957.7 and section 54957.1.

Joseph Sanchez, Legal Counsel, on behalf of the Board, took the following action in Closed Session:

1. Item 5.2: The Board voted in closed session to give notice to three Certificated Administrators that they may be reassigned to an alternate school site. The motion was made by Trustee Rudy Lopez, seconded by Trustee Pallasigie with the vote of 4 in favor and with Trustee Martinez absent.

Board Member Pallasigie made a motion to adjourn, seconded by Board Vice President Rosario. The vote was 3-1 (Board Member R. Lopez voting no).

**15. ADJOURNMENT**            Time: 9:17 p.m.

Board Member Pallasigue made a motion to adjourn the meeting, seconded by Board Vice President Rosario. The vote was 3-1 (Board Member R. Lopez voting no).

Respectfully Submitted,

Gina A. Potter, Ed.D., Superintendent

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Jose Iniguez, Ed.D., Assistant  
Superintendent,  
Administrative Support, School Support  
and Safety

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 23/24-0034 FOR A CALL TO ACTION REGARDING THE CONCERNS OF POLLUTION SURROUNDING THE TIJUANA RIVER (Iniguez)

---

**BACKGROUND INFORMATION:**

The San Ysidro School District is situated in south San Diego County, California, and is composed of communities that border the Tijuana River and southernmost portions of the United States. Untreated sewage has flowed through Mexico's Tijuana River, contaminating the air, water, and soil in adjoining areas, including our District, posing environmental and public health hazards. See the report by *San Diego State University: Tijuana River Contamination from Urban Runoff and Sewage: A Public Health Crisis at the Border* by Granados, Sant, Quntana, and Hoh, 2024

The District calls for action from local, state, and federal government and quasi-government entities to address the environmental and public health hazards, including dangerous air pathogens and chemicals and the overwhelming smell of sewage in our District and adjoining areas.

**RECOMMENDATION:**

Adopt Resolution No. 23/24-0034 for a Call to Action regarding the concerns of Pollution Surrounding the Tijuana River.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

N/A

(Amount)

N/A

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT**

**RESOLUTION NO. 23/24-0034**

**RESOLUTION FOR A CALL TO ACTION REGARDING THE CONCERNS OF POLLUTION SURROUNDING THE TIJUANA RIVER**

**ON THE MOTION** of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, the San Ysidro School District (the "District") is situated in south San Diego County, California, and is composed of communities that border the Tijuana River and southernmost portions of the United States (U.S.); and

**WHEREAS**, untreated sewage has flowed through Mexico's Tijuana River, contaminating the air, water, and soil in adjoining areas, including our District, posing environmental and public health hazards. See the report by *San Diego State University: Tijuana River Contamination from Urban Runoff and Sewage: A Public Health Crisis at the Border* by Granados, Sant, Quntana, and Hoh, 2024.; and

**WHEREAS**, "Dangerous pathogens and chemicals in contaminated waters pose a spectrum of short and long-term health risks, spanning gastrointestinal issues to neurological disorders," according to the SDSU report cited above.; and

**WHEREAS**, the South Bay International Wastewater Treatment Plant has operation and maintenance challenges and, in recent years, has received increasing wastewater flows from the Tijuana River. See the announcement from Governor Newsom: *Federal Government Commits to Fixing Tijuana River Sewage Crises in San Diego County*, September 1, 2023.; and

**WHEREAS**, the San Diego County Air Pollution Control District (SDAPCD) is installing odor monitors to measure air quality by quantifying the level of various chemical compounds, including hydrogen sulfide. "Exposure to these compounds in high quantities can cause dizziness, headaches, insomnia, nausea, eye irritation, asthma, and other health issues" that affect student learning and the health of staff. See Matthew Pendergraft, a scientist at Scripps Institution of Oceanography, et al. *Environmental Science & Technology* 2023 57 (10), 4071-4081

**NOW, THEREFORE, BE IT RESOLVED:**

The District calls for action from local, state, and federal government and quasi-government entities to address the environmental and public health hazards, including dangerous air pathogens and chemicals and the overwhelming smell of sewage in our District and adjoining areas.

**PASSED AND ADOPTED** by the Board of Trustees of the San Ysidro School District, County of San Diego, State of California, this April 11, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\*\*\*\*\*

State of California )

County of San Diego )

I, Irene Lopez, President of the Board of Trustees of the San Ysidro School District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said board at a regular meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said board.

\_\_\_\_\_  
Irene Lopez, Board President

\_\_\_\_\_  
Zenaida Rosario, Vice President

\_\_\_\_\_  
Antonio Martinez, Board Clerk

\_\_\_\_\_  
Rudy Lopez, Board Member

\_\_\_\_\_  
Rosaleah Pallasigue, Board Member

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 23/24-0032 DESIGNATING AUTHORIZED AGENTS TO THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS (P.I.P.S.) JOINT POWERS AUTHORITY

**BACKGROUND INFORMATION:**

The District’s goals are to reduce San Ysidro School District’s overall workers’ compensation costs and to transfer the risk away from the District unlike our current model. This will eliminate the potential for a deficit and better protect the District’s fiscal resources. In addition, it is our desire to obtain risk management and loss control services as part of our program.

The Protected Insurance Program for Schools (PIPS) is a self insurance program that integrates risk transfer to reinsurers and risk retention by it’s members. This unique structure provides catastrophic protection in excess of the 99% probability level. This Joint Power Authority (JPA) is the largest workers compensation JPA of it’s kind in the United States. The PIPS JPA is comprised of more than 450 California Public Schools and Community Colleges.

**RECOMMENDATION:**

Approve and adopt Resolution No. 23/24-0032 designating Dr. Gina A. Potter, Superintendent and Ms. Marilyn Adrianzen, Chief Business Official as the authorized representatives to the Protected Insurance Program for Schools Joint Powers Authority (PIPS JPA).

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT**

**RESOLUTION NO. 23/24-0032**

**DESIGNATING AUTHORIZED AGENTS  
TO THE PROTECTED INSURANCE PROGRAM  
FOR SCHOOLS JOINT POWERS AUTHORITY**

WHEREAS, California school and college districts have determined there is a need for workers' compensation coverage by combining their respective efforts to establish, operate and maintain a Joint Powers Agency for workers' compensation coverages; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of San Ysidro School District declares its continued membership in the Protected Insurance Program for Schools Joint Powers Authority and appoints Marilyn Adrianzen as its official representative to the Protected Insurance Program for Schools Joint Powers Authority and Dr. Gina A. Potter as the alternate representative. Effective July 1, 2024 to June 30, 2025

PASSED AND ADOPTED by the Governing Board of San Ysidro School District this 11th day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Antonio Martinez, Clerk of Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk of Governing Board

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** RESOLUTION NO. 23/24-0033 DESIGNATING AUTHORIZED AGENTS TO THE SOUTHERN CALIFORNIA REGIONAL LIABILITY EXCESS FUND JOINT POWERS AUTHORITY

---

**BACKGROUND INFORMATION:**

The District’s goals are to reduce risk management program costs, enhance and broaden coverage and receive integrated services, i.e loss control, on-line training and risk management assistance. On May 2016, the Governing Board approved the membership with the Southern California Regional Liability Excess Fund Joint Powers Authority (SCR ReLiEF JPA).

Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them and Authorized Agents need to be appointed to execute appropriate documents on behalf of the District.

**RECOMMENDATION:**

Approve and adopt Resolution No. 23/24-0033 designating Dr. Gina A. Potter, Superintendent, and Ms. Marilyn Adrianzen, Chief Business Official as authorized representatives to the Southern California Regional Liability Excess Fund Joint Powers Authority and Dr. Jose Iniguez as an authorized designee to attend SCR related meetings.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
RESOLUTION NO. 23/24-0033**

**RESOLUTION OF THE GOVERNING BOARD OF THE SAN YSIDRO SCHOOL DISTRICT  
DESIGNATING AUTHORIZED AGENTS TO THE SOUTHERN CALIFORNIA  
REGIONAL LIABILITY EXCESS FUND (ReLiEF) JOINT POWERS AUTHORITY (JPA)**

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted: Effective July 1, 2024 to June 30, 2025.

WHEREAS, school districts have determined there is a need for affordable Property and Liability coverages by combining their respective efforts to establish, operate and maintain a Joint Power Agency for Property and Liability coverages; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,

WHEREAS, an Authorized Agents be appointed to execute appropriate documents on behalf of the District.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the San Ysidro School District declares continued membership in the Southern California ReLiEF Joint Powers Authority and appoints Marilyn Adrianzen, Chief Business Official (primary representative) and Gina Potter, Ed.D. (alternate) as duly authorized agents to execute appropriate documents on behalf of San Ysidro School District.

In addition, Dr. Jose Iniguez, Assistant Superintendent of Admin. Leadership, School Support & Safety is an authorized designee to attend SCR related meetings. Traveling outside the County of San Diego may be necessary to attend meetings.

PASSED AND ADOPTED by the Governing Board of the San Ysidro School District this 11th day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA    )  
COUNTY OF SAN DIEGO    )

I, Antonio Martinez, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Clerk of the Governing Board

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
Manuel Bojorquez, Director

Informational  
 Action

**AGENDA ITEM:** APPROVE REVISED SUBSTITUTE SALARY SCHEDULE

---

**BACKGROUND INFORMATION:**

The San Ysidro School District recommends approval of the revised Substitute Salary Schedule in order to reflect Substitute Bus Aide.

**RECOMMENDATION:**

Approve the revised Substitute Salary Schedule.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

--
----

--

(Amount)

--

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
SUBSTITUTE SALARY SCHEDULE**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
AVID Tutors	\$18.04 effective Nov 2023
Substitute Campus Aides	\$18.04 effective Nov 2023
<b>Substitute Bus Aides</b>	<b>\$18.25 effective April 2024</b>
Substitute Bus Drivers	\$22.60 effective Nov 2023
Substitute Campus Security	\$19.75 effective Nov 2023
Substitute Clerks	\$18.25 effective Nov 2023
Substitute Custodians	\$20.66 effective April 2024
Substitute Child Nutrition Specialists	\$18.14 effective Nov 2023
Substitute Gardeners	\$23.64 effective Nov 2023
Substitute Instructional Aides	\$18.14 effective Nov 2023
Substitute Maintenance Worker	\$24.73 effective Nov 2023
Substitute Publications, Warehouse and Technical Support Technician	\$24.73 effective April 2024
Substitute Permit Teachers	\$25.00 effective July 2023
Substitute Counselor*	TEMPORARY FOR January 1, 2024 through June 30, 2024 \$200 \$270 after the 11 <sup>th</sup> day in same assignment
Substitute Psychologist*	TEMPORARY FOR January 1, 2024 through June 30, 2024 \$200 \$270 after the 11 <sup>th</sup> day in same assignment
Substitute Language, Speech and Hearing Specialist*	TEMPORARY FOR January 1, 2024 through June 30, 2024 \$200 \$270 after the 11 <sup>th</sup> day in same assignment
Substitute Adapted PE Teacher*	TEMPORARY FOR January 1, 2024 through June 30, 2024 \$200 \$270 after the 11 <sup>th</sup> day in same assignment
Substitute Teacher*	TEMPORARY FOR January 1, 2024 through June 30, 2024 \$200 a day \$270 after the 11 <sup>th</sup> day in same assignment

\*Revised 4-17-15; 10-23-15; 11-01-15; 11-10-17; 02-21-19, 12-19-19, 1-21-21, 8-09-21, 9-09-21, 01-19-22, 01-27-22, 07-14-22, 09-08-22, 07-10-23, 11-10-23, 12-13-23, **04-11-24**

\* Rates for July 1, 2024: \$200/day and \$225/day after the 11<sup>th</sup> day in the same assignment.

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
Manuel Bojorquez, Director

Informational  
 Action

**AGENDA ITEM:** DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

---

**BACKGROUND INFORMATION:**

Districts are required by the Commission on Teacher Credentialing (CTC) to submit a yearly declaration of need for teaching positions in specific areas which are difficult to fill, i.e. Math, Science, Special Education with new authorizations, and Clinical or Rehabilitative Services. It is allowable by the San Diego County Office of Education to overestimate the amount of positions needed on the form attached (CL-500).

Once the District has exhausted all means to recruit teachers for the difficult to fill positions, the District may recruit individuals based on Emergency Permits, Limited Assignments, and Internship Credentials in these areas of need.

**RECOMMENDATION:**

Approve the Declaration of Need for Fully Qualified Educators, in specific areas which are difficult to fill for the 2024-2025 school year.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

---

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

--
----

N/A
-----

(Amount)

--
----

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No





Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

**Authorizations for Single Subject Limited Assignment Permits**

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes    No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program? Yes                  No

If yes, how many interns do you expect to have this year? \_\_\_\_\_

If yes, list each college or university with which you participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If no, explain why you do not participate in an internship program.

\_\_\_\_\_  
\_\_\_\_\_



# **Curriculum & Instruction**

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Educational Services  Informational  
Russell Little, Assistant Superintendent  Action

**AGENDA ITEM:** RENEWAL OF THE TITLE I CRATE AND PLAN4 LEARNING SOFTWARE FROM 806 TECHNOLOGIES, INC.

---

**BACKGROUND INFORMATION:**

806 Technologies, Inc. is a leading innovator of software tools specifically designed for school districts to monitor, collect, validate, and manage Federal compliance using Title1Crate and Plan4Learning so districts are prepared for State and Federal Compliance Monitoring.

The TitleICrate Program has been an excellent tool when preparing for Federal Program Monitoring (FPM) and the Plan4Learning Software is a great support for school principals when preparing their School Plan for Student Achievement.

Educational Services would like to renew the software access from 806 Technologies, Inc. for the 2024-25 school year.

Cost implications include: \$4,950.00 for TitleICrate + \$1,750.00 for Plan4Learning.

**RECOMMENDATION:**

Approve the renewal of the TitleICrate the Plan4Learning software access with 806 Technologies, Inc. for the 2024-25 school year at the total cost of \$6,700.00 from the General fund.

---

**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement, Action 1.7: Support personnel for State and Federal Programs to ensure data analysis, program effectiveness and evaluation, and progress monitoring of unduplicated students to support academic acceleration.

**Renewal**    **New**    **Amendment**    **Ratify**    **Other**

Financial Implications?

Are funds for this item available in the 2024-2025 Budget?

Requisition #

Yes    No

Yes    No

(Amount)

(Name of funding source and/or location)

---

Recommended for:  Approval    Denial   Certification Requested    Yes    No

806 TECHNOLOGIES, INC.  
 5760 Legacy Drive  
 Suite B3-176  
 Plano, TX 75024  
 (877) 331-6160x3  
 accounting@806technologies.com



## Quote

**ADDRESS**

San Ysidro School District (CA)  
 4350 Otay Mesa Rd  
 San Ysidro, CA 92173

**QUOTE #** 866897  
**DATE** 03/14/2024

<b>P.O. NUMBER</b>	<b>SCHOOL YEAR START DATE</b>	<b>SCHOOL YEAR END DATE</b>
10017	July 1, 2024	June 30, 2025

ACTIVITY	QTY	RATE	AMOUNT
Title 1 Crate:Title1Crate - District - Renewal Crate for Federal Programs Documentation - District	1	550.00	550.00
Title 1 Crate:Title1Crate - Campus - Renewal Crate for Federal Programs Documentation - Campus	8	550.00	4,400.00
Title 1 Crate:Title1Crate - District - Renewal FPM - District Crate - COMPLIMENTARY	1	0.00	0.00
Title 1 Crate:Title1Crate - Campus - Renewal FPM - Campus Crate - COMPLIMENTARY	3	0.00	0.00
Plan4Learning:LCAP Plan4Learning - California District Improvement Planning Software - COMPLIMENTARY	1	0.00	0.00
Plan4Learning:SPSA Plan4Learning - California School Plan for Student Achievement	7	250.00	1,750.00

This estimate is for the 2024-25 school year.

**TOTAL**

**\$6,700.00**

Accepted By

Accepted Date

## Site Terms of Use

### 1. User's Acknowledgment and Acceptance of Terms

806 Technologies, Inc. (referred to as "us" or "we") provides the 806technologies.com site and various related services (together referred to as this "site") subject to your compliance with all the terms, conditions, and notices contained or referenced herein (the "Terms of Use"), as well as any other written agreement between us (or your company). In addition, when using particular services or materials on this site, users shall be subject to any posted guidelines or rules applicable to such services or materials that may contain terms and conditions in addition to those in these Terms of Use. All such guidelines or rules are hereby incorporated by reference into these Terms of Use.

BY COMPLETING THE REGISTRATION PROCESS AND/OR USING THIS SITE, YOU AGREE TO BE BOUND BY THESE TERMS OF USE. IF YOU DO NOT WISH TO BE BOUND BY THE THESE TERMS OF USE, PLEASE EXIT THE SITE NOW. YOUR REMEDY FOR DISSATISFACTION WITH THIS SITE, OR ANY PRODUCTS, SERVICES, CONTENT, OR OTHER INFORMATION AVAILABLE ON OR THROUGH THIS SITE, IS TO STOP USING THE SITE AND/OR THOSE PARTICULAR PRODUCTS OR SERVICES. YOUR AGREEMENT WITH US REGARDING COMPLIANCE WITH THESE TERMS OF USE BECOMES EFFECTIVE IMMEDIATELY UPON COMMENCEMENT OF YOUR USE OF THIS SITE.

These Terms of Use are effective as of June 1st, 2015. We reserve the right to change these Terms of Use from time to time without notice to you. You acknowledge and agree that it is your responsibility to review this site and these Terms of Use periodically and to be aware of any modifications. Your continued use of this site after such modifications will constitute your acknowledgement of the modified Terms of Use and agreement to abide and be bound by the modified Terms of Use. As used in these Terms of Use, references to our "Affiliates" include our owners, subsidiaries, affiliated companies, officers, directors, suppliers, partners, sponsors, and advertisers, and includes (without limitation) all parties involved in creating, producing, and/or delivering this site and/or its contents.

### 2. Description of Services

We make various services available on this site including, but not limited to web-based applications and free trial registration in connection with: (i) school campus and school district improvement-plan software to assist educators in identifying needs, setting goals, maintaining accountability, and supporting state and federal mandates for improved student learning and achievement; (ii) technology that creates a central point for reporting and tracking incidents of school bullying online; and (iii) technology to store and track school documents. The site also includes access to an application creation platform designed to help school administrators create and manage mobile apps for their school or district. Certain fees in connection with training features of our services are disclosed on this site. Please contact us for information concerning fees for all other services and software we provide. You are solely responsible for providing, at your own expense, all equipment necessary to use the services, including a computer and your own Internet access (including payment of telephone service fees associated with such access).

We reserve the sole right to either modify or discontinue the site, including any features therein, at any time with or without notice to you. We shall not be liable to you or any third party should we exercise such right. Modifications may include, but are not limited to, changes in the pricing structure, the addition of fee-based services, or changes to limitations on allowable file sizes. Any new features that augment or enhance the then-current services on this site shall also be subject to these Terms of Use.

You understand and agree that temporary interruptions of the services available through this site may occur as normal events. You further understand and agree that we have no control over third party networks you may access in the course of the use of this site, and therefore, delays and disruption of other network transmissions are completely beyond our control.

You understand and agree that the services available on this site are provided "AS IS" and that we assume no responsibility for the timeliness, deletion, mis-delivery or failure to store any user communications or personalization settings.

### 3. Registration Data and Privacy

In order to access some of the services on this site, you will require a separate account and password that can be obtained by completing our online registration form, which requests certain information and data ("Registration Data") and maintaining and updating your Registration Data as required. By registering, you agree that all information provided in the Registration Data is true and accurate and that you will maintain and update this information as required in order to keep it current, complete and accurate.

#### **4. Conduct on Site**

Your use of the site is subject to all applicable laws and regulations, including Netiquette, and you are solely responsible for the contents of your communications through the site. By posting information in or otherwise using any communications service, chat room, message board, newsgroup, software library, or other interactive service that may be available to you on or through this site, you agree that you will not upload, share, post, or otherwise distribute or facilitate distribution of any content – including text, communications, software, images, sounds, data, or other information – that:

1. Is unlawful, threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another's privacy, tortious, contains explicit or graphic descriptions or accounts of sexual acts (including but not limited to sexual language of a violent or threatening nature directed at another individual or group of individuals), or otherwise violates our rules or policies;
2. Victimizes, harasses, degrades, or intimidates an individual or group of individuals on the basis of religion, gender, sexual orientation, race, ethnicity, age, or disability;
3. Infringes on any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party;
4. Constitutes unauthorized or unsolicited advertising, junk or bulk email (also known as "spamming"), chain letters, any other form of unauthorized solicitation, or any form of lottery or gambling;
5. Contains software viruses or any other computer code, files, or programs that are designed or intended to disrupt, damage, or limit the functioning of any software, hardware, or telecommunications equipment or to damage or obtain unauthorized access to any data or other information of any third party; or
6. Impersonates any person or entity, including any of our employees or representatives.

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IN NO EVENT SHALL WE OR OUR AFFILIATES BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY SPECIAL, PUNITIVE, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THOSE RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OF THIS SITE OR OF ANY WEB SITE REFERENCED OR LINKED TO FROM THIS SITE.

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We may make email services available to users of our site, either directly or through a third-party provider. We will not inspect or disclose the contents of private email messages except with the consent of the sender or the recipient, or in the narrowly-defined situations provided under the Electronic Communications Privacy Act, or as other required by law or by court or governmental order. Further information is available in our Privacy Policy.

We may employ automated monitoring devices or techniques to protect our users from mass unsolicited mailings (also known as "spam") and/or other types of electronic communications that we deem inconsistent with our business purposes. However, such devices or techniques are not perfect, and we will not be responsible for any legitimate communication that is blocked, or for any unsolicited communication that is not blocked.

Mailboxes may have a limited storage capacity. If you exceed the maximum permitted storage space, we may employ automated devices that delete or block email messages that exceed the limit. We will not be responsible for such deleted or blocked messages.

## **13. Use of Site and Storage of Material**

You acknowledge that we may establish general practices and limits concerning use of the services available on our site, including without limitation the maximum number of days that uploaded content will be retained on the site, the maximum disk space that will be allotted on our servers on your behalf, and the maximum number of times (and the maximum duration for which) you may access the services in a given period of time. You agree that we have no responsibility or liability for the deletion or failure to store any content maintained or transmitted on or through this site. You acknowledge

that we reserve the right to log off accounts which have not paid a subscription fee that are inactive for an extended period of time. You further acknowledge that we reserve the right to change these general practices and limits at any time, in our sole discretion, with or without notice.

We provide storage space and access for material through our site. For purposes of these Terms of Use, "material" refers to all forms of communication that we may allow, including narrative descriptions, graphics (including photographs, illustrations, images, drawings, logos), executable programs, video recordings, and audio recordings. You may not use this site to publish material that we determine, at our sole discretion, to be unlawful, indecent, or objectionable, or which violates the restrictions described in "Your Conduct on the Site" above. We will not routinely monitor the contents of your online portfolio. You are solely responsible for any information contained in your online portfolios. However, if complaints are received regarding language, content, or graphics contained in your online portfolio, we may, at our sole discretion, remove the images hosted on our servers and terminate your Web hosting service. We may also suspend the account, restrict access to it, or remove content from it if necessary or appropriate.

The accounts of our users operate on shared resources. Excessive use or abuse of these shared network resources by one user may have a negative impact on all other users. Misuse of network resources in a manner that impairs network performance, including excessive consumption of CPU time, memory, disk space, and session time, is prohibited and may result in termination of your account or limitation of your activities.

This site is not designed or intended to be used as a disaster recovery facility or as an emergency data storage facility. Although we take reasonable precautions to preserve and protect the material you upload to the site, you should not rely on the site as your only storage facility. You should preserve backup copies of any digital data, information or other materials that you have uploaded. You agree not to hold us for any damage to, any deletion of or any failure to store your files, data or Registration Data.

#### **14. Security and Password**

You are solely responsible for maintaining the confidentiality of your password and account and for any and all statements made and acts or omissions that occur through the use of your password and account, including any mail sent and any charges incurred. Therefore, you must take steps to ensure that others do not gain access to your password and account. Our personnel will never ask you for your password. You may not transfer or share your account with anyone, and we reserve the right to immediately terminate your account in the event of any unauthorized transfer or sharing thereof.

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Upon termination or suspension, regardless of the reasons therefore, your right to use the services available on this site immediately ceases, and you acknowledge and agree that we may immediately deactivate or delete your account and all related information and files in your account and/or bar any further access to such files or this site. We shall not be liable to you or any third party for any claims or damages arising out of any termination or suspension, or any other actions taken by us in connection therewith. Sections 1, 3, 4-10, 13, and 17-19 of these Terms of Use, as well as your liability for any unpaid fees, shall survive any termination. 5760 Legacy Drive Ste B3-176

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## **19. Notices**

All notices to a party shall be in writing and shall be made either via email or conventional mail. Notices to us must be sent to the attention of [info@806technologies.com](mailto:info@806technologies.com). If by email, or at 806 Technologies, Inc., 5760 Legacy Drive Ste B3-176, Plano, Texas, 75024 if by conventional mail. Notices to you may be sent either to the email address supplied for your account or to the address supplied by you as part of your Registration Data. In addition, we may broadcast notices or messages through the site to inform you of changes to the site or other matters of importance, and such broadcasts shall constitute notice to you.

Any notices or communication under these Terms of Use will be deemed delivered to the party receiving such communication (1) on the delivery date if delivered personally to the party; (2) two business days after deposit with a commercial overnight carrier, with written verification of receipt; (3) five business days after the mailing date, if sent by US mail, return receipt requested; (4) on the delivery date if transmitted by confirmed facsimile; or (5) on the delivery date if transmitted by confirmed email.

## **20. Entire Agreement**

These terms and conditions constitute the entire agreement and understanding between us concerning the subject matter hereof and supersedes all prior agreements and understandings of the parties with respect thereto. These Terms of Use may NOT be altered, supplemented, or amended by the use of any other document(s). Any attempt to alter, supplement or amend this document or to enter an order for products or services which are subject to additional or altered terms and conditions shall be null and void, unless otherwise agreed to in a written agreement signed by you and us. To the extent that anything in or associated with this site is in conflict or inconsistent with these Terms of Use, these Terms of Use shall take precedence.

## **21. Miscellaneous**

In any action to enforce these Terms of Use, the prevailing party will be entitled to costs and attorneys' fees. Any cause of action brought by you against us or our Affiliates must be instituted within one year after the cause of action arises or be deemed forever waived and barred.

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If any part of these Terms of Use is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.

Any failure by us to enforce or exercise any provision of these Terms of Use or related rights shall not constitute a waiver of that right or provision.

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**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
San Ysidro Middle School  
Mairen Ruiz, Principal

Informational  
 Action

**AGENDA ITEM:** FIELD TRIP TO THE CASA FAMILIAR ARTS AND CULTURE CENTER,  
THE FRONT

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**BACKGROUND INFORMATION:**

Casa Familiar’s Art and Culture Center, The FRONT, was opened to the public in 2007 as a space devoted to the promotion of the arts. The FRONT Arte y Cultura is an active art gallery, arts education space, and meeting venue for community residents and artists.

The Principal of San Ysidro Middle School (SYMS) is requesting approval for students to attend an art gallery at Casa Familiar’s Art and Culture Center, The Front as an educational field trip during the 2023-24 school year.

The Front will be displaying SYMS students’ art and photography work to the community at no cost to the school or district. This will be a great opportunity for students to explore their creative skills and promote their artistic abilities by recognizing them in a showcase exhibit.

**RECOMMENDATION:**

Approve the educational field trip to the Casa Familiar’s Art and Culture Center, The Front for students from San Ysidro Middle School at no cost to the school.

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**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement, Action 1.14

Goal 3: Student Engagement and School Climate, Action 3

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

N/A  
(Amount)

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:** Educational Services,  
Russell Little, Assistant Superintendent  Informational  
 Action

**AGENDA ITEM:** PROFESSIONAL DEVELOPMENTS

**BACKGROUND INFORMATION:**

In order to stay in compliance with State, Federal and local laws, our staff at the different sites and/or departments will participate in diverse professional developments throughout the year. These trainings/conferences and/or workshops will give our staff the opportunity to be better prepared and will reflect in the academic success of our students.

The following is a list of professional developments up for the April 11, 2024, Board meeting:

- “Best Practice in Student Information Sharing” A Cross-System Convening
- California Community Schools EMPOWER Summit 2024
- Community Schools Team and San Diego County Health & Human Services Agency Network Meeting
- Construction Basics and Accounting
- Credentials 101 Workshop
- Navigating Developer Fees
- San Diego Educator Insight Day: Supporting California Initiatives
- School Climate Conference
- School Services of California (SSC) – Recruitment Solutions Reimagined
- School Services of California (SSC) – Employee Complaints and Investigations
- Spring 2024 Expanded Learning Opportunities Program (ELO-P) Convening Sessions
- Strategic Program Planning for Expanded Learning Opportunity Programs
- The English Language Learner Roadmap for Administrators: Focus on Language Acquisition Zone D EPiCC Grant Event
- WestEd Spring Leadership Workshops: Leading From the Middle

Cost implications might include registration fees, lodging, parking, meals, mileage, and substitute teacher compensation, as needed.

**RECOMMENDATION:**

Approve/Ratify the attendance and participation of District staff to the different professional developments, as attached.

**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement – Actions: 1.15, 1.16 and 1.25 ~ Goal 2: English Language and Academic Language Development – Action: 2.4 ~ Goal 4: Social Emotional Well-being and Mental Health – Action 4.7

Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2023-2024 Budget?

Yes    No

Requisition #

APPROXIMATE COST

**\$8,157,00**

(Amount)

General, Title I PD funds, Community School Grant & Homeless  
Children Education Grant

(Name of funding source and/or location)

Recommended for:    Approval    Denial   Certification Requested    Yes    No

**Professional Development Backup Information – April 11, 2024**

<b>PARTICIPANT(S)</b>	<b>EVENT</b>	<b>PLACE</b>	<b>FROM/TO</b>	<b>COST</b>	<b>FUNDING</b>
Oscar Madera, Denise Villezcas, Rick Quintana	“Best Practice in Student Information Sharing” A Cross-System Convening	San Diego	May 6, 2024	\$0	N/A
Veronica Medina	California Community Schools EMPOWER Summit 2024	Hollywood, CA	June 13-14, 2024	\$2,300.00	Community School Grant
Veronica Medina	Community Schools Team and San Diego County Health & Human Services Agency Network Meeting	SDCOE	May 22, 2024	\$32.00	General Fund and Homeless Children Education Grant
Jose Iniguez	Construction Basics and Accounting	Online	May 7, 2024	\$275.00	General Fund
Manuel Bojorquez, Alexis Dircio, Yadira P. Diaz	Credentials 101 Workshop	Online	April 14, 2024	\$0	N/A
Laura Gastelum	Navigating Developer Fees	Online	March 21, 2024	\$125.00	General Fund
Adriana Aguilar	San Diego Educator Insight Day: Supporting California Initiatives	SDCOE	April 24, 2024	\$0	N/A

<b>PARTICIPANT(S)</b>	<b>EVENT</b>	<b>PLACE</b>	<b>FROM/TO</b>	<b>COST</b>	<b>FUNDING</b>
Maida Gonsales, Marisela Gonzalez, Nirvana Bustos	School Climate Conference	Temecula, CA	April 24-26, 2024	\$2,600.00	Community School Grant
Manuel Bojorquez	School Services of California (SSC) – Recruitment Solutions Reimagined	Online	March 26, 2024	\$275.00	General Fund
Russell Little, Manuel Bojorquez	School Services of California (SSC) – Employee Complaints and Investigations	Online	April 30, 2024	\$550.00	General Fund
Luis Ramos	Spring 2024 Expanded Learning Opportunities Program (ELO- P) Convening Sessions	Online	April 3, 4, 16 & 18, 2024	\$0	N/A
Luis Ramos	Strategic Program Planning for Expanded Learning Opportunity Programs	Online	March 6, 2024	\$0	N/A

<b>PARTICIPANT(S)</b>	<b>EVENT</b>	<b>PLACE</b>	<b>FROM/TO</b>	<b>COST</b>	<b>FUNDING</b>
Maria Rodriguez, Adriana Aguilar, Sandra Guzman, Carolina Hernandez, Cynthia Mosqueda	The English Language Learner Roadmap for Administrators: Focus on Language Acquisition Zone D EPiCC Grant Event	Online	March 19, 2024 April 16, 2024 May 14, 2024 June, 2024	\$0	N/A
Maria Rodriguez	WestEd Spring Leadership Workshops: Leading From the Middle	Online	April 18 & 25, 2024 May 2, 9 16 & n 23, 2024	\$2,000.00	Title I PD Fund



**Business**

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** PURCHASING REPORT

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**BACKGROUND INFORMATION:**

In order for the District to conduct the educational programs, expenditures are necessary. The function of a purchase order is to receive pre-approval for expenditures and set aside funds before services are performed and goods are received. When possible, purchase orders are made estimating the amount to be used over the course of the school year. Purchase orders are created and approved in the Business Services Department in addition to requisitions created by sites and other departments.

Report #9 (March 1, 2024 through March 31, 2024):   ▪   General Fund: 0000011175-0000011181, 0000011183-0000011199, 0000011201-0000011220, 0000011222-0000011228, 0000011230-0000011235, 0000011239-0000011246, 0000011249-0000011263, 0000011265-0000011284, 0000011286-0000011289, 0000011293-0000011301   ▪   Child Development Fund: 0000011182, 0000011221, 0000011236-0000011238, 0000011285, 0000011290-0000011292   ▪   Child Nutrition Fund – 0000011229, 0000011247-0000011248   ▪   Capital Facilities Fund: 0000011264.

**RECOMMENDATION:**

Approve/Ratify the following purchase orders incurred by the District from March 1, 2024, through March 31, 2024. This includes all agreements and those with cost implications that fall within the authorized delegation of authority limits of up to \$15,000 for public project contracts and up to \$30,000 for all other contracts from the various funding sources.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2023-2024 Budget?

Yes    No

Requisition #

\$256,358.22  
(Amount)

As listed above  
(Name of funding source and/or location)

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Recommended for:    Approval    Denial   Certification Requested    Yes    No

## PURCHASE ORDER REPORT (03/01/24 - 03/31/24)

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
3/1/2024	0000011175	0000000940	ENABLING DEVICES	INSTRUCTIONAL MATERIALS	0100	5640000	4300001	054	322.92
3/1/2024	0000011176	000540	WESTERN PSYCHOLOGICAL SERVICES	INSTRUCTIONAL MATERIALS	0100	5640000	4300003	054	3,219.58
3/1/2024	0000011177	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	616.25
3/1/2024	0000011178	001161	HOME DEPOT	OFFICE MATERIALS	0100	0000000	4300001	016	68.68
3/1/2024	0000011179	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0000000	4300001	022	625.76
3/1/2024	0000011180	000809	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES	0100	0000000	4300001	016	556.99
3/1/2024	0000011181	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	20.41
3/1/2024	0000011181	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	395.58
3/4/2024	0000011183	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0000000	4300001	024	3,866.89
3/4/2024	0000011184	0000000854	SUN DIEGO CHARTER	CONTRACTED SERVICES	0100	0000000	5800017	025	1,900.00
3/4/2024	0000011184	0000000854	SUN DIEGO CHARTER	CONTRACTED SERVICES	0100	0980011	5800017	025	1,500.00
3/4/2024	0000011185	0000000491	PANERA BREAD COMPANY	REFRESHMENTS	0100	0000000	4300015	025	88.47
3/5/2024	0000011186	0000000665	JOHNSON CONTROLS	CONTRACTED SERVICES	0100	8150000	5600005	070	5,060.79
3/5/2024	0000011187	004045	EDUPOINT EDUCATIONAL SYSTEMS	PROFESSIONAL SERVICES	0100	0000000	5800006	067	28,994.60
3/5/2024	0000011188	004678	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	0100	0982000	4300060	074	113.21
3/5/2024	0000011188	004678	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	0100	8150000	4300007	070	179.49
3/5/2024	0000011189	004598	DELL TECHNOLOGIES INC.	TECHNOLOGY EQUIPMENT	0100	8150000	4400000	070	1,453.38
3/6/2024	0000011190	0000000940	ENABLING DEVICES	INSTRUCTIONAL MATERIALS	0100	5640000	4300000	054	7,409.24
3/6/2024	0000011191	004678	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	0100	0000000	4300011	025	1,766.20
3/6/2024	0000011192	0000000048	RAPHAELS PARTY RENTALS INC.	CONTRACTED SERVICES	0100	0000002	5600000	050	15,207.62
3/7/2024	0000011193	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0000000	4300000	010	214.41
3/7/2024	0000011194	004420	UNITED PLUMBING HEATING AIR	CONTRACTED SERVICES	0100	8150000	5600005	070	485.00
3/7/2024	0000011195	004420	UNITED PLUMBING HEATING AIR	CONTRACTED SERVICES	0100	8150000	5600005	068	1,760.00
3/7/2024	0000011196	004420	UNITED PLUMBING HEATING AIR	CONTRACTED SERVICES	0100	8150000	5600005	070	5,295.00
3/7/2024	0000011197	0000000760	CAL PACIFIC TRUCK CENTER ,LLC	CONTRACTED SERVICES	0100	8150000	5600005	070	6,062.00
3/8/2024	0000011198	0000001052	SIGNA DIGITAL SOLUTIONS, INC	CONTRACTED SERVICES	0100	0000000	5600020	010	6,700.00
3/8/2024	0000011199	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0000000	4300001	024	1,692.47
3/8/2024	0000011201	0000001084	THE NATIONAL ACADEMIES PRESS	OFFICE MATERIALS	0100	0000000	4300011	064	1,417.43
3/8/2024	0000011202	000273	SCHOLASTIC , INC	INSTRUCTIONAL MATERIALS	0100	3010000	4300000	024	561.82
3/8/2024	0000011203	0000000414	KUTA SOFTWARE LLC	INSTRUCTIONAL MATERIALS	0100	3010000	4300001	022	1,079.00
3/8/2024	0000011204	002308	PRO ED	INSTRUCTIONAL MATERIALS	0100	5640000	4300003	054	302.23
3/8/2024	0000011205	0000000947	PECHANGA RESORT & CASINO	CONFERENCE & TRAVEL FEES	0100	6266000	5200003	061	9,737.28
3/11/2024	0000011206	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	101.93
3/11/2024	0000011207	0000001085	FASTSIGNS 69501	CONTRACTED SERVICES	0100	3010000	4300000	050	3,379.15
3/11/2024	0000011208	000809	OFFICE DEPOT	OFFICE SUPPLIES	0100	0000000	4300001	024	2,506.04
3/11/2024	0000011209	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	445.36

## PURCHASE ORDER REPORT (03/01/24 - 03/31/24)

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
3/11/2024	0000011210	0000000342	ABLENET, INC.	INSTRUCTIONAL MATERIALS	0100	5640000	4300001	054	280.15
3/11/2024	0000011211	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	0490000	4300011	054	161.58
3/11/2024	0000011212	0000000757	CORWIN	INSTRUCTIONAL MATERIALS	0100	0490000	4300000	054	282.16
3/11/2024	0000011213	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	497.28
3/12/2024	0000011214	003934	ANYTIME SIGN SOLUTION, INC	CONTRACTED SERVICES	0100	8150000	5600005	070	2,159.20
3/12/2024	0000011215	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	313.06
3/12/2024	0000011216	0000000290	ATLAS ENVIRONMENTAL SEVICES, INC.	CONTRACTED SERVICES	0100	8150000	5600005	068	7,410.00
3/12/2024	0000011217	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	411.40
3/12/2024	0000011218	004309	BEST BEST & KRIEGER LLP	LEGAL FEES	0100	0000000	5800002	063	12,923.60
3/12/2024	0000011218	004309	BEST BEST & KRIEGER LLP	LEGAL FEES	0100	0000000	5800002	071	253.40
3/12/2024	0000011219	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	250.90
3/12/2024	0000011220	001643	ATKINSON, ANDELSON, LOYA, RUUD	LEGAL FEES	0100	0000000	5800002	063	5,907.22
3/12/2024	0000011222	001012	CDW GOVERNMENT LLC	TECHNOLOGY SUPPLIES	0100	0000000	4300002	067	2,696.17
3/12/2024	0000011223	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	0100	0000000	4300001	022	1,084.46
3/12/2024	0000011223	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL SUPPLIES	0100	3010000	4300001	022	107.74
3/13/2024	0000011224	0000000959	PUBERTY: THE WONDER YEARS	PROFESSIONAL SERVICES	0100	9010101	5800010	061	2,000.00
3/13/2024	0000011225	0000000869	CLUB XCITE	PROFESSIONAL SERVICES	0100	6500000	5800010	054	5,000.00
3/14/2024	0000011226	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	193.79
3/14/2024	0000011227	000809	OFFICE DEPOT	INSTRUCTIONAL MATERIALS	0100	0000000	4300000	025	2,087.33
3/14/2024	0000011228	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	407.30
3/14/2024	0000011230	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	562.60
3/14/2024	0000011231	0000001055	TIER ONE MECHANICAL, INC	CONTRACTED SERVICES	0100	8150000	5600005	070	2,950.00
3/14/2024	0000011232	03146A	STOTZ EQUIPMENT	CONTRACTED SERVICES	0100	8150000	5600005	068	2,480.42
3/14/2024	0000011233	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	52.77
3/14/2024	0000011234	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	602.57
3/14/2024	0000011235	000588	SCHOOL SERVICES OF CALIFORNIA	REGISTRATION FEES	0100	0000000	5200003	071	3,250.00
3/14/2024	0000011239	0000000940	ENABLING DEVICES	INSTRUCTIONAL MATERIALS	0100	5640000	4300000	054	758.16
3/14/2024	0000011240	0000000761	EVERYDAY SPEECH LLC	INSTRUCTIONAL MATERIALS	0100	5640000	4300000	054	399.99
3/14/2024	0000011241	0000000692	NADIA BRAUN	PROFESSIONAL SERVICES	0100	6500000	5800010	054	10,000.00
3/15/2024	0000011242	001531	AUDIOMETRICS	CONTRACTED SERVICES	0100	0000000	5600000	050	365.00
3/15/2024	0000011243	004598	DELL TECHNOLOGIES INC.	TECHNOLOGY EQUIPMENT	0100	0000000	4400000	067	9,861.67
3/15/2024	0000011244	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	411.79
3/15/2024	0000011245	0000000854	SUN DIEGO CHARTER	CONTRACTED SERVICES	0100	0980011	5800017	025	1,500.00
3/15/2024	0000011246	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	270.47
3/15/2024	0000011249	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	823.00
3/15/2024	0000011250	003529	WESTERN GRAPHIX	TRANSPORTATION SUPPLIES	0100	0982000	4300011	074	445.58

## PURCHASE ORDER REPORT (03/01/24 - 03/31/24)

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
3/15/2024	0000011251	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	652.61
3/18/2024	0000011252	0000000255	KELLY SPICERS STORES	PUBLICATION SUPPLIES	0100	0000000	4300050	073	1,529.13
3/19/2024	0000011253	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	476.97
3/19/2024	0000011254	0000001087	ADAPTABILITIES, LLC	INSTRUCTIONAL MATERIALS	0100	5640000	4300000	054	200.30
3/19/2024	0000011255	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	6500200	4300001	054	189.10
3/19/2024	0000011256	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	0100	6500000	4300001	054	84.86
3/19/2024	0000011257	0000001088	ALLEN ESQ	LEGAL FEES	0100	0000000	5800150	054	5,500.00
3/19/2024	0000011258	004185	B&H PHOTO,VIDEO	OFFICE EQUIPMENT	0100	0490000	4400000	054	1,636.72
3/19/2024	0000011259	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0300009	4300001	061	1,092.12
3/19/2024	0000011260	002772	SCHOLASTIC BOOK FAIR	INSTRUCTIONAL SUPPLIES	0100	0300008	4300001	022	1,688.81
3/19/2024	0000011261	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	620.42
3/19/2024	0000011262	0000000194	BEE BEST BEE REMOVAL, INC	CONT	0100	8150000	5600005	068	699.00
3/19/2024	0000011263	0000000961	APCD	RENEWAL FEES	0100	8150000	5600005	070	585.00
3/19/2024	0000011265	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	153.39
3/19/2024	0000011266	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	294.03
3/19/2024	0000011267	0000000924	METAL SUPERMARKETS SAN DIEGO	MAINTENANCE SUPPLIES	0100	8150000	4300014	068	1,012.95
3/19/2024	0000011268	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	320.11
3/19/2024	0000011269	0000001090	PACIFIC MANUFACTURING INCORPORATED	CONTRACTED SERVICES	0100	8150000	5600005	068	2,188.35
3/20/2024	0000011270	000762	SOUTH BAY FENCE, INC.	MAINTENANCE SUPPLIES	0100	8150000	4300007	070	5,000.00
3/20/2024	0000011271	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	511.47
3/20/2024	0000011272	003377	SOUTHWEST SCHOOL & OFFICE	INSTRUCTIONAL MATERIALS	0100	6500100	4300001	054	517.25
3/20/2024	0000011273	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	763.64
3/21/2024	0000011274	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	132.89
3/21/2024	0000011275	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	713.63
3/21/2024	0000011276	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	678.70
3/21/2024	0000011277	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	970.00
3/22/2024	0000011278	001238	GOPHER SPORT	INSTRUCTIONAL MATERIALS	0100	0300300	4300001	054	537.35
3/22/2024	0000011279	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	433.37
3/22/2024	0000011280	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	516.31
3/25/2024	0000011281	0000001056	POLAR ELECTRICAL COMPANY	CONTRACTED SERVICES	0100	8150000	5600005	070	3,026.00
3/26/2024	0000011282	001755	WILLIAM V. MAC GILL & CO.	MEDICAL SUPPLIES	0100	0000000	4300010	020	523.87
3/26/2024	0000011283	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	416.94
3/26/2024	0000011284	000136	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	0100	0000000	4300020	069	4,761.91
3/26/2024	0000011286	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	478.04
3/26/2024	0000011287	004601	SIR SPEEDY PRINTING 02890	OFFICE MATERIALS	0100	0000000	4300011	071	296.00
3/26/2024	0000011288	000809	OFFICE DEPOT	OFFICE MATERIALS	0100	0000000	4300001	016	1,135.63

## PURCHASE ORDER REPORT (03/01/24 - 03/31/24)

PO Date	PO No.	Supplier	Supplier	PO Ref	Fund	Resource	Object	Site	Total by Account
3/26/2024	0000011289	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	473.46
3/26/2024	0000011293	001755	WILLIAM V. MAC GILL & CO.	MEDICAL SUPPLIES	0100	0000000	4300010	022	77.56
3/28/2024	0000011294	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	0490000	4300001	054	645.77
3/28/2024	0000011295	001981	SAN DIEGO COUNTY SUPERINDENT	REGISTRATION FEES	0100	4203000	5200003	061	1,500.00
3/28/2024	0000011296	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	998.14
3/29/2024	0000011297	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	257.35
3/29/2024	0000011298	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	443.41
3/29/2024	0000011299	0000000499	SCHOOLOUTLET.COM	INSTRUCTIONAL MATERIALS	0100	6500000	4300001	054	255.21
3/29/2024	0000011300	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	407.79
3/29/2024	0000011301	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	0100	2600000	4300001	061	462.97
<b>Total for 0100</b>									<b>240,124.47</b>
3/4/2024	0000011182	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	1200	0300120	4300001	076	280.21
3/12/2024	0000011221	000146	LAKESHORE	INSTRUCTIONAL MATERIALS	1200	9024002	4300001	076	1,063.96
3/14/2024	0000011236	000809	OFFICE DEPOT	OFFICE SUPPLIES	1200	5210000	4300001	076	78.58
3/14/2024	0000011237	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1200	5210000	4300001	076	478.15
3/14/2024	0000011238	004678	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1200	9024002	4300001	076	398.60
3/26/2024	0000011285	000136	WAXIE SANITARY SUPPLY	CUSTODIAL SUPPLIES	1200	6105000	4300001	076	1,191.53
3/26/2024	0000011290	004601	SIR SPEEDY PRINTING 02890	OFFICE SUPPLIES	1200	6105000	4300001	076	53.88
3/26/2024	0000011291	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	1200	6105000	4300001	076	1,267.99
3/26/2024	0000011292	004678	AMAZON CAPITAL SERVICES	INSTRUCTIONAL MATERIALS	1200	9024002	4300001	076	499.35
<b>Total for 1200</b>									<b>5,312.25</b>
3/14/2024	0000011229	000809	OFFICE DEPOT	CAFETERIA SUPPLIES	1300	5310000	4300028	085	623.66
3/15/2024	0000011247	003934	ANYTIME SIGN SOLUTION, INC	CONTRACTED SERVICES	1300	5310000	5600000	085	1,527.84
3/15/2024	0000011248	0000000936	LUNCHASSIST, INC.	PROFESSIONAL SERVICES	1300	7032000	5200001	085	2,770.00
<b>Total for 1300</b>									<b>4,921.50</b>
3/19/2024	0000011264	0000000390	DANNIS WOLIVER KELLEY	LEGAL FEES	2518	9010000	5800002	071	6,000.00
<b>Total for 2518</b>									<b>6,000.00</b>
<b>Grant Total</b>									<b>256,358.22</b>

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** EXPENDITURE REPORT

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**BACKGROUND INFORMATION:**

The District must pay for goods and services it uses to conduct the educational and support programs. Before payment, supporting documents such as contracts with the appropriate approvals and proof of receipt for the goods or services are collected. Invoices to be paid are submitted to the Business Services Department for payment processing. Warrants are printed at the San Diego County Office of Education and then returned to the Business Services Department for signature.

The following are expenditures incurred by the District from March 1, 2024 through March 31, 2024 with checks #14-122898 through #14-131654 for a total expenditure of \$1,936,516.07 from the following sources:

- General Fund - \$1,339,324.76
- Child Development Fund- \$25,894.90
- Child Nutrition Fund -\$219,840.74
- Building Fund Prop -\$351,455.67

**RECOMMENDATION:**

Approve/Ratify the expenditures incurred by the District from March 1, 2024 through March 31, 2024. This includes all agreements and those with cost implications that fall within the authorized delegation of authority limits of up to \$15,000 for public project contracts and up to \$30,000 for all other contracts from the various funding sources.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal No.: Base Services and Safety

2.1 Maintain basic operating services of the district including MOT personnel, transportation, contracted services, and utilities.

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

\$1,936,516.07

(Amount)

Various (see above)

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

Expenditure Report  
3/1/24-3/31/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14122898	RICK QUINTANA	3/4/2024	40.00	0100	REIMBURSEMENT
14122899	VECTOR USA	3/4/2024	8097.23	0100	PROFESSIONAL SERVICES
14122900	VIKKI VIRAMONTES	3/4/2024	60.75	0100	REIMBURSEMENT
14122901	MAXIM HEALTHCARE SERVICES, INC	3/4/2024	47983.50	0100	PROFESSIONAL SERVICES
14122902	ABLENET, INC.	3/4/2024	387.90	0100	INSTRUCTIONAL MATERIALS
14122903	CAPITOL ADVISORS GROUP, LLC	3/4/2024	2000.00	0100	PROFESSIONAL SERVICES
14122904	RUDY LOPEZ	3/4/2024	132.98	0100	REIMBURSEMENT
14122905	ALMA LAURA ENGLISH	3/4/2024	266.16	0100	REIMBURSEMENT
14122906	ANIXTER INC.	3/4/2024	194.26	0100	MAINTENANCE SUPPLIES
14122907	SOLIANT HEALTH LLC	3/4/2024	7380.00	0100	PROFESSIONAL SERVICES
14122908	EDTHEORY LLC	3/4/2024	19408.92	0100	PROFESSIONAL SERVICES
14122909	TANYA KELLER	3/4/2024	2287.50	0100	PROFESSIONAL SERVICES
14122910	T-MOBILE	3/4/2024	3151.24	0100	CONTRACTED SERVICES
14122911	SPEECH TREE THERAPY CENTER	3/4/2024	180.00	0100	PROFESSIONAL SERVICES
14122912	BLOOKET LLC	3/4/2024	250.00	0100	INSTRUCTIONAL MATERIALS
14122913	COURTNEY TIRE SERVICE	3/4/2024	436.83	0100	TRANSPORTATION SUPPLIES
14122914	MCGRAW-HILL	3/4/2024	8204.19	0100	INSTRUCTIONAL MATERIALS
14122916	PITNEY BOWES	3/4/2024	449.95	0100	CONTRACTED SERVICES
14122917	NAPA AUTO PARTS	3/4/2024	76.86	0100	MECHANIC SUPPLIES
14122918	LAURA ENGLISH	3/4/2024	276.93	0100	REIMBURSEMENT
14122919	SMART & FINAL	3/4/2024	570.97	0100	REFRESHMENTS
14122920	FEDEX	3/4/2024	39.55	0100	CONTRACTED SERVICES
14122921	WHITAKER BROTHERS BUSINESS	3/4/2024	931.43	0100	CONTRACTED SERVICES
14122922	MARIA C.RODRIGUEZ	3/4/2024	84.11	0100	REIMBURSEMENT
14124401	U.S. BANK	3/7/2024	2750.00	0100	CONTRACTED SERVICES
14124402	JOHNSON CONTROLS	3/7/2024	5060.79	0100	CONTRACTED SERVICES
14124403	PROCARE THERAPY	3/7/2024	36323.35	0100	PROFESSIONAL SERVICES
14124404	OPTUM FINANCIAL, INC	3/7/2024	2898.50	0100	PROFESSIONAL SERVICES
14124405	MICHAEL FERGUSON	3/7/2024	15180.00	0100	PROFESSIONAL SERVICES
14124406	EHM ARCHITECTURE, INC.	3/7/2024	500.00	0100	CONTRACTED SERVICES
14124407	WILKINSON HADLEY KING &	3/7/2024	12120.00	0100	PROFESSIONAL SERVICES

Expenditure Report  
3/1/24-3/31/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14124408	HAWTHORNE MACHINERY	3/7/2024	3817.79	0100	CONTRACTED SERVICES
14124409	KONE INC	3/7/2024	11762.01	0100	CONTRACTED SERVICES
14124410	REPUBLIC SERVICES	3/7/2024	30706.09	0100	UTILITIES
14124411	AT&T	3/7/2024	7835.67	0100	UTILITIES
14124412	EDUPOINT EDUCATIONAL SYSTEMS	3/7/2024	28994.60	0100	PROFESSIONAL SERVICES
14126071	CORODATA RECORDS MANAGEMENT, INC.	3/11/2024	248.64	0100	CONTRACTED SERVICES
14126074	DIANA FLORES	3/11/2024	377.94	0100	REIMBURSEMENT
14126075	ADRIANA GARCIA	3/11/2024	1220.86	0100	REIMBURSEMENT
14126076	MAXIM HEALTHCARE SERVICES, INC	3/11/2024	92458.98	0100	PROFESSIONAL SERVICES
14126077	HORIZON DISTRIBUTORS	3/11/2024	363.00	0100	GROUPS SUPPLIES
14126078	CARLA GARCIA	3/11/2024	170.74	0100	REIMBURSEMENT
14126079	PABLO J. SAINZ	3/11/2024	30.00	0100	REIMBURSEMENT
14126080	EFRAIN IVAN MANRIQUEZ	3/11/2024	147.19	0100	MILEAGE
14126081	JOSEFINA VILLEGAS	3/11/2024	114.07	0100	REIMBURSEMENT
14126082	ACCO ENGINEERED SYSTEMS, INC.	3/11/2024	559.06	0100	CONTRACTED SERVICES
14126083	WALSH & ASSOCIATES, APC	3/11/2024	6410.84	0100	LEGAL SERVICES
14126084	ALMA LAURA ENGLISH	3/11/2024	2411.73	0100	REIMBURSEMENT
14126085	MARIANNA ROCHIN	3/11/2024	671.94	0100	REIMBURSEMENT
14126087	THE STEPPING STONE GROUP	3/11/2024	2769.39	0100	PROFESSIONAL SERVICES
14126088	DATA RECOGNITION CORPORATION	3/11/2024	575.85	0100	INSTRUCTIONAL MATERIALS
14126089	SOLIANT HEALTH LLC	3/11/2024	11340.00	0100	PROFESSIONAL SERVICES
14126090	POSTER STUDIO EXPRESS	3/11/2024	597.69	0100	OFFICE SUPPLIES
14126091	THE MUSIC THERAPY CENTER OF CALIFORNIA	3/11/2024	1280.00	0100	PROFESSIONAL SERVICES
14126092	EINSTEIN BROS BAGELS	3/11/2024	277.13	0100	REFRESHMENTS
14126093	THE BIRCH AGENCY INC	3/11/2024	7840.00	0100	PROFESSIONAL SERVICES
14126096	SIGNA DIGITAL SOLUTIONS, INC	3/11/2024	533.36	0100	TECHNOLOGY SUPPLIES
14126098	CROSS CULTURAL COMMUNICATIONS, LLC	3/11/2024	70.75	0100	OFFICE MATERIALS
14126099	MARICELA FONSECA	3/11/2024	252.71	0100	REIMBURSEMENT
14126100	GREGORY SHERMAN	3/11/2024	550.26	0100	REIMBURSEMENT
14126101	DAVID PEREZ	3/11/2024	360.94	0100	REIMBURSEMENT
14126102	MARTHA HERNANDEZ	3/11/2024	386.02	0100	REIMBURSEMENT

Expenditure Report  
3/1/24-3/31/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14126103	MARISOL BELTRAN	3/11/2024	354.67	0100	REIMBURSEMENT
14126104	ELIZABETH ORIGINALES	3/11/2024	36.98	0100	MILEAGE
14126105	SCHOOL SERVICES OF CALIFORNIA	3/11/2024	1950.00	0100	REGISTRATION FEES
14126106	VERONICA CASTRO	3/11/2024	380.12	0100	REIMBURSEMENT
14126107	CAROLINA HERNANDEZ	3/11/2024	25.72	0100	MILEAGE
14126108	CDW GOVERNMENT LLC	3/11/2024	1005.95	0100	TECHNOLOGY SUPPLIES
14126109	THE LIBRARY STORE, INC.	3/11/2024	422.72	0100	LIBRARY SUPPLIES
14126110	A-Z BUS SALES, INC.	3/11/2024	547.89	0100	MECHANICAL SUPPLIES
14126111	APPLE INC	3/11/2024	6415.70	0100	INSTRUCTIONAL MATERIALS
14126112	BENCHMARK EDUCATION COMPANY	3/11/2024	3124.75	0100	INSTRUCTIONAL MATERIALS
14126113	YMCA OF SAN DIEGO COUNTY	3/11/2024	162539.86	0100	PROFESSIONAL SERVICES
14126114	SMART & FINAL	3/11/2024	59.05	0100	REFRESHMENTS
14126115	VALLEY INDUSTRIAL SPECIALTIES	3/11/2024	1384.96	0100	MAINTENANCE SUPPLIES
14126116	CYNTHIA MOSQUEDA	3/11/2024	396.07	0100	REIMBURSEMENT
14126117	ADRIANA AGUILAR	3/11/2024	99.67	0100	REIMBURSEMENT
14126118	XEROX CORPORATION	3/11/2024	6387.74	0100	CONTRACTED SERVICES
14126119	MARIA C.RODRIGUEZ	3/11/2024	138.90	0100	REIMBURSEMENT
14126120	NIRVANA BUSTOS	3/11/2024	114.84	0100	REIMBURSEMENT
14126121	KARLA GARCIA DE ALBA	3/11/2024	146.20	0100	REIMBURSEMENT
14127457	TIER ONE MECHANICAL, INC	3/14/2024	1430.00	0100	CONTRACTED SERVICES
14127458	GRAINGER	3/14/2024	472.06	0100	MAINTENANCE SUPPLIES
14127459	HOME DEPOT	3/14/2024	4738.51	0100	MAINTENANCE SUPPLIES
14127460	GOPHER SPORT	3/14/2024	3193.20	0100	INSTRUCTIONAL MATERIALS
14127461	SOUTH BAY COMMUNITY SERVICES	3/14/2024	50050.00	0100	PROFESSIONAL SERVICES
14128873	P.I.P.S.	3/18/2024	73540.42	0100	PROFESSIONAL SERVICES
14128874	VECTOR USA	3/18/2024	8097.23	0100	PROFESSIONAL SERVICES
14128875	BMR HEALTH SERVICES, INC	3/18/2024	72960.00	0100	PROFESSIONAL SERVICES
14128876	MAXIM HEALTHCARE SERVICES, INC	3/18/2024	69395.27	0100	PROFESSIONAL SERVICES
14128877	CAPITOL ADVISORS GROUP, LLC	3/18/2024	2000.00	0100	PROFESSIONAL SERVICES
14128878	PRC-SALTILLO	3/18/2024	203.95	0100	TECHNOLOGY SUPPLIES
14128879	PARKHOUSE TIRE INC	3/18/2024	711.15	0100	MECHANIC SUPPLIES

Expenditure Report  
3/1/24-3/31/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14128880	THE ED LADDER	3/18/2024	397.50	0100	CONTRACTED SERVICES
14128881	CAL PACIFIC TRUCK CENTER ,LLC	3/18/2024	15610.60	0100	CONTRACTED SERVICES
14128882	TRAFERA, LLC	3/18/2024	9483.89	0100	INSTRUCTIONAL MATERIALS
14128883	THE STEPPING STONE GROUP	3/18/2024	15860.52	0100	PROFESSIONAL SERVICES
14128884	TANYA KELLER	3/18/2024	4087.50	0100	PROFESSIONAL SERVICES
14128886	CLUB XCITE	3/18/2024	1200.00	0100	PROFESSIONAL SERVICES
14128887	BUILDING RESOURCES	3/18/2024	1863.24	0100	CONTRACTED SERVICES
14128888	NAPA AUTO PARTS	3/18/2024	325.99	0100	MECHANIC SUPPLIES
14128889	PUBERTY: THE WONDER YEARS	3/18/2024	2000.00	0100	PROFESSIONAL SERVICES
14128891	CONNECT4KIDS PSYCHOLOGICAL SERVICES INC	3/18/2024	13980.00	0100	PROFESSIONAL SERVICES
14128893	RADIANT KIDS THERAPY	3/18/2024	2200.00	0100	PROFESSIONAL SERVICES
14128894	SECURITAS TECHNOLOGY CORPORATION	3/18/2024	530.29	0100	CONTRACTED SERVICES
14128895	SIGNA DIGITAL SOLUTIONS, INC	3/18/2024	11720.31	0100	CONTRACTED SERVICES
14128896	TIER ONE MECHANICAL, INC	3/18/2024	6570.00	0100	CONTRACTED SERVICES
14128897	PARADIGM HEALTHCARE SERVICES	3/18/2024	500.00	0100	PROFESSIONAL SERVICES
14128898	WESTERN PSYCHOLOGICAL SERVICES	3/18/2024	3220.35	0100	INSTRUCTIONAL MATERIALS
14128899	SAFEWAY INC. -VONS DIVISION	3/18/2024	127.06	0100	REFRESHMENTS
14128900	OFFICE DEPOT	3/18/2024	13041.68	0100	OFFICE SUPPLIES
14128901	BUS WEST	3/18/2024	250.58	0100	MECHANIC SUPPLIES
14128902	RCP BLOCK & BRICK	3/18/2024	1222.01	0100	GROUNDS SUPPLIES
14128903	WILLY'S ELECTRONIC SUPPLY CO.	3/18/2024	204.74	0100	TECHNOLOGY SUPPLIES
14128904	LEARNING A-Z	3/18/2024	7374.60	0100	CONTRACTED SERVICES
14128905	HARBOR FREIGHT TOOLS	3/18/2024	473.32	0100	MAINTENANCE SUPPLIES
14128906	PRO POWER	3/18/2024	123.15	0100	MAINTENANCE SUPPLIES
14128907	BEST BEST & KRIEGER LLP	3/18/2024	13177.00	0100	LEGAL FEES
14128908	TRANE U.S. INC	3/18/2024	3424.82	0100	MAINTENANCE SUPPLIES
14128909	FOLLETT SCHOOL SOLUTIONS,INC	3/18/2024	258.60	0100	LIBRARY SUPPLIES
14130094	BRENDA A HUERTA	3/21/2024	311.76	0100	REIMBURSEMENT
14130096	ERIKA HURTADO	3/21/2024	384.73	0100	REIMBURSEMENT
14130097	PANERA BREAD COMPANY	3/21/2024	1199.29	0100	REFRESHMENTS
14130098	AARDVARK ANT & PEST CONTROL INC.	3/21/2024	2612.00	0100	CONTRACTED SERVICES

Expenditure Report  
3/1/24-3/31/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14130099	ACCO ENGINEERED SYSTEMS, INC.	3/21/2024	5671.90	0100	CONTRACTED SERVICES
14130100	THE SPEECH PATHOLOGY GROUP, INC	3/21/2024	54612.80	0100	PROFESSIONAL SERVICES
14130101	SUN DIEGO CHARTER	3/21/2024	3400.00	0100	CONTRACTED SERVICES
14130102	KYO AUTISM THERAPY, LLC	3/21/2024	13149.74	0100	PROFESSIONAL SERVICES
14130103	APCD	3/21/2024	585.00	0100	RENEWAL FEES
14130104	LIANA DAVIS	3/21/2024	284.82	0100	REIMBURSEMENT
14130105	MAIREN RUIZ	3/21/2024	255.65	0100	REIMBURSEMENT
14130106	MARICELA BANUET	3/21/2024	223.15	0100	REIMBURSEMENT
14130107	SYLVIA CERVANTES	3/21/2024	158.24	0100	REIMBURSEMENT
14130108	MARUJO DINAH	3/21/2024	191.88	0100	REIMBURSEMENT
14130109	ALLEN ESQ	3/21/2024	5500.00	0100	LEGAL FEES
14130110	SAM & ROSE STEIN EDUCATION	3/21/2024	17142.00	0100	PROFESSIONAL SERVICES
14130111	THE INSTITUTE FOR EFFECTIVE	3/21/2024	22964.98	0100	PROFESSIONAL SERVICES
14130112	SOUTH BAY FENCE, INC.	3/21/2024	5785.00	0100	CONTRACTED SERVICES
14130113	LAURA ENGLISH	3/21/2024	336.34	0100	REIMBURSEMENT
14130114	SCHOLASTIC BOOK FAIR	3/21/2024	1688.81	0100	INSTRUCTIONAL SUPPLIES
14130115	PARENT INSTITUTE FOR QUALITY	3/21/2024	29000.00	0100	PROFESSIONAL SERVICES
14130116	SANDRA GUZMAN	3/21/2024	142.06	0100	REIMBURSEMENT
14130117	SOUTH BAY COMMUNITY SERVICES	3/21/2024	60720.00	0100	PROFESSIONAL SERVICES
14130118	MARIA C.RODRIGUEZ	3/21/2024	166.85	0100	REIMBURSEMENT
14131640	DANNIS WOLIVER KELLEY	3/25/2024	18946.50	0100	LEGAL FEES
14131645	SIGNA DIGITAL SOLUTIONS, INC	3/25/2024	630.00	0100	CONTRACTED SERVICES
14131646	SAN DIEGO GAS & ELECTRIC	3/25/2024	98066.78	0100	UTILITIES
14131649	CALIFORNIA DEPT. OF JUSTICE	3/25/2024	784.00	0100	CONTRACTED SERVICES
<b>Total Fund 01</b>			<b>\$ 1,339,324.76</b>		
14122915	SAFEWAY INC. -VONS DIVISION	3/4/2024	256.05	1200	REFRESHMENTS
14128885	EMILY N STEWART CONSULTING	3/18/2024	14700.00	1200	PROFESSIONAL SERVICES
14131654	AMAZON CAPITAL SERVICES	3/25/2024	10782.57	1200	INSTRUCTIONAL MATERIALS
14131654	AMAZON CAPITAL SERVICES	3/25/2024	156.28	1200	INSTRUCTIONAL MATERIALS
<b>Total Fund 12</b>			<b>\$ 25,894.90</b>		
14131639	GOLD STAR FOODS	3/25/2024	140728.86	1300	CAFETERIA FOOD

Expenditure Report  
3/1/24-3/31/24

Warrant ID	Payee	Date	Warrant Amount	Fund	Description
14131641	PANERA BREAD COMPANY	3/25/2024	2818.33	1300	REFRESHMENTS
14131642	INDUSTRIAL ELECTRIC	3/25/2024	1493.52	1300	CONTRACTED SERVICES
14131643	SYSCO SAN DIEGO INC.	3/25/2024	7037.68	1300	CAFETERIA FOODS
14131644	CAL PACIFIC TRUCK CENTER ,LLC	3/25/2024	9282.81	1300	CONTRACTED SERVICES
14131647	HOLLANDIA DAIRY INC.	3/25/2024	32580.87	1300	CAFETERIA FOODS
14131648	P&R PAPER SUPPLY COMPANY, INC.	3/25/2024	10314.70	1300	CAFETERIA PAPER GOODS
14131650	LLOYD PEST CONTROL CO.	3/25/2024	546.00	1300	CONTRACTED SERVICES
14131651	ACE COOLERS INC	3/25/2024	3421.97	1300	CONTRACTED SERVICES
14131652	ANYTIME SIGN SOLUTION, INC	3/25/2024	1527.84	1300	CONTRACTED SERVICES
14131653	AMERICAN PRODUCE DISTRIBUTORS	3/25/2024	10088.16	1300	CAFETERIA FOODS
<b>Total Fund 13</b>			<b>\$ 219,840.74</b>		
14126073	COLBI TECHNOLOGIES, INC	3/11/2024	48265.00	2133	CONTRACTED SERVICES
14126086	TOM SILVA CONSULTING	3/11/2024	2493.75	2133	PROFESSIONAL SERVICES
14126094	PBK ARCHITECTS INC	3/11/2024	2677.72	2133	CONTRACTED SERVICES
14126097	SCHOOL FACILITY CONSULTANTS	3/11/2024	11555.00	2133	PROFESSIONAL SERVICES
14128890	CHRISTINA M BECKER	3/18/2024	1618.75	2133	PROFESSIONAL SERVICES
14128892	DE LA FUENTE CONSTRUCTION, INC.	3/18/2024	234519.77	2133	CONTRACTED SERVICES
14130095	NINYO & MOORE	3/21/2024	3097.50	2133	PROFESSIONAL SERVICES
14126072	NINYO & MOORE	3/11/2024	15128.18	2139	CONTRACTED SERVICES
14126095	DAVY ARCHITECTURE INC	3/11/2024	32100.00	2139	CONTRACTED SERVICES
<b>Total Fund 21</b>			<b>\$ 351,455.67</b>		
Grant total			\$ 1,936,516.07		

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** APPROVE/RATIFY AGREEMENTS WITHIN DELEGATION OF AUTHORITY LIMITS

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**BACKGROUND INFORMATION:**

Pursuant to Education Code Section 17604 and No. 23/24-0006, the power to contract on behalf of the Governing Board of the San Ysidro School District was delegated to the Superintendent and the Chief Business Official during the 2023-24 fiscal year, in the maximum amounts of \$15,000 for public project contracts and \$30,000 for all other contracts, respectively; provided that no contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until same shall have been approved or ratified by the Governing Board, said approval or ratification to be evidenced by a motion duly passed and adopted.

The various departments of the district submitted the agreements on the attached list for Governing Board approval and/or ratification.

**RECOMMENDATION:**

Approve/Ratify the agreements on the attached list with cost implications that fall within the authorized delegation of authority limits of up to \$15,000 for public project contracts and up to \$30,000 for all other contracts from the various funding sources or at no cost to the district.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2023-2024 Budget?

Yes    No

Requisition #

See attached  
(Amount)

Various Funding Sources  
(Name of funding source and/or location)

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Recommended for:    Approval    Denial   Certification Requested    Yes    No

**AGREEMENTS UNDER \$30,000 FOR APPROVAL / RATIFICATION**

**April 11, 2024**

	<b>Vendor</b>	<b>Description</b>	<b>Estimated Amount</b>	<b>Funding Source</b>	<b>Administrator</b>
1	American Produce	Produce vendor for the Child Nutrition Department (2023-24)	\$26,876.20	CNS	Iniguez
2	The FRONT Arte y Cultura	To display art and photography work from San Ysidro Middle School Students. (2023-24)	N/A	N/A	Little/Ruiz
3	MarSafety Compliance Services	To provide staff with mandatory annual pesticide compliance courses. (2024-2025)	900.00 each	Routine Restricted Maintenance Account	Iniguez
4	Ninyo & Moore Geotechnical & Environmental Sciences	Amendment No. 2 - Include onsite DSA Inspector for the HVAC Replacement Project at Sunset Elementary School.	\$7,658.00	2021 COPs Refinancing	Iniguez
5	SHM South Bay, LLC	Use of Facilities at the Safe Harbor South Bay Bayside Pavilion for the San Ysidro Middle School 8th grade dance to be held on Wednesday, May 29, 2024.	\$1,100.00	SYMS ASB	Little/Ruiz
6	School Innovations & Advocacy, Inc.	For the preparation of the 2023-24 School Accountability Report Cards (SARC).	\$8,300.00	General	Little

**SAN YSIDRO SCHOOL DISTRICT**  
**GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Child Nutrition Department  
Dr. Jose Iniguez, Assistant Superintendent of  
Admin. Leadership, School Support & Safety

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH AMERICAN PRODUCE

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**BACKGROUND INFORMATION:**

The Child Nutrition Department will exceed the federal micro-purchase limit for produce purchases before June 30, 2024. An informal bid was sent to three vendors, and American Produce was the only one that responded with a total bid amount of \$26,876.20.

Term: April 1, 2024 through June 30, 2024

**RECOMMENDATION:**

Approve the agreement with American Produce as the produce vendor for the Child Nutrition Department for 2023-24.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

ESTIMATE

\$26,876.20

(Amount)

Child Nutrition Fund 1300

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

## **Small Purchase Request for Quotation San Ysidro Elementary School District**

**Date:** February 20, 2024

The San Ysidro Elementary School District, hereafter referred to as SFA is seeking a responsible vendor to provide fresh produce products on a weekly basis to the District's Warehouse located at 4350 Otay Mesa Road, San Ysidro 92173 for the time period April 1, 2024 through June 30, 2024.

### **Deadline:**

Please reply to Sally Spero, SNS no later than 5 p.m. by sending an email to sarah.spero@sysdschools.org

## **AGREEMENT**

### **Goods/Services Requested:**

The SFA anticipates purchasing the following items in the estimated quantities, however the following list is only an estimate, is subject to change, and is not a commitment to purchase. Prices should include FOB destination pricing and container costs. The SFA will not pay fuel surcharges. Please provide pricing on the attached pricing page.

Where product specifications state "or equivalent," similar items may be offered subject to SFA evaluation. These items must be clearly identified with brand name and product number. The decision to accept is solely at the discretion of SFA and shall be final.

The foods and beverages provided by the vendor must comply with the federal USDA Child Nutrition Program guidelines. Appropriate documentation must be maintained by the vendor, and provided upon request, including but not limited to: food safety records, nutrition facts labels, Child Nutrition Labels, product formulation statements, ingredient labels, and other items required to demonstrate compliance with the meal pattern and food safety regulations.

If a product requested is not available, substitutions must be pre-approved by the SFA at least 48 hours in advance of delivery. The vendor shall notify the SFA in advance whenever there is a product or ingredient change, and provide nutrition facts labels, ingredient statements, and product specification sheets/CN labels where applicable.

### **Delivery:**

- Delivery must include off-loading and inside delivery.
- Cold/frozen items must be placed in the freezer/refrigerator by the delivery person
- Delivery must be made between the hours of 7 a.m. to 1 p.m. once per week on a day to be negotiated with the successful bidder.

- Delivery must be made to the District's Warehouse located at 4350 Otay Mesa Road, San Ysidro CA 92173

**Pricing:**

- Pricing directions are included on the pricing page.
- **Refer to EXHIBIT A – Produce Quotation for 2023-24.**

**Billing and Invoicing:**

- Invoices must be provided by the vendor by the 10th of the month following delivery of items
- Invoices must follow net 60 payment terms.

**Method of Award:**

- The lowest-priced responsive and responsible vendor shall be awarded the contract.
- The SFA defines responsive as the respondent conforms to all of the stated terms and conditions herein, and defines responsible as the respondent is capable of performing successfully under the terms and conditions of the resulting contract.
- The SFA reserves the right to reject any and all bids or any portion or combination therein; to work with whomever and in whatever manner the SFA decides; and to abandon the procurement process entirely. Errors in price computations do not relieve respondents from offering the goods and services at the quoted price. The veracity of prices submitted is the sole responsibility of the bidder.

**Buy American:**

The successful vendor must comply with the Buy American Provision, which dictates that SFAs participating in the federal school meal programs are required to purchase domestic commodities and products for SFA meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7 CFR 210.21, 220.16). All creditable food products must comply with the Buy American Provision requirement in 7 CFR, sections 210.21(d) and 220.16(d). Exceptions to the Buy American Provision will be used as a last resort and are only allowable for one of the two exceptions:

1. The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of satisfactory quality,
2. Competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product.

The successful vendor must document and inform the SFA of exceptions to the Buy American Provision requirement prior to delivery of each and every nondomestic agricultural commodity or product.

The documented exception must include the following:

- A description of the nondomestic item.
- Alternative domestic commodities or products that the vendor offered and the reason they were not substituted for the nondomestic item.

- A synopsis of what third-party analysis was done by the vendor to determine cost and availability.
- Documentation by the vendor outlining the price of both domestic and non-domestic commodities or products or lack of availability to justify the exception.
- The dates that:
  - The vendor informed the SFA of the nondomestic commodity or product,
  - The SFA agreed to accept this food item in advance of delivery, and
  - The date the commodity or product was received by the SFA.

**Additional Terms and Conditions**

- The contract term is April 1, 2024-June 30, 2024.
- The vendor that is awarded the contract must submit a completed Debarment and Suspension Certificate.
- The vendor that is awarded the contract must maintain all required food safety and sanitation practices as required by law, health permits, health inspections, and an updated HACCP Plan.
- The vendor that is awarded the contract must provide proof of liability insurance in the amount of \$2,000,000
- The SFA reserves the right to terminate the resulting contract for cause and convenience. The rights of termination referred to in this solicitation are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.
- Either party may be excused from performance when satisfactory evidence of force majeure is presented to the other party, provided that the non-performance is not due to the fault or negligence of the party not performing.
- The vendor is required to grant access to duly authorized representatives of the School Food Authority, the State Department of Education, United States Department of Agriculture, or Comptroller General to any books, documents, paper, and records that are directly pertinent to the contract. Bidder is required to retain all required records for three years after final payment and all other pending matters (audits) for this contract are closed.
- The vendor will be responsible for charges incurred by the SFA due to the vendor’s failure to perform according to contract procedures for delivery, including overtime pay for school employees required to work outside designated delivery times and days to receive orders.
- The vendor will be responsible for reimbursing the SFA for any meals served to students that did not meet USDA reimbursable meal standards due to the vendor’s failure to deliver products ordered by the District according to contract procedures or to provide an acceptable substitute product.
- The vendor shall be responsible for complying with all local, state, and federal laws, including applicable sections of the education code, food code, occupational safety, and health codes.

To the fullest extent permitted by law, the vendor agrees to indemnify, defend, and hold the SFA entirely harmless from all liability arising out of workers’ compensation acts, any loss, injury to, or death of persons or damage to property, and any and all claims, actions, suits, or other proceedings relating to work under this contract.

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877 - 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD - 3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 - 9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250 - 9410;
- (2) fax: (202) 690 - 7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The parties listed agree to this contract, as evidenced by their signatures below.

**VENDOR**

**DISTRICT**

**American Mushroom, Inc. dba  
American Produce Distributors**

**San Ysidro School District**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Signature

Mike Paluso, President  
\_\_\_\_\_  
Print Name, Title

Marilyn Adrianzen, Chief Business Official  
\_\_\_\_\_  
Print Name, Title

02-20-2024  
\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approved:

Revised 08-01-2020

2023-24 Produce Quotation Results

February 29, 2024

American	Item	Amount	% + or -	Total
	Bulk Produce	\$16,500.00	20%	\$19,800.00

Item	Amount	Price	Total	
3 Way Salad	140	\$7.75	\$1,085.00	
5 lb. romaine	75	\$9.98	\$748.50	
5 lb. jicama	70	\$19.50	\$1,365.00	
5 lb. pico de gallo	45	\$21.68	\$975.60	
IW carrots	35	\$26.95	\$943.25	
5 lb. spinach	30	\$5.95	\$178.50	
5 lb. broccoli	18	\$16.50	\$297.00	
3 lb. iceberg	15	\$7.50	\$112.50	
!W broc/caul	15	\$28.95	\$434.25	
5 lb. carrot sticks	15	\$10.95	\$164.25	
IW celery	15	\$24.37	\$365.55	
5 lb. celery	12	\$11.50	\$138.00	
IW carrot/celery	12	\$22.40	\$268.80	
			\$7,076.20	\$7,076.20
Grand Total			\$26,876.20	Low Bidder

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
San Ysidro Middle School  
Mairen Ruiz, Principal

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH THE FRONT ARTE Y CULTURA

---

**BACKGROUND INFORMATION:**

Casa Familiar’s Art and Culture Center, The FRONT, was opened to the public in 2007 as a space devoted to the promotion of the arts. The FRONT Arte y Cultura is an active art gallery, arts education space, and meeting venue for community residents and artists.

The Front will be displaying SYMS students’ art and photography work to the community at no cost to the school or district. This will be a great opportunity for students to explore their creative skills and promote their artistic abilities by recognizing them in a showcase exhibit.

**RECOMMENDATION:**

Approve the Memorandum of Understanding with The FRONT Arte y Cultura for students from San Ysidro Middle School to display art and photography work at no cost to the District.

---

**LCAP GOAL AND ACTION/SERVICE:**

Goal 1: Student Achievement, Action 1.14  
Goal 3: Student Engagement and School Climate, Action 3

Renewal     New     Amendment     Ratify     Other

Financial Implications?  
 Yes     No

Are funds for this item available in the 2023-2024 Budget?  
 Yes     No

Requisition #

(Amount)

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No

## Memorandum of Understanding

Between

Casa Familiar - The FRONT Arte y Cultura and San Ysidro Middle School

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Casa Familiar - The FRONT Arte y Cultura (referred to as "The FRONT Gallery") and San Ysidro Middle School to host an exhibition of artworks created by students of the art and photography courses. This exhibition will take place over two days on the 30th and 31st of May 2024.

### Exhibition Details:

- A. The FRONT Gallery will provide space and facilities for the exhibition.
- B. The exhibition will be open to the public during regular gallery hours on the specified dates (11 am - 6pm)
- C. San Ysidro Middle School will be responsible for the selection and installation of artworks for the exhibition.
- D. San Ysidro Middle School will ensure that all exhibited works adhere to the guidelines and standards set forth by The FRONT Gallery.
- E. San Ysidro Middle School will oversee the removal of mounted works from the gallery premises promptly at the conclusion of the exhibition.
- F. The MOU will remain in effect until modified or terminated by any one of the partners through mutual consent.
- G. This exhibition is part of a community collaboration between The FRONT Gallery and San Ysidro Middle School, therefore no fee payment is required as part of this collaboration.

This Memorandum of Understanding represents the agreement between The FRONT Gallery and San Ysidro Middle School regarding the hosting of the exhibition. Both parties acknowledge their understanding and agreement to the terms outlined herein.

**The FRONT Arte y Cultura**  
Arts & Culture Director - Casa Familiar  
Francisco Morales  
119 W Hall Ave. San Ysidro 92173  
Telephone 619 428 1115  
E-mail [franciscom@casafamiliar.org](mailto:franciscom@casafamiliar.org)

\_\_\_\_\_ Date: \_\_\_\_\_

**San Ysidro Middle School / San Diego Unified School District**

Adress:  
Telephone:  
E-mail:

\_\_\_\_\_ Date: \_\_\_\_\_

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Jose Iniguez, Assistant Superintendent of  
Admin. Leadership, School Support &  
Safety

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH MARSAFETY COMPLIANCE SERVICES

---

**BACKGROUND INFORMATION:**

MarSafety Compliance Services provides annual training for employees who apply pesticides. The course is mandatory for certification of pesticide handlers. The training helps ensure that District staff know how to respond to any pest management-related emergencies. The course also includes Heat Illness Prevention and Hazard Communication training. Employees within the grounds department will partake in this 5.5-hour course.

Term: April 12, 2024 to June 30, 2025

Participants will learn the following:

- Routine and emergency decontamination exposures
- Appropriate safety equipment
- Environmental concerns
- Health hazards, including chronic health effects
- Proper labeling of pesticide products

**RECOMMENDATION:**

Approve the agreement with MarSafety Compliance Services to provide staff with mandatory annual pesticide compliance courses for a fee of \$900.00 each from the Routine Restricted Maintenance Account.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2023-2024 Budget?

Yes    No

Requisition #

**\$900.00 each**  
(Amount)

**Routine Restricted Maintenance Account.**  
(Name of funding source and/or location)

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Recommended for:    Approval    Denial   Certification Requested    Yes    No

**SAN YSIDRO SCHOOL DISTRICT**

4350 Otay Mesa Road, San Ysidro, CA 92173

**PROFESSIONAL SERVICES AGREEMENT**

This agreement is made and entered into this 12th day of April 2024, by and between the San Ysidro School District, hereinafter called the "District", and

MarSafety Compliance Services  
Company/Consultant

(858) 292-6295  
Telephone Number

P. O. Box 81566, San Diego, CA 92138  
Address

www.marsafety.com  
Website

hereinafter referred to as "Consultant."

**1 SCOPE AND TERMS**

**1.1 SCOPE OF SERVICES**

Scope of Services. In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the Consultant Services Documentation ("attached documents") attached hereto as **Exhibit "A"** and incorporated herein by this reference, which services may be referred to herein as the "services" or "work" hereunder. As a material inducement to the District entering into this Agreement, Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the work and services contemplated herein and, in light of such status and experience, Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials shall be of good quality, fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

Compliance with Law. All services rendered hereunder shall be provided in accordance with any and all applicable ordinances, resolutions, statutes, rules, and regulations of the District, City and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered. Each and every provision required by law to be included in this Agreement shall be deemed to be included by this reference, and this Agreement shall be read and enforced as though they were included.

Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless District against any such fees, assessments, taxes penalties or interest levied, assessed or imposed against District hereunder.

**1.2 TERM**

From: April 12, 2024

To: June 30, 2025

The Term of this Agreement as noted, unless earlier terminated as provided herein. The Parties may mutually agree to extend this term only by written amendment. Should the Parties agree to extend the term of this Agreement; the Agreement can only be extended on a year-to-year basis with written approval unless otherwise indicated in writing and in accordance with the law.

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

## 2 FEES AND PAYMENTS

### 2.1 FEES

District shall pay Consultant for the specified services as reflected on **Exhibit A** during this contract term.

### 2.2 PAYMENTS

Consultant shall submit to District an itemized invoice which indicates work completed by Consultant. District shall review each invoice and/or receipts submitted to determine that the work performed, and expenses incurred are in compliance with the provisions of this Agreement. District shall pay Consultant within 30-days of receipt of an acceptable invoice from Consultant.

## 3. ADDITIONAL SERVICES.

District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work as described herein. No such extra work may be undertaken unless a written order is first given by the District Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval or ratification of the Contract Officer. However, any increase in compensation beyond the Contract Sum, for services beyond what is contemplated in the Contract, must be approved or ratified by the Board of Education in a signed writing prior to any payment. Additionally, any other increases, extensions or renewals must be approved in writing by the Board of Education. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefore unless specifically authorized pursuant to the terms of this section.

## 4 RESPONSIBILITIES OF CONSULTANT

### 4.1 ORGANIZATION

Consultant shall assign a Company Contact as Project Manager. The Project manager shall not be removed from the Project or reassigned without the prior written consent of District, which consent shall not be unreasonably withheld. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement.

### 4.2 COORDINATION OF SERVICES

Consultant agrees to work closely with the District staff in the performance of Services and shall be available to the District staff, consultants and other staff at all reasonable times.

### 4.3 STANDARD OF CARE:

Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

### 4.4 INDEPENDENT CONSULTANT & ADDITIONAL PERSONNEL

Consultant is retained as an independent consultant and is not an agent or employee of the District. No employee or agent of Consultant shall by this Agreement become an agent or employee of the District. The work to be performed shall be in accordance with the work described herein, subject to such direction and amendments from District as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever, except as specifically provided in writing by District. Any additional personnel

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law.

## 4.5 LAWS AND REGULATIONS

Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Service. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

## 4.6 MAINTENANCE OF ACCOUNTING RECORDS

Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the District during normal business hours with reasonable notice to examine, audit and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

## 4.7 INSURANCE – Consultant shall comply with the following insurance provisions, unless one or more paragraphs are specifically waived by the District in writing.

(1) Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subconsultant or employee to commence work until it has provided evidence satisfactory to the District.

(2) Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultant, its agents, representatives, and employees. Such insurance shall survive after this agreement as permitted by law.

MINIMUM SCOPE OF INSURANCE - Coverage shall be at least as broad as:

1. **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, sexual misconduct and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be **\$2,000,000** the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation (Employer's Insurance if applicable):** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of San Ysidro School District.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. *(If applicable – see footnote next page)*  
**District waives \_\_\_\_\_**
5. **Improper Sexual Conduct:** \$1,000,000 per occurrence with an aggregate of not less than \$2,000,000 for damages because of bodily injury by reason of negligent hiring and supervision. May be included under General Liability.  
**District waives \_\_\_\_\_**
6. **Cyber Security Liability:** Coverage for both electronic and non-electronic data breach of \$2,000,000 per occurrence with an aggregate limit of not less than \$5,000,000 and shall cover all of Consultant's employees, officials and agents. Coverage shall apply to any dishonest, fraudulent, malicious or criminal use of Consultants or computer system or to obtain financial benefit for any party; to steal, take or provide unauthorized access of electronic data, including publicizing confidential electronic data or causing confidential electronic data to be accessible to unauthorized persons; transfer and for Third-Party Liability encompassing judgements or settlement and defense costs arising out of litigation due to a data breach and data breach response costs for customer notification and credit monitoring service fees.  
**District waives \_\_\_\_\_**

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

If the Consultant maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Consultant.

## Additional Insured Status - Endorsement

The San Ysidro School District, 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 Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an **Additional Insured Endorsement** to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). If Blanket Endorsement, it must include policy number and insured's name.

## Primary Coverage

For any claims related to this contract, the **Consultant's insurance coverage shall be primary** insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

## Notice of Cancellation

The Provider shall file, with the District, Certificates of Insurance indicating a thirty-day (30) cancellation notice. If not stated on the Certificates of Insurance, it is understood that a 30-day cancellation notice will be provided and failure to mail such notice shall impose obligation and liability upon the company/insured, its agents or representative.

## Waiver of Subrogation

Consultant hereby grants to the San Ysidro School District a waiver of any right to subrogation which any insurer of said Consultant may acquire against the District by virtue of the payment of any loss under such insurance. Consultant 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 District has received a waiver of subrogation endorsement from the insurer.

## Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

## Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII, unless otherwise acceptable to the District.

## Claims Made Policies (note – should be applicable only to professional liability, see below)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. 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 Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of work.

## Verification of Coverage

Consultant shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. **All certificates and endorsements are to be received and approved by the District before work/services commences.** However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

## 5 GENERAL PROVISIONS

### 5.1 DELAYS IN PERFORMANCE

(1) Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other disturbances; sabotage or judicial restraint.

(2) Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

### 5.2 SUSPENSION OF SERVICES

The District may, in its sole discretion, suspend all or any part of Services provided hereunder with cost to date of suspension. Consultant may not suspend its services without District's express written consent.

### 5.3 TERMINATION OF AGREEMENT

(1) Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District to date of the notice of termination and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

(2) Consultant's Termination for Cause. This Agreement may be terminated by the Consultant upon thirty (30) days written notice to the District only when the District has substantially failed to perform its obligations under this Agreement. The written notice shall include a detailed description of the District's failure to perform, status of the work completed as of the date of termination together with a description and a cost estimate of the effort necessary to complete work in progress. In such event, the Consultant shall be compensated for services completed to the date of termination, together with compensation for such approved Additional Services performed after termination which are authorized by the District to conclude the work performed to the date of termination. Upon the District's request and authorization, Consultant shall perform any and all Additional Services necessary to wind up the work performed to the date of termination.

(3) Effect of Termination. If this Agreement is terminated as provided in this Section, District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

(4) Terminated Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

### 5.4 OWNERSHIP OF MATERIALS AND CONFIDENTIALITY

(1) All materials and data, including but not limited to, data on electronic or magnetic media and any materials, documents and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

(2) All such materials and data shall be provided to the District, or such other agency or District as directed by District or required by law, rule or regulation, as they become due during the term of this Agreement as direct by District.

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

(3) The District is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 (AB 1584), the California Education Code, the Children's Online Privacy and Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and HIPAA Privacy regulations and any other privacy laws, policies and regulations that may apply such as American Recovery and Reinvestment Act of 2009 ("ARRA") and the Health Information Technology and Economic Clinical Health Act of 2009 ("HITECH").

AB1584 requires, in part, that any agreement entered into, renewed or amended after January 1, 2015 between a local education agency (LEA) and a third-party service provider must include certain terms; and the LEA and the Service Provider desire to have this Agreement and the services provided comply with AB1584. This includes to all forms of protected health information, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

- Pupil records obtained by the Consultant/Service Provider from LEA/District continue to be the property of and under the control of the District. The Consultant will obtain information regarding disciplinary and/or behavioral events for the purpose of allowing District personnel to improve and provide services to pupils. The Consultant will not be obtaining pupil-generated content.
- In the event of an unauthorized disclosure of a pupil's records, the Consultant shall report to an affected parent, legal guardian, or eligible pupil pursuant to the following procedure; written communication to the District's Superintendent, Deputy Superintendent and/or designee.
- The Consultant shall not use any information in a pupil record for any purpose other than those required or specifically permitted by this Professional Services Agreement.
- Consultant certifies that a pupil's records shall not be retained or available to the Consultant upon completion of the terms of this Professional Services Agreement.
- District agrees to work with Consultant to ensure compliance with FERPA.
- Consultant shall not use personally identifiable information in pupil records to engage in targeted advertising.
- Pupil records include any information directly related to a pupil that is maintained by the District or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other District employees. Pupil records does not include/not mean de-identified information (information that cannot be used to identify an individual pupil) used by the third party to (1) improve educational products for adaptive learning purposes and for customized pupil learning; De-identified information, including aggregated de-identified information. (2) Demonstrate the effectiveness of the operator's products in the marketing of those products; or for the development and improvement of educational sites, services, or applications.

## 5.5 SAFETY

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

## 5.6 PROJECT STAFFING

Consultant shall provide adequate staff and resources to facilitate all Consultant activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third party consulting services and back charge Consultant for all third-party fees.

## 5.7 INDEMNIFICATION

Indemnification: To the fullest extent permitted by law, Consultant shall defend (with counsel of District's choosing), indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the District, its officials, officers, employees, agents, or volunteers.

# SAN YSIDRO SCHOOL DISTRICT

4350 Otay Mesa Road, San Ysidro, CA 92173

## 5.8 AMENDMENTS

This Agreement may not be amended except in writing signed by both Parties.

## 5.9 SEVERABILITY

If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

## 5.10 GOVERNING LAW

This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of San Diego, State of California, but only after dispute resolution as provided herein.

## 5.11 CONFLICT OF INTEREST

For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

**5.12 SCHOOL SAFETY, FINGERPRINTING AND BACKGROUND INVESTIGATION REQUIREMENTS:** Consultant agrees with the provisions of Education Code Section 45125.1 regarding the submission of fingerprints to the California Department of Justice. Consultant shall not be permitted to have any contact with District pupils until such time as Consultant has verified in writing to the District that they have complied with Educational Code Section 45125.1. **(Please complete attached School Safety Certification Form.)**

Per Ed Code 49406 and Assembly Bill 1667, the District requires for Tuberculosis (TB) Clearances to be in place by anyone coming in contact with pupils. Please submit TB Clearance to the Business Services Office. This section may be waived if the District determines that the Consultant and/or its employees will have limited contact with District pupils or if Consultant and/or its employees will be supervised at all times by District staff.

**District is waiving this requirement \_\_\_\_\_ .**

## 5.13 DRUG/ALCOHOL/TOBACCO-FREE FACILITIES:

ALL DISTRICT FACILITIES ARE DRUG AND TOBACCO-FREE FACILITIES. ANY DRUG, ALCOHOL AND/OR TOBACCO USE (SMOKED OR SMOKELESS) IS PROHIBITED AT ALL TIMES ON ALL AREAS OF THE DISTRICT FACILITIES.

## 5.14 NOTICES / CONTACT INFORMATION

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service, (b) email or (c) by U.S. Mail, mailed certified mail with return receipt requested, addressed to the following entities.

<b>CONSULTANT:</b>	<b>MarSafety Compliance Services</b>	
Name:	Alicia Mariscal	
Title:	Trainer	
Address:	P. O.Box 81566	
City/State/Zip Code:	San Diego, Ca 81566	
Telephone:	(858) 292-6295	
Email:	alicia@marsafety.com	

<b>DISTRICT:</b>	<b>San Ysidro School District</b>	
Name:	Marilyn Adrianzen	Dr. Jose Iniguez
Title:	Chief Business Official	Assistant Superintendent
Address:	4350 Otay Mesa Road	4350 Otay Mesa Road
City/State/Zip code:	San Ysidro, CA 92173	San Ysidro, CA 92173
Telephone:	(619) 428-4476	(619) 428-4476 x3065
Email:	Marilyn.adrianzen@sysdschools.org	Jose.iniguez@sysdschools.org

**SAN YSIDRO SCHOOL DISTRICT**

4350 Otay Mesa Road, San Ysidro, CA 92173

**6 ENTIRE AGREEMENT**

This Agreement represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

**7 WARRANTY OF AUTHORITY:**

Each of the parties signing this Agreement warrants to the other that he or she has the full authority to enter into agreement on behalf of the Party for which his or her signature is made.//

**CONSULTANT**

**DISTRICT**

MarSafety Compliance Services

Firm Name

*Avarnia*

Signature of Authorized Agent

Alicia Mariscal, Principal

Print Name, Title

MARCH 11, 2024

Date:

San Ysidro School District

Firm Name

Signature

Marilyn Adrianzen, Chief Business Official

Print Name, Title

Date

Board Approved:

Revised 08-01-2020



"Compliance and Safety Through Education"

March 11, 2024

San Ysidro School District  
4350 Otay Mesa Road  
San Diego, California 92173

MarSafety Compliance Services appreciates this opportunity to propose to provide the following professional training services to your maintenance personnel:

1. Update and implement a Pesticide Safety Training Program.  
Train pesticide handlers in General Pesticide Safety as required by Title 3 CCR § 6724 (*required for handlers annually*).  
Hazards of Pesticides; Routes by which pesticides enter the body; Emergency first aid for pesticide overexposure; How to obtain emergency medical care; Routine and emergency decontamination procedures including spill cleanup; Personal protective equipment; Safety requirements and procedures, including engineering controls; Handling, transportation, storing and disposing of pesticides; Environmental concerns; Warnings about taking pesticides home; Employee rights; Provide chemical-specific training (required annually and when new chemicals are introduced) which include product label format and meaning of information about human health hazards contained therein, acute and chronic health effects, delayed effects and sensitization as identified in product labeling, Safety Data Sheet (SDS), Pesticide Safety Information Series (PSIS) and other sources.
2. Train employees on Hazard Communication in accordance with Title 3, Sec. 6723
3. Provide all required documentation

San Ysidro School District will be a named insured under the MarSafety General and Professional Liability Insurance Policy (\$1M/2M coverage limits).

The fee for the full program is \$900.00. Total maximum time required is 5.5 hours.

I strongly believe that MarSafety Compliance Services has the capabilities and experience required to provide excellent service under this contract. Please do not hesitate to call if you have any questions or if you need further explanation about the services mentioned in this proposal.

Best regards,

Alicia Mariscal

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board                      **BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.                      **FROM:**     Informational  
Superintendent                      Dr. Jose Iniguez, Assistant Superintendent of                       Action  
Admin. Leadership, School Support & Safety

**AGENDA ITEM:**                      AMENDMENT NO. 2 TO THE NINYO & MOORE AGREEMENT FOR THE  
HVAC REPLACEMENT PROJECT (DSA INSPECTOR)

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**BACKGROUND INFORMATION:**

The HVAC/Bard units located at Sunset School needed to be replaced due to end of life and potential occupational safety concern if not addressed.

The Governing Board approved an agreement with Jackson & Blanc for an HVAC Project at Sunset School. Four HVAC units have been installed and do not require DSA inspection services. The largest HVAC unit that is located above the multipurpose room requires DSA inspection and certified welding inspection.

Ninyo & Moore’s agreement was approved to provide field welding special inspection services during installation of the fourth replacement HVAC unit. Amendment No. 1 was to include additional services to the Ninyo & Moore agreement for an onsite DSA inspector and increase the compensation by \$2,700.00 for a revised maximum amount of \$4,838.00. All other terms and conditions will remain unchanged.

Amendment No. 2 is for additional work for project inspector services associated with the fire alarm connections for the HVAC Project at Sunset School that included site visits and personnel time. The fees for these services are \$2,820.00 for a revised maximum amount of \$7,658.00. The project is now complete and all services have been fulfilled.

**RECOMMENDATION:**

Approve/Ratify Amendment No. 2 to the Ninyo & Moore Geotechnical & Environmental Sciences Consultants Agreement to include an onsite DSA inspector for the HVAC Replacement Project at Sunset Elementary School. The revised maximum contract fee is \$7,658.00 from the 2021 COPs Refinancing Funds.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

2.1 Maintain basic operating services of the district including MOT personnel, transportation, contracted services, and utilities.

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

New Contract Amount

**\$7,658.00**

(Amount)

**2021 COPS Refinancing Funds**

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

**AMENDMENT NO. 2**

March 19, 2024  
 Project No. 1096870018

Dr. Jose Iniguez  
 San Ysidro Unified School District  
 155 Flanders Road  
 Westborough, Massachusetts 01581

Subject: Revised Budget Amendment Request for  
 Project Inspector and Special Inspection Services  
 Sunset Elementary School HVAC Replacement  
 3825 Sunset Lane, San Ysidro, California  
 DSA Application No. 04-120809

Dear Dr. Iniguez:

We have continued to provide Project Inspector (PI) and special inspection services for the Heating, Ventilation, and Air Conditioning (HVAC) Replacement project in accordance with the project documents. Based on our review of our billings and additional services to date, the fees associated with our PI and special inspection services have exceeded the existing budget amount presented in the First Amendment to Agreement dated September 1, 2023. In preparation of this revised budget amendment request, we have reviewed our services provided to date, our accounting records, and the contractor’s progress.

The fees associated with our services have been increased due to the performance of additional work for PI services associated with the fire alarm connections for the HVAC. Accordingly, additional site visits and personnel time for the PI have been performed.

Based on the services we have provided to date, the fees associated with our services have exceeded the existing contract amount by approximately \$2,820 (Two Thousand Eight Hundred Twenty Dollars). A breakdown of the additional fees for this revised budget amendment request is presented in the attached Table 1.

Breakdown of Additional Fees			
Personnel	Hours	Rate	Total
Project Inspector	16	\$135.00	\$2,160.00
Project Manager	4	\$165.00	\$660.00
<b>Total</b>			<b>\$2,820.00</b>

For convenience, the following summarizes our current contract amount and this revised budget amendment request:

Existing Contract/Amended Agreement Amount	\$	4,838.00
Revised Budget Amendment Request Amount	\$	2,820.00
<b>Total Amended Budget</b>	<b>\$</b>	<b>7,658.00</b>

If you are in agreement with this revised budget amendment request, please forward us the updated contract documents for the project. We appreciate this opportunity to be of service and our continued working relationship with the San Ysidro School District.

Respectfully submitted,  
**NINYO & MOORE**



Paul P. Beyl  
Project Manager



Jeffrey T. Kent, PE, GE  
Principal Engineer

PPB/JTK/mp

San Ysidro School District

\_\_\_\_\_  
Marilyn Adrianzen, Chief Business Official

\_\_\_\_\_  
Date

Board approved/ratified: 04-11-24

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
San Ysidro Middle School  
Mairen Ruiz, Acting Principal

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH SHM SOUTH BAY, LLC

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**BACKGROUND INFORMATION:**

The San Ysidro Middle School’s Associated Student Body (ASB) hosts a dance for 8<sup>th</sup> graders who will be promoted to high school. This year, the ASB voted and approved to have their 8th-grade dance off-site at the Safe Harbor South Bay Marina (LCT Bayside Pavilion). The event is planned for Wednesday, May 29, 2024, from 4:30 – 7:30 p.m. Parents will be responsible for transporting their students to and from the event. The ASB Teacher and chaperones will be supervising the event.

The cost implication for this Agreement is \$1100.00 for the rental fee (\$220.00 deposit). Other fees may apply, such as for catering and security.

**RECOMMENDATION:**

Approve the Agreement with the SHM South Bay, LLC to occupy and use the Safe Harbor South Bay Bayside Pavilion for the San Ysidro Middle School’s 8th-grade dance to be held on Wednesday, May 29, 2024, at an estimated cost of \$1,100.00 from the San Ysidro Middle School’s ASB funds.

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**LCAP GOAL AND ACTION/SERVICE:**

Goal #3: Student Engagement and School Climate, Action 3.3: Business services continues to support Associated Student Body (ASB) at the middle schools with the fiscal aspects of running the ASB to support all students including unduplicated students with building skills and access to services provided by the ASB.

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

**\$1,100.00**  
(Amount)

ASB Funds  
(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No



# SAFE HARBOR SOUTH BAY

## LCT BAYSIDE PAVILION LICENSE

### GENERAL INFORMATION

Event: <b>SYMS 8th Grade Formal</b>		Event Date: <b>May 29, 2024</b>
Event Start Time (rental time starts at 10 am): <b>5:00 pm</b>		End Time (rental time ends at midnight): <b>7:30 pm</b>
Guard Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of Guests: <b>135 people</b>	Alcoholic Beverages Sold: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Caterer: <b>Taco Land Food Truck</b>		Entertainment: <b>SYSD employed DJ</b>
Space: <input checked="" type="checkbox"/> Downstairs (150 max capacity) <input type="checkbox"/> Upstairs (50 max capacity) <input type="checkbox"/> Courtyard		
Payment Due Date (3 months prior to event):		

### CHARGES

Base Fee	Guard Fee	Total	Deposit (20%)	Balance
\$1,100		\$1,100	( )	

### CLIENT INFORMATION

Client's Name: <b>San Ysidro School District</b>	E-mail: <b>marilyn.adrianzen@sysdschools.org</b>
If Client is an entity, the name of registered agent: <b>Marilyn Adrianzen</b>	
Mailing Address: <b>4345 Otay Mesa Rd. San Ysidro, CA 92173</b>	
Primary Phone: <b>619-428-5551</b>	Secondary Phone: <b>619-428-4476</b>
Billing Address: <b>4350 Otay Mesa Rd. San Ysidro, CA 92173</b>	
Business Name & Address: <b>San Ysidro Middle School ASB</b>	
Emergency Contact: <b>Maria Gomez</b>	Phone: <b>619-428-5551/ 619-339-5081</b>

### CLIENT REPRESENTATIVE INFORMATION

Client Representative: <b>Sashanae Buchanan- ASB Advisor</b>	Phone: <b>619-428-5551</b>
--	----------------------------

This Event Space License (this "License") is entered into by SHM South Bay, LLC ("SHM") and the above-named Client, with respect to the marina located at 640 Marina Parkway, Chula Vista, CA 91910 (the "Marina"), on the following terms and conditions. This License consists of this paragraph and the above "Basic Provisions", the attached Standard License Provisions (the "Standard License Provisions"), and all exhibits, all of which are hereby incorporated herein by reference.

SHM:  
By:   
Authorized Signatory  
Date: **4/5/24**

CLIENT:  
IF AN INDIVIDUAL  
N/A (Signature)  
\_\_\_\_ (Printed Name)  
Date: \_\_\_\_\_

IF AN ENTITY  
San Ysidro School District (Entity Name)

By: \_\_\_\_\_ (Signature)  
Name: Marilyn Adrianzen (Printed Name)  
Title: CBO  
Date: \_\_\_\_\_

Board approved: 04-11-24

## STANDARD LICENSE PROVISIONS

**1. Space Rental.** SHM hereby grants to Client a limited and revocable license to the Space on the Event Date, for the period starting at 10:00 am and ending at midnight, for the purpose of holding the Event, AND FOR NO OTHER USE. Client shall not have access to the Space at any time outside of the stated hours on the Event Date. SHM and its employees, contractors and agents shall have access to the Space during the Event provided that SHM shall seek to minimize any disruption to the Event.

**2. Fees.** Client agrees to pay SHM the Base Fee, Set Up Fee (if any), and any other fees stated above (collectively, the "Fees") for the use of the Space. A deposit of 20% of the total fee is required (the "Deposit"). Client must pay the Deposit to SHM upon the execution of this License, and SHM shall have no obligations under this License until the Deposit is paid in full and it receives Client's signature to this License. Except in the limited circumstances expressly provided for in this License, **the Deposit is strictly non-refundable.** If Client complies with the terms of this License, then SHM will apply the Deposit against the Base Fee. The balance of the Fees is due on the Payment Due Date. If Client fails to pay all the Fees in full by the Payment Due Date, SHM may revoke this License and keep the entire Deposit as liquidated damages.

**3. Payment Due Date.** In addition to all sums due by the Payment Due Date, Client must also provide Client's insurance certificate on the Payment Due Date.

**4. Cancellations.** If Client cancels the reservation for the Event on or before the Payment Due Date, SHM shall refund the Base Fee (if and to the extent previously paid) minus the Deposit, which SHM shall retain as liquidated damages. If Client cancels the reservation for the Event after the Payment Due Date, SHM shall retain the entire Base Fee (including the Deposit) as liquidated damages.

**5. Services/Equipment.** SHM agrees to provide the Included Equipment stated above. Unless otherwise agreed to by SHM in writing, SHM shall not be required to provide utilities other than 110 volt electricity. In no event shall SHM be liable to Client for any claims or damages caused by the interruption of any utility services.

**6. Compliance with Law.** Client shall obtain and maintain any necessary permits, licenses, or other forms of permission necessary to use the Space for the Event in compliance with all Laws. Client shall comply (and shall cause its guests, agents, caterers and other vendors to comply) with all Laws while on the Marina. As used in this License, the term "Laws" means all federal, state, and local laws, ordinances, rules and regulations, all court orders or rulings, governmental directives, and governmental orders and all interpretations of the foregoing, and all restrictions, restrictive covenants and/or ground leases affecting the Marina.

**7. Alcohol.** Client agrees to comply with all applicable Laws governing the service of alcohol. SHM forbids the service of alcohol to minors. Client is responsible for the sobriety of all guests. Client hereby indemnifies and holds harmless SHM, its employees, officers, directors and agents from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) relating to the sale or service of alcohol at the Event, including any acts or omissions on the part of Client, its employees, agents, guests, vendors and other invitees.

**8. Set Up/Break Down.** Client and its vendors must comply with the following rules governing set up and break down of the Event:

A. All decorating must be performed between the Rental Start Time and the Rental End Time on the Event Date.

B. SHM shall have the right to charge additional fees for any deliveries that it may accept on Client's behalf.

C. SHM is not responsible for checking in or handling any items brought into the Marina by rental companies. All external items must be checked in and signed for by the Client or its agents.

D. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company or the Client.

E. Any storage of items on the Marina property outside of the specified times on the Event Date is subject to SHM's prior approval (in its sole discretion) and may require payment of additional fees.

F. All vendors and caterers must removal all persons, equipment, food and waste from the Marina by the Rental End Time.

**9. Event Space Rules.** Client, its guests and vendors, must comply with the following rules at all times:

A. *Signs, ornaments or other objects may not be nailed or stapled to any building, fixture, or other object. Marina will not supply ladders, tools, or supplies.*

B. *Only low tack tape (painter's tape) is allowed on floors and walls..*

C. *The use of glitter, non-paper confetti, birdseed, rice, flares, sparklers and fireworks is prohibited.*

D. *Dripless candles are permitted but must be enclosed in protective containers. No oil lights or open flames are permitted.*

E. *No furniture may block exits.*

F. *No pets, other than service animals.*

G. *Music volume must be kept to a reasonable level during the entire Event. Mariachis are welcome before 8 pm. Live bands are not allowed. Music must be turned down or off by 10 pm as a courtesy to marina tenants. Any issues with respect to noise ordinance or conduct are the responsibility of Client. SHM's representatives shall be the sole judge of acceptable noise levels and behavior of Client and its guests. Client agrees that the Marina staff has full authority to require Client to turn the music down and reduce noise. If Client or its guests create a repeated disturbance, SHM may expel Client and all its guests and vendors from the Marina without refund.*

H. *Smoking shall be limited to designed smoking posts. No smoking is allowed inside the Pavilion. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises by SHM's staff.*

I. *Client shall clean the Space and dispose of all waste and trash.*

J. *Client shall bag and deposit all trash in dumpsters or other receptacles provided by SHM. As separate facilities are provided, Client shall separate out glass and aluminum for recycling.*

K. Client is responsible to provide supervision for all children while on the Marina and acknowledges that the Marina poses special hazards to children due to it being situated on the water.

L. SHM shall have the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who engages in disorderly conduct or jeopardizes the rights, business, or insurability of SHM or the safety of its staff, guests, or property.

### 10. Insurance/Indemnity.

A. **Insurance.** In connection with the Event, Client and each caterer or other vendor must carry, at its expense, either (i) Commercial General Liability (NOTE: a Marine Liability or a Marine endorsement to the Commercial General Liability policy is required if the Space is located on a pier, dock, boat or otherwise "over the water") with single limit liability of no less than \$1,000,000, and aggregate liability of no less than \$2,000,000 or (ii) Special Event coverage with single limit liability of no less than \$1,000,000, and aggregate liability of no less than \$2,000,000. Each such insurance policy must (i) insure SHM and its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Client's use and occupancy of the Space and presence on the Marina in connection with the Event, (ii) not contain an exclusion for marine liability and (iii) shall name Sun Communities, Inc., its affiliates and subsidiaries as "Additional Insured", as its/their interest(s) may appear.

B. **Assumption of Risk.** Client agrees that SHM, Safe Harbor Marinas, LLC, SHM TRS, LLC, and their respective parents, subsidiaries, and affiliates, and the officers, agents and employees of each of the foregoing (collectively, "SHM Indemnitees") shall not be liable to Client or to any party claiming by, through or under Client for (and Client hereby releases SHM Indemnitees from any claim or responsibility for) any injury to persons or damage to or destruction, loss, or loss of use, or theft of any property of Client or of Client's officers, directors, employees, agents, representatives, licensees, invitees, guests, caterers or other vendors (collectively, "Client

Parties”) located in or about the Marina or of any injury (including death) of any Client Parties caused by casualty, theft, fire, third parties or any other matter or cause, even if such liabilities are caused solely or in part by the negligence of any SHM Indemnitee, but not to the extent such liabilities are caused by the gross negligence or willful misconduct of any such SHM Indemnitee.

**C. Client’s Indemnity.** Subject to the waiver of subrogation in Section 11.D below, Client hereby agrees to indemnify, protect, defend and hold harmless the SHM Indemnitees for, from and against all liabilities, claims, fines, penalties, costs, damages or injuries to persons, damages to property, losses, liens, causes of action, suits, judgments and expenses (including court costs, attorneys’ fees, expert witness fees and costs of investigation), of any nature, kind or description of any person or entity, directly or indirectly arising out of, caused by, or resulting from (in whole or part): (i) Client’s use, occupancy or enjoyment of the Space and the Marina, (ii) any property left in the Space after the End Time on the Event Date by a Client Party, (iii) any activity, work or other things done, permitted or suffered by a Client Party in or about the Space and Marina, (iv) any breach or default in the performance of any of Client’s obligations under this License, (v) any act, omission, negligence or willful misconduct of a Client Party, or (vi) any damage to a Client Party’s property; **EVEN IF SUCH LIABILITIES ARE CAUSED SOLELY OR IN PART BY THE NEGLIGENCE OF ANY SHM INDEMNITEE, BUT NOT TO THE EXTENT SUCH LIABILITIES ARE CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY SUCH SHM INDEMNITEE. The foregoing indemnities shall survive termination or expiration of this License. Client shall immediately notify SHM of any damage or injury of which they have knowledge in, to, or near the Marina, regardless of the cause of such damage or injury.**

**D. Waiver of Subrogation.** Client hereby waives any and all rights of recovery against SHM based upon the negligence of SHM or its agents or employees for real or personal property loss or damage occurring to the Space or to the Marina or any personal property located on the Marina or in the Space from perils which are paid or reimbursed by an insurer of Client under any fire, extended coverage or other property insurance policy maintained by Client with respect to the Space (or which would have been paid had the insurance required to be maintained hereunder been in full force and effect). Client shall cause its insurance carrier to endorse all applicable policies waiving the carrier’s rights of recovery under subrogation or otherwise against SHM.

**11. Condition.** SHM makes no representation or warranty relating to the suitability of the Space for the Event. By taking possession of the Space, Client shall be deemed to have accepted the Space in its “AS-IS”, “WHERE-IS” and “WITH ALL FAULTS” condition. Client shall not permit any objectionable or unpleasant odors, smoke, dust, gas, noise or vibrations, nor take any other action which would constitute a nuisance or which would disturb or endanger any tenants of the Marina.

**12. Surrender of Space.**

A. On or before the Rental End Time on the Event Date, Client shall surrender the Space to SHM in as of good condition and repair as existed immediately prior to Client occupying the Space, reasonable wear and tear excepted. SHM shall be authorized to debit the credit card listed on the Damage/Cleaning Reimbursement Authorization attached as Exhibit B for the costs of any damage caused to the Marina by Client or its guests or vendors beyond ordinary wear and tear and/or the cost of any required clean up. In the event that any charges for such damage or cleaning work are declined by the credit card issuer or disputed by the card holder, Client shall remain responsible for any such damage and shall reimburse SHM for the costs of any required repairs within 10 days of SHM’s written demand therefor. All past due payments shall bear interest from the date due until paid at the lesser of 12% per annum or the maximum lawful rate of interest. To the extent permitted by Law, SHM may charge Client a one-time fee equal to 5% of the delinquent payment that is not paid within 4 days of the applicable due date to reimburse SHM for its cost and inconvenience caused by such delinquent payment. The provisions of this Section shall survive the expiration of this License.

**B. The Client Representative is responsible for all clean up after the Event and must be the last person to leave the Event. Before leaving the Event, the Client Representative must conduct a walkthrough of the Space and must complete and sign the End of Night Checklist attached to this License as Exhibit C.**

**13. Common Areas.** Client, its guests, visitors and business invitees shall have the non-exclusive, revocable privilege AT THEIR OWN RISK to use the shared common areas and parking areas, subject to any posted rules and regulations of the Marina, the breach of which rules and regulations shall constitute a default under this License. Parking is on a first-come, first-served basis. SHM shall have the right to designate parking areas for use by Client and its guests and to post additional rules for parking areas.

**14. Number of Guests.** The Event may not be open to the general public and may only include invited guests. Client understands that the Base Fee and other amounts payable under this License were based on the estimated Number of Guests stated in the Basic Terms in the Space. SHM shall have the right to take an actual headcount of Client’s guests and to bill Client if actual headcount exceeds 110% of the Number of Guests stated in the Basic Terms. Client acknowledges and agrees that in no event will the Event exceed the Maximum Occupancy for the Space permitted under the applicable certificate of occupancy, and SHM shall be entitled to dispel any occupants in excess of the number permitted by Law.

**15. Force Majeure.** In the event that SHM is unable, for reasons beyond its reasonable control, to make the Space available to Client on the Event Date for the Event, SHM shall not be liable to Client for, and Client hereby WAIVES and RELEASES SHM from, any and all liability, claims, demands, and causes of action whatsoever (including claims for increased costs related to procuring a substitute venue) arising out of or related to such unavailability of the Space on the Event Date. In such an event, Client shall have the option of choosing an alternate date to hold the Event (the “Alternate Event Date”) from other available dates, at no extra charge to Client. If Client selects an Alternate Event Date that is reasonably acceptable to SHM, then the parties shall agree to such new date in a signed writing and the Alternate Event Date shall be deemed to be the Event Date and all obligations, rights, duties and privileges as set forth in this License shall remain binding on SHM and Client. If Client and SHM cannot agree upon an Alternate Event Date within 30 days of the original Event Date, then SHM shall refund to Client the full amount of the Base Fee (including the Deposit) and shall have no further obligations to Client under this License.

**16. Revocation.** SHM shall have the right to revoke this License at any time prior to the Event Date by notice to Client. In the event that SHM revokes the License prior to the Event for reasons other than nonpayment of fees or breach of this License by Client, SHM shall refund to Client the full amount paid by Client in connection with this License, including the entire Deposit.

**17. Casualty/Condemnation.** If the Space or a material portion of the Marina is (i) damaged by fire or other casualty or (ii) taken in condemnation or transferred by agreement in lieu of condemnation, SHM may terminate this License.

**18. Assignment/Subletting.** This License is personal to Client and any attempt by Client to directly or indirectly assign, sublet or otherwise transfer this License without Client’s prior, written consent shall be invalid and void *ab initio*. SHM shall have the unrestricted right to transfer, assign and mortgage the Marina. “SHM” means the owner of the Marina from time to time. In the event of any sale, conveyance or lease of the Marina, the named SHM shall be released from obligations and liabilities on the part of SHM accruing from and after the date of such transfer.

**19. Photos.** Client grants SHM, its agents, employees, licensees, affiliates, successors and assigns, the absolute and irrevocable right, and unrestricted permission to use, reuse, publish, and republish any videos, photographs or other images that it has taken or commissioned (or may take or commission) of the Event and any derivative works without compensation.

**20. Miscellaneous Provisions.**

**A. Notice.** All notices, demands, approvals, and other communications provided for in this License must be in writing and shall be effective upon the earlier of the following to occur: (i) if personally delivered, when delivered to the recipient, (ii) if sent by overnight delivery service such as Federal Express or UPS, the business day following its

deposit with such overnight delivery service, (ii) if deposited in the United States mail, postage prepaid by registered or certified mail, return receipt requested, 3 business days thereafter, or (iv) if by email, when sent to the party's e-mail (if any), provided that either (1) a copy of such email is also sent on the following business day to the intended addressee by means described in clauses (i), (ii), or (iii) above or (2) the sender sooner receives a non-automated response email from the receiving party confirming receipt of such email. Unless changed in accordance with this Section, the parties' respective addresses are set forth above in the Basic Terms or following their respective signatures to this License.

B. No Waiver. No waiver by SHM or Client of any breach or default of any term, agreement, covenant or condition of this License shall be deemed to be a waiver of any other term, agreement, covenant or condition hereof or of any subsequent breach by SHM or Client of the same or any other term, agreement, covenant or condition. SHM's consent to or approval of any act by Client requiring SHM's consent or approval shall not be deemed to render unnecessary the obtaining of SHM's consent to or approval of any subsequent act of Client.

C. Governing Law/Jury Waiver. This License shall be governed by the laws of the State where the Marina is located. SHM AND CLIENT WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN CONNECTION WITH ANY MATTER ARISING OUT OF OR IN ANY WAY CONNECTED WITH THIS LICENSE.

D. Attorneys' Fees. If a lawsuit is brought by either party against the other for a breach or default under the terms of this License, the prevailing party shall be entitled to reasonable attorneys' fees.

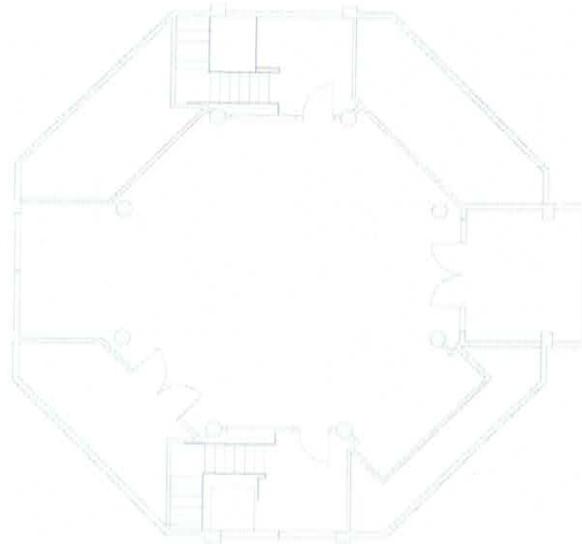
E. Time Periods. Except as otherwise expressly provided in this License, if the last day of any time period falls on a day that is not a business day, such time period shall be extended until the next succeeding business day, provided that the foregoing shall in no circumstances change the Event Date stated in the Basic Provision. For the purposes of this License, "business day" means any day that is not a Saturday, Sunday, a

Federal holiday, or the day after Thanksgiving Day. Time is of the essence of each and every provision of this License.

F. Final Agreement; Other. The section and paragraph captions in this License are for convenience only and shall not be considered in the construction or interpretation of any provision hereof. In this License, (i) the singular includes the plural and the plural includes the singular and the masculine gender includes the feminine and neuter and vice versa and (ii) "or" means "and/or" and (iii) "including" or "include" means "including without limitation." This License may be executed in one or more counterparts, including facsimile signatures (e.g., pdf. files transmitted by email) or digital signatures affixed to electronic counterpart signature pages using digital signature software that electronically captures, or allows a signatory to adopt, an identifying mark as such person's signature to this License (e.g., DocuSign®). This License shall be binding upon, and inure to the benefit of the parties hereto, their heirs, executors and administrators and permitted successors and assigns. If any part of this License shall be held unenforceable for any reason, the remainder of this License shall continue in full force and effect. If any provision of this License is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited. This License, including the Basic Terms, Standard License Provisions and the Exhibits attached hereto contain all of the agreements of the parties hereto with respect to any matter covered or mentioned in this License, and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose. In the event of any conflict between the provisions of the Basic Terms and the provisions of the Standard License Provisions, the Standard License Provisions shall control. No provision of this License may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest.

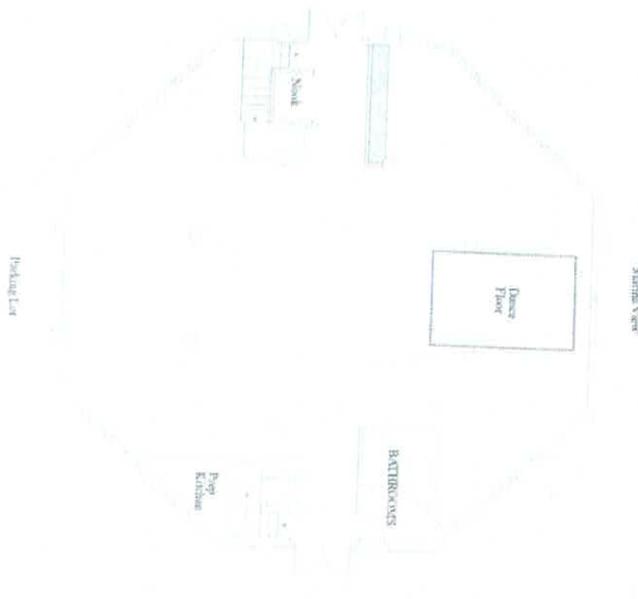
*[Remainder of Page Blank – Exhibits Follow]*

**EXHIBIT A**  
**Drawing of the Space**

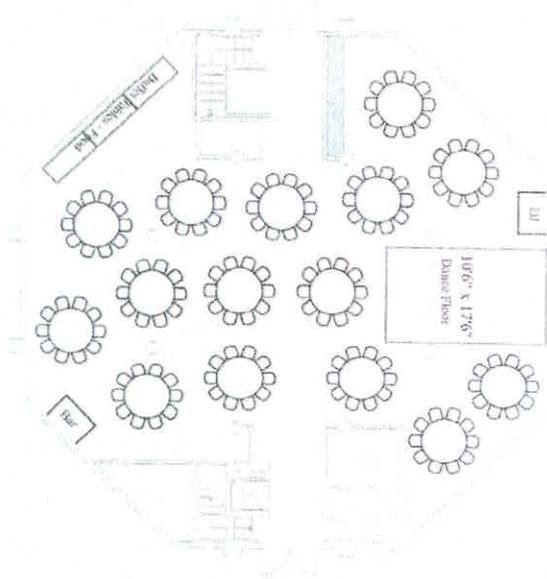


Upstairs

Downstairs empty



Downstairs (with chair example)



**EXHIBIT B**

**Damage/Cleaning Reimbursement Authorization**

The undersigned authorize SHM South Bay, LLC to charge the below credit card or debit card that is on file with the Marina for any additional fees as a result of damage or cleaning (\$250 per hour) to the Space or Marina caused by Client or its guests and vendors in connection with the Event described in the Event Space License agreement to which this authorization form is an exhibit. Any time spent in the Pavilion after midnight will be charged the rate of \$400/hour in addition to any other fees or charges.

I certify that I am an authorized user of the credit card or debit card and that I will not dispute the payment with my credit or debit card company so long as the transaction corresponds to the terms indicated in this form.

Last Four Digits of Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Number: \_\_\_\_\_

Credit Card:     Visa    MasterCard    American Express

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT C**

**Event Rental End of Night Checklist**

Marina Employee on duty \_\_\_\_\_

Client Representative Name \_\_\_\_\_

The Client Representative is responsible for all clean up after Event and must be the last person to leave the Event.

**Before leaving the Event, the Client Representative must conduct a walk through with Marina staff and complete and sign off on this checklist.**

- All chairs and & tables are wiped clean and free of stains
- All chairs are laid against the tables
- All trash is picked up
- All trash bags are tied shut and deposited in the appropriate dumpsters/barrels
- All decorations are taken down and/or cleaned up
- All customer belongings are removed from the Marina
- ALL ALCOHOL is removed from Marina – NO EXCEPTIONS
- All payments made in full (Ice, Store Purchases, etc.)

Ice Sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Broken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Missing Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Marina Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Educational Services  Informational  
Russell Little, Assistant Superintendent  Action

**AGENDA ITEM:** AGREEMENT WITH SCHOOL INNOVATIONS & ADVOCACY, INC. FOR SCHOOL ACCOUNTABILITY REPORT CARD SERVICES

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Pursuant to California Education Code Section 35160, districts are authorized to retain services for the preparation of School Accountability Report Cards (SARC). In order to be compliant with Education Code Section 35160, the District will retain the services of School Innovations & Advocacy, Inc. to assist with the preparation of the 2023-24 School Accountability Report Cards (SARC) to be published during the 2024-25 school year.

Term: July 1, 2024 to June 30, 2025

**RECOMMENDATION:**

Approve the agreement with School Innovations & Advocacy, Inc. for the preparation of the School Accountability Report Cards (SARC) at the total cost of \$8,300.00 from the General fund.

---

**LCAP GOAL AND ACTION/SERVICE:**

Goal 5: Parent Engagement ~ Action 5.4: Improve home-school communication including improving websites, providing information on student academic progress, and notifying parents of district and school events. Including providing access to families with primary language support and modes for access.

**Renewal**     **New**     **Amendment**     **Ratify**     **Other**

Financial Implications?

Yes     No

Are funds for this item available in the 2024-2025 Budget?

Yes     No

Requisition #

**\$8,300.00**

(Amount)

**General Fund**

(Name of funding source and/or location)

---

Recommended for:     **Approval**     **Denial**    Certification Requested     **Yes**     **No**



**SCHOOL ACCOUNTABILITY REPORT CARD SERVICES AGREEMENT**  
**Between**  
**SCHOOL INNOVATIONS & ACHIEVEMENT**  
**And**  
**San Ysidro Elementary School District**

THIS AGREEMENT, dated 03 / 14 / 2024, (the "Agreement") is made by and between San Ysidro Elementary School District ("District"), and School Innovations & Achievement, a California corporation ("SI&A"), each being a "Party" and collectively the "Parties".

**RECITALS**

WHEREAS, District is authorized to retain services for the preparation of school accountability report cards ("SARC") pursuant to the California Education Code Section 35160; and

WHEREAS, it is necessary and desirable that SI&A be retained by District for the purpose of performing the above described service and SI&A is qualified to perform such service;

**AGREEMENT**

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement Term.** This Agreement begins 07 / 01 / 2024 (the "Effective Date") and will automatically expire on June 30, 2025.

2. **Services.**

**Description of Software and Services.** SI&A agrees to provide District the following consulting services ("Services") during the Agreement Term:

2.1 Compile the 2023/24 SARC (in English) for each school site as indicated in Exhibit C – Price Quote for Services ("School Sites") during the Initial Term. This compilation of SARC includes, but is not limited to, the following: (a) an assessment of the school's conditions pursuant to Proposition 98, (b) California Education Code Sections 17002, 17014, 17032.5, 17070.75, 17089, 32286, 52056, 60119, 33126, 35256, 35256.1, 35258, 41409 and 41409.3, (c) California Department of Education changes to the SARC per *Eliezer Williams, et al., vs. State of California, et al.*, and (d) Title I, Section 1111(b)(2)(H). Upon District's request, SI&A may translate the SARC into a different language for an additional fee, as indicated in Exhibit C – Price Quote for Services;

2.2 In each SARC, disclose the salary and budget information for districts that operate more than one (1) School Site, pursuant to the California Education Code Section 41409.3;

2.3 Provide District with one (1) hard copy of the SARC for each School Site and an Adobe Acrobat Reader PDF file. Additional copies are outside the Initial Scope of Services (as defined in Exhibit A – Standard Terms and Conditions, Section 1), however, upon District's request, more copies will be provided for an additional fee, which shall be billed separately;

2.4 Serve as District's liaison with the California Department of Education and other government entities regarding (a) information requests, (b) clarifications, or (c) compliance reviews that may occur;

2.5 Maintain appropriate record keeping practices per State regulations;

2.6 Prior to finalizing the SARC, SI&A shall verify the propriety and accuracy of the information contained therein with District. District shall be entitled to a maximum of three (3) reviews and three (3) revisions of the draft version of the SARC prior to publishing within the Initial Scope of Services and Fees (as defined in Exhibit A – Standard Terms and Conditions). Revisions within the Initial Scope of Services include, but are not limited to, changes to State or district data. If District's proposed changes exceed either the Initial Scope of Services or the three (3) revisions maximum, the Parties shall execute an amendment to the Agreement and additional fees shall apply. In such event, SI&A shall provide District with an Agreement amendment describing the additional amounts of time and fees of the proposed revisions for District's review, approval and signature. SI&A will not perform additional services until such amendment is executed. Requests for additional revisions submitted after the Production Schedule (as defined in Exhibit B – SARC Format Checklist) may cause a delay of the final SARC delivery and result in additional fees under this Agreement; and

2.7 Complete delivery of the final SARC per the agreed upon Production Schedule (as defined in Exhibit B – SARC Format Checklist).

**3 Payment of Fees.**

3.1 Fees. For Services provided pursuant to the terms of this Agreement, District agrees to pay SI&A \$8,300 (the "Fee"), annually, as indicated in Exhibit C – Price Quote for Services.

3.2 Payment Plan. The Fee is payable as follows:

	<b><u>Fiscal year 2024/2025</u></b>  <b>07 / 01 / 2024 - 06 / 30 / 2025</b>  <b>Due 07/01/2024</b>
<b>Standard Annual Fee</b>	<b>\$8,300</b>

4. Entire Agreement. This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as Exhibit A and the Price Quote for Services attached hereto as Exhibit C, is the final expression of, and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.

5. Exhibits. All exhibits referred to in this Agreement are attached and incorporated herein by this reference.

6. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, including copies sent to a party by facsimile transmission or in portable document format (pdf), as against the party signing such counterpart, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement is dated as of the date set forth above.

**SI&A:**

**SCHOOL INNOVATIONS & ACHIEVEMENT**

**Signature:** Philip M. Charland  
**Date:** 03/14/2024  
**Print Name:** Philip M. Charland  
**Title:** Chief Revenue Officer  
**Company:** School Innovations & Achievement  
**Address:** 5200 Golden Foothill Parkway  
El Dorado Hills, CA 95762  
**Phone:** (800) 487-9234  
**Fax:** (800) 487-6441

**District:**

**San Ysidro Elementary School District**

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Print Name:** Marilyn Adrianzen  
**Title:** Chief Business Official  
**Company:** San Ysidro School District  
4350 Otay Mesa Road  
**Address:** San Ysidro, CA 92173  
**Phone:** (619) 428-4476  
**Fax:** N/A

Board approved: April 11, 2024

## **EXHIBIT A - STANDARD TERMS AND CONDITIONS**

1. **Scope of Services; Independent Contractor.** SI&A's services described in the Agreement (the "Services") detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Term, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The Parties agree that School Innovations & Achievement is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
2. **Termination.** Either Party may terminate the Agreement, with or without cause, by delivering written notice of termination to the other Party not later than sixty (60) days prior to expiration of the current Term (Initial or Successive) within the Agreement Term. The effective date of termination shall be the expiration of such current Term of the Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 2, neither Party shall have any liability to the other for damages resulting solely from a Party's termination of this Agreement in accordance with this Section 2.
3. **Termination Due to Changes in State Law.** If Legislation is enacted that eliminates or suspends K-12 education mandates, thereby making the filing of mandate reimbursement claims impossible or futile, District may immediately terminate this Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. All other terminations shall be subject to the terms and conditions set forth in Section 2, above.
4. **Notice.** All Agreement notices must be in writing, directed to the Party's address set forth below such Party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A Party may change the address stated in the Agreement by giving notice to the other Party.
5. **District's General Responsibilities; District Acknowledgment.** During the Agreement Term, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District, its employees and contractors properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
6. **Further Assurances.** Upon request of the other Party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
7. **Assignment Prohibited.** Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
8. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code; and Other Privacy Related Laws.**
  1. FERPA and California Educational Code and California Education Code. SI&A may have limited access to student data or information only for purposes of providing the services specified in the Agreement. SI&A performs the Services as an independent contractor of District. SI&A, its officers and employees, shall comply at all times with the Family Educational Rights and Privacy Act and, for any California District, California Education Code sections 49073 et seq. and/or sections 76240 et seq., as applicable. Further to the requirements of California Education Code section 49073.1, as applicable, SI&A and District agree that (a) any and all "Pupil records" (as that term is defined in Education Code section 49073.1 and hereinafter referred to as "Pupil Records") disclosed or transmitted to SI&A remain the property of District and under the control of District; (b) SI&A shall not use any Pupil Records disclosed or transmitted to SI&A by District or any information in those pupil records for any purpose other than those required or specifically permitted by the Agreement; (c) SI&A shall not disclose any Pupil Records disclosed or transmitted to SI&A by District to any third party; (d) SI&A shall dispose of the Pupil Records according to Section 16 below; and (e) SI&A shall not use any Pupil Records disclosed or transmitted to SI&A by District to engage in targeted advertising. The procedures (a) created by District to comply with the requirements of Education Code section 49073.1 and (b) used by SI&A to ensure the security and confidentiality of Pupil records are listed or referenced in Exhibit D to the Agreement. Notwithstanding the foregoing, District grants to SI&A a perpetual, exclusive, royalty-free license to use de-identified District Data and "Deidentified information" (as defined in Education Code section 49703.1) for any purpose allowed by law. As set forth in the Standard Terms and Conditions, District and SI&A shall cooperate to preserve the confidentiality of District Data as mandated by applicable federal and state law.
  2. Student Online Personal Information Protection Act ("SOPIPA"). SI&A does not knowingly use "Covered information" (as defined in Cal. Bus. & Prof. Code §§22584 to 2258 and hereinafter referred to as "Covered Information") or persistent unique identifiers for targeted advertising. SI&A does not knowingly develop student profiles with Covered Information or persistent unique identifiers, or sell or disclose Covered Information unless exceptions under SOPIPA apply.

3. California Consumer Privacy Act ("CCPA"). SI&A is a "service provider" (as defined under Cal. Civ. Code §1798.140(v) and hereinafter referred to as "Service Provider"). SI&A, as a Service Provider, does not further collect, sell, or use the "personal information" (as defined under Cal. Civ. Code §1798.140 (o)) except as necessary to perform obligations under the Agreement.
9. **Confidential and Proprietary Materials of SI&A.** During performance of the Agreement, SI&A may provide materials or disclose information to District that SI&A considers proprietary or confidential including, but not limited to SI&A's training handbooks, policy manuals, instructions, copyrighted checklists and forms ("SI&A's Materials"). District agrees that District acquires no interest of any kind in SI&A's Materials. At all times during and after the Agreement Term, District agrees (a) to keep SI&A's Materials in confidence and trust for SI&A; (b) not to disclose, duplicate or otherwise use SI&A's Materials, except in furtherance of SI&A's performance per the Agreement; (c) to limit access to SI&A's Materials to District's employees and/or contractors who have a "need to know;" and (d) to promptly return all copies of SI&A's Materials to SI&A after a request is made.
10. **Limitation of Liability; Indemnification.** In no event shall SI&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by SI&A under this Agreement. SI&A shall not be liable for any consequential damages. Each Party agrees to defend, hold harmless, and indemnify the other Party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying Party's breach of the terms of this Agreement. In the event that any action or proceeding is brought against a Party by reason of any claim or demand discussed in this Section 10, upon notice from the Party, the indemnifying Party shall defend the action or proceeding at the indemnifying Party's expense, through counsel reasonably satisfactory to the other Party. The obligations to indemnify set forth in this Section 10 shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses, and liabilities from the time of giving the first notice of any claim or demand. The indemnifying Party's obligations under this Section 10 shall apply regardless of whether the other Party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage caused solely by the active negligence or by the willful misconduct of the other Party.
11. **Governing Law; Enforcement Costs.** The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a Party's rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the Party may be entitled.
12. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et seq. BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT. All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
13. **Modification; Interpretation; Severability; Construction.** No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both Parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
14. **Waiver.** Either Party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, provisions by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
15. **Force Majeure.** A Party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other Party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.

EXHIBIT B



Please complete the following to enable SI&A to best manage District's expectations and SARC layout preferences.

**1. Page Layout:**

- Single-Sided
- Double-Sided

**2. Colors:**

- Anthem (red, white, and blue)
- Nantucket (shades of blue)
- Coastal (blues and greens)
- Greenhouse (greens and yellow)
- Tide Pool (shades of teal)
- Other - please list 2-3 colors here: \_\_\_\_\_

**3. Photos:**

- Stock SI&A Photos
- District Supplied Photos\*

\* SI&A may work with several of the District's school photos, supplied in digital format (such as a .jpeg or .gif file). The photos will run in color. If the pictures are of students, there must be a parental consent on file to use the photos in the SARC.

**4. District's SARC Contact:**

Name: Elizabeth Originales  
Telephone: (619)428-4476, Ext. 3019  
E-mail: elizabeth.originales@sysdschools.org  
Physical Address: 4350 Oray Mesa Rd., San Ysidro, CA 92173  
*(address where your SARC package will be mailed)*

**5. Production Schedule and Deadlines:**

- a. Following SI&A's receipt of the signed Agreement, SI&A's SARC Department shall contact District to discuss and finalize the Production Schedule, which shall establish deadlines, delivery dates, materials to be supplied by District and other items necessary to complete the SARC.
- b. Critical phases of the Production Schedule include the following:
  - i. Questionnaires to be completed by District and submitted to SI&A;
  - ii. SI&A's initial SARC draft sent for District's review;
  - iii. District's requested revisions of SARC provided to SI&A; and
  - iv. SARC is published and shipped.

**6. Translation Services:** If District has contracted for any translation services, these services require additional time to complete after all English SARCs are completed.

*If you have any questions, please call Sybil Pearson at (800) 487-9234.  
The SARC Production Team looks forward to working with you!*



**EXHIBIT C**

**PRICE QUOTES FOR SERVICES**

<b>ANNUAL SARC</b>	<b># of Sites</b>	<b>Cost Per Site</b>	<b>Total Cost to District</b>
SARC (English)	7	\$635	\$4,445
Spanish Translation	7	\$555	\$3,885
Translation Other than Spanish			
SARC Summary			
Translation Formatting			
<b>Total (annual fee rounded to the nearest \$100)</b>			<b>\$8,300</b>

**SCHOOL SITES**

La Mirada Elementary  
San Ysidro Middle School  
Smythe Elementary  
Sunset Elementary  
Willow Elementary  
Ocean View Hills Elementary School  
Vista Del Mar School

## EXHIBIT D

### PROCEDURES FOR COMPLIANCE WITH CALIFORNIA EDUCATION CODE SECTIONS 49073 ET SEQ. AND RELATED STATUTES

Statutory Provision	Procedure and/or Contractual Provision
<p>California Education Code § 49073.1(b)(1): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (1) A statement that pupil records continue to be the property of and under the control of the local educational agency."</p>	<p>See Standard Terms and Conditions, Exhibit A to this Agreement, Section 8(a).</p>
<p>California Education Code § 49073.1(b)(2): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (2) Notwithstanding paragraph (1), a description of the means by which pupils may retain possession and control of their own pupil-generated content, if applicable, including options by which a pupil may transfer pupil-generated content to a personal account."</p>	<p>The services and software provided under this Agreement do not include any pupil-generated content.</p>
<p>California Education Code § 49073.1(b)(3): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (3) A prohibition against the third party using any information in the pupil record for any purpose other than those required or specifically permitted by the contract."</p>	<p>See Standard Terms and Conditions, Exhibit A to this Agreement, Section 8(b).</p>
<p>California Education Code § 49073.1(b)(4): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (4) A description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information."</p>	<p>If a pupil or parent/guardian wants to review information and correct any erroneous information, the following process can occur:</p> <ol style="list-style-type: none"> <li>1. Parent, legal guardian, or eligible pupil may submit a request to District using the District's defined request procedures.</li> <li>2. The District representative will update the information in their Student Information System which will systematically update reporting information.</li> </ol>

Statutory Provision	Procedure and/or Contractual Provision
<p>California Education Code § 49073.1(b)(5): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (5) A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of pupil records. Compliance with this requirement shall not, in itself, absolve the third party of liability in the event of an unauthorized disclosure of pupil records."</p>	<p>SI&amp;A will:</p> <ol style="list-style-type: none"> <li>a. Only allow database to database connectivity to ensure all student information is always maintained in an audited database format</li> <li>b. Conduct monthly reviews of user access to databases</li> <li>c. Conduct annual training on student data security for all SI&amp;A employees. Training material is available to district upon request.</li> <li>d. Provide access for approved District users to all notification letters on secure SFTP site.</li> <li>e. Designate the Director of Technology as the responsible individual for maintaining the security of student data.</li> </ol>
<p>California Education Code § 49073.1(b)(6): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (6) A description of the procedures for notifying the affected parent, legal guardian, or eligible pupil in the event of an unauthorized disclosure of the pupil's records."</p>	<p>SI&amp;A's notification to the District Day-to-Day contact individual noted in Exhibit C by the District in writing to SI&amp;A will include the following components:</p> <ol style="list-style-type: none"> <li>1. Date of unauthorized disclosure</li> <li>2. Description of disclosure</li> <li>3. Description of root cause of the disclosure and what changes are being made to prevent future such issues.</li> </ol>

Statutory Provision	Procedure and/or Contractual Provision
<p>California Education Code § 49073.1(b)(7): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (7) (A) A certification that a pupil's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced. (B) The requirements provided in subparagraph (A) shall not apply to pupil-generated content if the pupil chooses to establish or maintain an account with the third party for the purpose of storing that content pursuant to paragraph (2)."</p>	<p>An aggregated copy of the districts performance during the time of the contract will be maintained within a reporting database. This is for district comparison purposes and does not contain any student identifiable information.</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> <li>1. All current student data will be de-identified and a unique SIA student ID code will be assigned to each student. The code will not contain any identifiable information. This will be applied for current year and prior year information.</li> <li>2. All backups with district information will be recalled and destroyed.</li> <li>3. This procedure will be completed within 120 days from contract completion.</li> <li>4. No outside vendor or individuals will participate in the process.</li> <li>5. A certified letter will be mailed to the District with a list of all activities completed.</li> <li>6. Enforcement of SI&amp;A's certification that the above activities have been complete will be accomplished by audit reviews of the activities by the IT Manager.</li> </ol>
<p>California Education Code § 49073.1(b)(8): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (8) A description of how the local educational agency and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g)."</p>	<p>This Agreement establishes SI&amp;A as a school official whose access to student data under this Agreement is in pursuit of SI&amp;A's legitimate educational interests in performing the services set forth under this Agreement.</p> <p>This designation is in compliance with the Family Education Rights and Privacy Act (20 U.S.C. Sec. 1232g), specifically Section 1232g(b)(1)(A).</p>
<p>California Education Code § 49073.1(b)(9): "A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (9) A prohibition against the third party using personally identifiable information in pupil records to engage in targeted advertising."</p>	<p>See Standard Terms and Conditions, Exhibit A to this Agreement, Section 8(e).</p>

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** ACCEPTANCE OF DONATIONS

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**BACKGROUND INFORMATION:**

The San Ysidro School District appreciates the support of individuals and organizations that contribute to the enhancement of the District’s educational programs. These grants/donations are in keeping with the criteria of Board Policy 3290.

The District would like to accept and thank the organization and/or individuals on the attached list for their generous contributions to education, students and staff.

**RECOMMENDATION:**

Accept donations and grants valued at \$450.00 to help support and enrich our educational programs.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

DONATIONS  
**\$450.00**

(Amount)

Cash/Checks Only  
Donations Account

(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No



**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Preschool & Child Development Programs  
Julie Pretzer, Director

Informational  
 Action

**AGENDA ITEM:** CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) CONTRACT –  
AMENDMENT 01

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**BACKGROUND INFORMATION**

The California State Department of Education has amended the Preschool & Child Development contract CSPP-3466 for fiscal year 2023-2024.

Amendment 01 includes the following:

- The Contractor agrees to comply with the terms and conditions of the current application; the San Diego County Local Individualized Subsidized Child Care Plan (hereafter the San Diego County Pilot Plan") as most recently approved by the California Department of Education; the General Terms And Conditions (GTC 04/2017)\*; the California State Preschool Program Contract Terms And Conditions (CT&C)\* and any subsequent changes to the CT&C\*, which are by this reference made a part of this Agreement. Where the GTC 04/2017 conflicts with the CT&C, the CT&C will prevail. The Contract must meet the specifications of the CT&C except where the San Diego County Pilot Plan allows for exceptions. Except as amended.

**RECOMMENDATION:**

Approve/Ratify Amendment 01 to the California State Department of Education Contract No. CSPP-3466 for the Preschool & Child Development Programs for fiscal year 2023-2024.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Renewal    New    Amendment    Ratify    Other

Financial Implications?

Yes    No

Are funds for this item available in the 2023-2024 Budget?

Yes    No

Requisition #

\$2,019,963.00

(Amount)

Preschool & Child Development (CSPP)

(Name of funding source and/or location)

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Recommended for:    Approval    Denial   Certification Requested    Yes    No



Amendment 01

LOCAL AGREEMENT FOR EARLY EDUCATION SERVICES

Add Pilot Language

DATE: July 01, 2023

CONTRACT NUMBER: CSPP-3466

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 37-6837-00-3

STATE AGENCY: CALIFORNIA DEPARTMENT OF EDUCATION

CONTRACTOR'S NAME: SAN YSIDRO ELEMENTARY SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2023 designated as number CSPP-3466 shall be amended in the following particulars but no others:

Add Reference to:

The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION\*; the SAN DIEGO COUNTY Local Individualized Subsidized Child Care Plan (hereafter the SAN DIEGO COUNTY PILOT PLAN") as most recently approved by the California Department of Education; the GENERAL TERMS AND CONDITIONS (GTC 04/2017)\*; the CALIFORNIA STATE PRESCHOOL PROGRAM CONTRACT TERMS AND CONDITIONS (CT&C)\* and any subsequent changes to the CT&C\*, which are by this reference made a part of this Agreement. Where the GTC 04/2017 conflicts with the CT&C, the CT&C will prevail. The Contract must meet the specifications of the CT&C except where the SAN DIEGO COUNTY PILOT PLAN allows for exceptions.

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

<b>STATE OF CALIFORNIA</b>		<b>CONTRACTOR</b>			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING			
TITLE Contract Manager		ADDRESS			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Early Education Programs	FUND TITLE General			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 2,019,963	(OPTIONAL USE) 0656 23038-6837				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 2,019,963	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2023	FISCAL YEAR 2023-2024	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER		DATE			



[Home](#) / [Finance & Grants](#) / [Allocations & Apportionments](#) / [Early Education](#)

## Early Education Programs 2023

Early Education Programs for Fiscal Year 2023-2024

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### Contact Information

- [Early Education Contract Analyst Directory](#)
- [Child Development Fiscal Appointment Directory](#)
- [Early Education and Support Division Consultant Directory](#)

### Contracts Office Mailing Address

Contracts, Purchasing and Conference Services

California Department of Education

1430 N Street, Suite 2213

Sacramento, CA 95814-5901

[EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov)

### Contract Terms

[California State Preschool Program Contract Terms and Conditions \(DOCX\)](#)

[General Interagency Agreement \(GIA 11/2022\)](#) [📄](#) (PDF)

[General Terms and Conditions \(GTC-04-2017\)](#) [📄](#) (PDF)

[Prekindergarten and Family Literacy Support \(CPKS\)](#) (DOCX)

### California Department of Social Services, Child Care and Development Programs

[Department of Social Services Child Care Transition homepage](#) [📄](#)

**Questions:** [Early Education Contracts](#) | [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) | **916-322-3050**

Last Reviewed: Monday, May 22, 2023

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**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
Manuel Bojorquez, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH HIGH TECH HIGH - DISTRICT INTERN PROGRAM

---

**BACKGROUND INFORMATION:**

The District would like to enter into an agreement with High Tech High (HTH) to extend the resources of HTH's Intern Program so that Participating Teachers may obtain a California teaching credential. This Accredited Program will prepare new teachers for a Single-Subject, Multiple-Subject, or Education Specialist (Mild/Moderate) teaching credential.

Term: July 1, 2024 to June 30, 2027

**RECOMMENDATION:**

Approve the 3-year agreement with High Tech High to provide the HTH District Intern Teacher Credentialing Program.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

---

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2024-2025 Budget?

Yes     No

Requisition #

TBD

  
(Amount)

General Fund

  
(Name of funding source and/or location)

Recommended for:     Approval     Denial    Certification Requested     Yes     No



## HTH Memorandum of Understanding (District Intern)

### SECTION 1

#### AUTHORITY AND SCOPE

**PARTIES** Effective July 1, 2024, this MOU establishes a partnership between High Tech High ("HTH") and San Ysidro School District ("Employer") a CA K12 public school.

**INTRODUCTION** High Tech High (HTH) is a Charter School Organization operating sixteen schools in San Diego County. The HTH District Intern teacher credentialing program ("Intern Program") is accredited by the Commission on Teacher Credentialing (CTC) to prepare new teachers ("Participating Teachers") for a Single Subject, Multiple Subjects or Education Specialist (Mild/Moderate) teaching credential.

**PURPOSE** This partnership extends the resources of HTH's Intern Program in order that Participating Teachers may obtain a California teaching credential. Employer benefits from access to the Intern Program in several ways, including an increased percentage of teachers who comply with state and federal standards and the ability to offer new teachers an innovative credentialing program. HTH and Employer enter into this Memorandum of Understanding to support Participating Teachers in the Intern Program. Accordingly, HTH and Employer operating under this MOU, agree as follows:

### SECTION 2

#### PROGRAM OVERVIEW

#### ADMISSIONS POLICY

Applicants may be "conditionally" admitted if all eligibility requirements have been met, with only CSET passage pending. Conditional admission allows participants to enroll in the summer term only. CSET must be passed by the start of the Fall term in order to be "officially" admitted.

#### PROGRAM FEE

Pre-Service Summer Coursework Fee \$975; Technology Fee \$25 (Total \$1000 One-Time Pre-Service fee)

1. Intern participants are required to have 120 hours of instruction prior to being admitted into the HTH District Intern Program.
2. This instruction includes foundational preparation in general pedagogy prior to the start of the program of study.
3. Completion of prerequisite coursework does not guarantee admission into the Intern program but is mandatory for enrollment.
4. Participating Teachers are responsible for paying the Pre-Service fee.

Program Fee \$4,000/per year plus \$100 One-Time Book Fee

1. Participating Teachers are responsible for paying the annual program fee.
2. Payment may be made on a monthly basis, quarterly, or annual basis.
3. Full payment for each year must be received by end of each program year **June 30<sup>th</sup>**.

Delinquent Fees: Until full payment is received

1. First-year Participating Teachers will be suspended from the program.
2. Second-year Participating Teachers will not be recommended for their preliminary credentials.

### SECTION 3

#### SUPPORT AND SUPERVISION

##### PROGRAM RESPONSIBILITIES

The High Tech High District Intern Program will:

1. Enroll and advise qualified participants in the Intern Program as Participating Teachers.
2. Provide credential analyst services to Participating Teachers.
3. Provide 120 hours of Preservice coursework instruction prior to the beginning of school, which includes 45 hours of specialized English Learner instruction.
4. Provide orientation and training to Mentors who are selected to observe and support Participating Teachers.
5. Offer all coursework either at its San Diego, Point Loma campus or virtually, if necessary due to Covid-19.
6. Communicate with the Mentor about the performance of the Participating Teacher as appropriate and provide additional support when the Director determines it is needed.
7. Provide Intern Program quality and compliance evaluations of Participating Teachers.
8. Award Participating Teachers transcript credit for all completed courses.
9. Recommend Participating Teachers to the California Commission on Teacher Credentialing for their District Intern Credential once all of the following program prerequisites are on file:
  - a. Official Transcripts verifying a conferred undergraduate degree
  - b. LiveScan Fingerprints on file with the CTC and valid Certificate of Clearance
  - c. Proof of meeting U.S. Constitution requirement by course or exam
  - d. Proof of meeting a Basic Skills Assessment (e.g. CBEST)
  - e. Proof of meeting Subject Matter Competency (e.g. CSET)
  - f. Proof of meeting RICA for all Multiple Subjects and Education Specialist Participating Teachers
  - g. All Participating Teachers must pass the Teaching Performance Assessment (TPA) prior to completion of the program.

##### EMPLOYER RESPONSIBILITIES

The Employer will:

1. **Provide a Mentor** to support each Participating Teacher who possesses the following minimum qualifications:
  - a. Three or more years of successful teaching experience.
  - b. Hold a Clear or Life credential with a CLAD designation or embedded EL authorization.
  - c. Current knowledge in the content they teach and understand the context of public schooling.
  - d. Knowledgeable about diverse abilities, cultural, language, ethnic, and gender diversity.
  - e. Knowledgeable about academic standards (Common Core of learning and Next Generation Science standards), frameworks, and accountability systems that drive the curriculum of public schools.
  - f. **NOTE:** The Program requires 12 mentor observations. The Employer may need to coordinate release time to accommodate these activities.
2. **Be a Qualified Administrator:** Administrators must hold a valid California Administrative credential or provide an explanation of why they are otherwise qualified administrators.

**Please indicate your administrator's status below:**

- The administrator at this school site holds a valid California Administrative credential  check box

OR

- The administrator is otherwise qualified because: \_\_\_\_\_

\_\_\_\_\_

3. **Provide a diversity of experience across age ranges:** Multiple Subjects candidates and Ed Specialists candidates will need to experience a diversity of age ranges. During two six-week periods in the school year, candidates will be asked to work with case study students outside of their classrooms/caseloads. Release time may be needed to accommodate these activities.
4. **Provide Teaching Performance Assessment (TPA) Support:** All Participating Teachers must pass the Teacher Performance Assessment (TPA) prior to completion of the program. This requires that they are provided time and allowance to video tape two CAL TPA cycles within their placement.

## MENTOR RESPONSIBILITIES

The assigned Mentor will:

1. Meet with the participating teacher weekly (min. 35 hrs) and report the content.
2. Conduct 12 formal observations and report the content.
3. Serve as the point of contact for the HTH Program and must attend HTH Mentor training and Presentations of Learning (POLs).
4. Model best professional practices in teaching and learning, scholarship, and service.
5. Provide support focused on knowledge, skills, and abilities related to supporting English learners and students with disabilities in the classroom and school environment. This includes assisting with planning lessons that are appropriately designed and differentiated for English learners, and students with disabilities, assessing language needs and progress, and supporting language accessible instruction through in-classroom modeling and coaching.
6. Provide sufficient resources to Participating Teachers, including the identification of protected time for employer-provided support to mentor to work with intern within the school day including clearly defined expectations for type/frequency of support.
7. Emphasize the importance of the Intern Program to all Participating Teachers and mentors and support their efforts to complete the program within the two-year timeframe.
8. Ensure Participating Teachers attend and document professional development on their own campus in addition to the HTH District Intern Program.
9. Provide a minimum of 144 hours of support/mentoring and supervision to each Participating Teacher including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies.
10. **NOTE:** HTH does not pay a mentor stipend or provide any other compensation to partner schools. We suggest that our partner schools compensate mentors at a rate comparable to what HTH mentors receive (\$2,000 per year per mentor).

## SECTION 4

### GENERAL PROVISIONS

#### PRIVACY

HTH understands that the educational record of the Participating Teacher, employed by the listed Employer, is protected by FERPA. As a result of this Agreement, the Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the Participating Teacher. HTH agrees to protect the privacy of educational records concerning any Participating Teacher and will not transmit, share or disclose any such records without the Participating Teacher's written consent, except to other school officials who have a legitimate educational interest in the records.

#### COMMUNICATION

One person from each organization serves as the official contact for that organization and coordinates the process of carrying out this MOU.

HTH Contact/Title: Cecilia Nevarez, Credential Analyst

Email: [credentialing@hightechhigh.org](mailto:credentialing@hightechhigh.org)

(Please fill in the following information):

Partner Contact Name/Title: Manuel Bojorquez, Director of Human Resources

Email: manuel.bojorquez@sysdschools.org

**TERM**

The term of this MOU is three (3) years from the effective date of this agreement and may be extended upon a written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days' written notice without penalties or liabilities. Should your school no longer employ the Participating Teacher, written notification must be provided to HTH within ten (10) days. The Participating Teacher will have sixty (60) days to secure appropriate employment to remain eligible to participate in the Intern Program.

**NONDISPLACEMENT OF CERTIFICATED EMPLOYEES**

HTH Teacher Center and its affiliated schools certify that Interns do not displace certificated employees in the participating districts.

**AUTHORIZATION** The signing of this MOU is not a formal undertaking. It implies that the signatories, to the best of their ability, will strive to reach the objectives stated in this MOU. On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

(Please fill in the following information):

**District/Charter Representative:**

Contact/Title:

Marilyn Adrianzen, Chief Business Official

Organization/Address:

San Ysidro School District, 4350 Otay Mesa Road, San Ysidro, CA 92173

Email:

marilyn.adrianzen@sysdschools.org

Date:

Board approved:

04-11-24

Signature:

**District Intern Program:**

Contact/Title: Sarah Barnes-Shulman, Director of Intern and Induction Programs

Organization/Address: High Tech High Charter Teacher Center, 2150 Cushing Road, San Diego, CA 92106

Email: [sbarnes@hightechhigh.org](mailto:sbarnes@hightechhigh.org)

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
Manuel Bojorquez, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH HIGH TECH HIGH - INDUCTION PROGRAM

---

**BACKGROUND INFORMATION:**

The District would like to enter into an agreement with High Tech High (HTH) to support Participating Teachers in the Induction Program. The District will provide a mentor to support each Participating Teacher who meets the minimum qualifications outlined in the Memorandum of Understanding.

Term: September 15, 2024 to September 14, 2027

**RECOMMENDATION:**

Approve the 3-year agreement with High Tech High to support Participating Teachers in the Induction Program.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

---

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2024-2025 Budget?

Yes     No

Requisition #

TBD  
(Amount)

General  
(Name of funding source and/or location)

---

Recommended for:     Approval     Denial    Certification Requested     Yes     No



## HTH Memorandum of Understanding (Induction)

### SECTION 1

#### AUTHORITY AND SCOPE

#### PARTIES

Effective September 15, 2024, this MOU establishes a partnership between High Tech High Teacher Center ("HTH") and San Ysidro School District ("Employer") a CA K-12 public school.

#### INTRODUCTION

High Tech High (HTH) is a Charter School Organization operating sixteen schools in San Diego County. The HTH Teacher Center Induction program ("Induction Program") is accredited by the Commission on Teacher Credentialing (CTC) to prepare new teachers ("Participating Teachers") for a Single Subject, Multiple Subjects or Education Specialist (Mild/Moderate) teaching credential.

#### PURPOSE

This partnership extends the resources of the Teacher Center's Induction Program in order that Participating Teachers may obtain a California clear teaching credential. Employer benefits from access to the Induction Program in several ways, including an increased percentage of teachers who comply with state and federal standards and the ability to offer new teachers an innovative credentialing program. HTH and Employer enter into this Memorandum of Understanding to support Participating Teachers in the Induction Program. Accordingly, HTH and Employer operating under this MOU, agree as follows:

### SECTION 2

#### PROGRAM OVERVIEW

#### ADMISSIONS POLICY

To be eligible to enroll in the HTH Induction Program, an applicant must meet all eligibility criteria listed below.

1. Employed or offered employment as the teacher of record, 50% or more time, in a K-12 public school environment within San Diego County.
2. Hold a CA Preliminary Teaching Credential(s) in one or more of the following areas: Single Subject, Multiple Subjects, Education Specialist Mild/Moderate and Mod/Severe support needs.

#### PROGRAM FEE

Fees: \$1,000/per year plus a one-time Enrollment Fee of \$200

1. Participating Teachers are responsible for paying a one-time enrollment fee due upon admission.
2. Participating Teachers are responsible for paying the annual program fee.
3. Payment for the program fee may be made on a monthly basis, or annual basis.
4. Full payment for the year must be received by May 15th.

#### Refund Policy:

1. Right to Cancel (100% Refund of Program Fee): All candidates have the right to cancel the enrollment agreement, without penalty or obligation, and obtain a refund of charges paid through the attendance at the first meeting session, or the seventh day after enrollment, whichever is later. Non-attendance does not constitute official program cancellation.
2. The \$200 enrollment fee is nonrefundable after August 15th. A written request must be submitted to [credentialing@hightechhigh.org](mailto:credentialing@hightechhigh.org) within these timeframes.
3. Withdrawal (Pro Rata Refund): Induction program candidates may withdraw at any time up until December 15th and still receive a partial refund of the program fee. A written request must be submitted to [credentialing@hightechhigh.org](mailto:credentialing@hightechhigh.org)
  - a. The pro rata refund will be calculated based on the following Withdraw Dates:
    - i. September 15th to October 30th = 75% refund is due.
    - ii. November 1st to December 15th = 50% refund is due.

#### Delinquent Fees: Until full payment is received

1. First year Participating Teachers will be suspended from the program.
2. Second year Participating Teachers will not be recommended for their preliminary credential.

### SECTION 3

#### SUPPORT AND SUPERVISION

#### PROGRAM RESPONSIBILITIES

The HTH Induction Program will:

1. Enroll and advise participants in the Induction Program as Participating Teachers.
2. Provide credential analyst services to Participating Teachers.
3. Provide eight (8) monthly meetings based upon Improvement Science research methodologies.
4. Provide assistance with instructional planning and development of effective teaching.
5. Provide orientation and training to Mentors who are selected to observe and support Participating Teachers.
6. Offer all monthly meetings online.
7. Communicate with the Mentor about the performance of the Participating Teacher as appropriate and provide additional support when the Director determines it is needed.
8. Upon successful completion of the Induction Program, and having met all credential renewal requirements in addition to Induction (e.g. earn English Learner authorization), HTH Induction will:
  - a. Recommend Participating Teacher for a California Clear teaching credential.
  - b. Participants may purchase 3-semester units per year (total of 6 units) through our partnership with the High Tech High Graduate School of Education (GSE)-by request only.
  - c. Maintain Participating Teacher Induction records for up to five years.

#### EMPLOYER RESPONSIBILITIES

The Employer will:

1. **Provide a Mentor** to support each Participating Teacher who possesses the following minimum qualifications:
  - a. Three or more years of successful teaching experience
  - b. Hold a Clear or Life credential with a CLAD designation or embedded EL authorization
  - c. Current knowledge in the content they teach and understand the context of public schooling
  - d. Knowledgeable about diverse abilities, cultural, language, ethnic and gender diversity
  - e. Knowledgeable about academic standards (Common Core of learning and Next Generation Science standards), frameworks, and accountability systems that drive the curriculum of public schools
  - f. **NOTE:** The Program requires three (3) mentor observations and three (3) mentee observations. The Employer may need to coordinate release time to accommodate these activities.

## MENTOR RESPONSIBILITIES

The assigned Mentor will:

1. Meet with the participating teacher weekly (min. 1 hr/week) and weekly report the content.
2. Conduct three (3) observations each year and report the content.
3. Attend Mentor trainings, Induction Orientation, and Celebration of Learning in May.
4. Model best professional practices in teaching and learning, scholarship and service.
5. Provide support focused on knowledge, skills, and abilities related to supporting English learners in the classroom and school environment. This includes assisting with planning lessons that are appropriately designed and differentiated for English learners, assessing language needs and progress and to support language accessible instruction through in-classroom modeling and coaching.
6. Provide sufficient resources to Participating Teachers, including the identification of protected time for employer-provided support/mentor to work within the school day including clearly defined expectations for type/frequency of support.
7. Emphasize the importance of the Induction Program to all Participating Teachers and mentors and support their efforts to complete the program within the two year timeframe.
8. Ensure Participating Teachers attend and document professional development on their own campus in addition to the HTH Induction Program.
9. **NOTE:** HTH does not pay a mentor stipend or provide any other compensation to a partner school.

## SECTION 4

### GENERAL PROVISIONS

#### PRIVACY

HTH understands that the educational record of the Participating Teacher, employed by the listed Employer, is protected by FERPA. As a result of this Agreement, the Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the Participating Teacher. HTH agrees to protect the privacy of educational records concerning any Participating Teacher and will not transmit, share or disclose any such records without the Participating Teacher's written consent, except to other school officials who have a legitimate educational interest in the records.

#### COMMUNICATION

One person from each organization serves as the official contact for that organization and coordinates the process of carrying out this MOU.

HTH Contact/Title: Cecilia Nevarez, Credential Analyst

Email: [credentialing@hightechhigh.org](mailto:credentialing@hightechhigh.org)

(Please fill in the following information):

Partner Contact Name/Title:

Manuel Bojorquez, Director of Human Resources

Email:

manuel.bojorquez@sysdschools.org

**TERM**

The term of this MOU is three (3) years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities. Should your school no longer employ the Participating Teacher, written notification must be provided to HTH within ten (10) days. The Participating Teacher will have sixty (60) days to secure appropriate employment to remain eligible to participate in the Induction Program.

**AUTHORIZATION**

The signing of this MOU is not a formal undertaking. It implies that the signatories, to the best of their ability, will strive to reach the objectives stated in this MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

(Please fill in the following information):

**District/Charter Representative:**

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Contact/Title: Marilyn Adrianzen, Chief Business Official

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Organization/Address: San Ysidro School District, 4350 Otay Mesa Road, San Ysidro, CA 92173

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Email: marilyn.adrianzen@sysdschools.org

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Date: Board approved: 04-11-24

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Signature:

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**Induction Program:**

Contact/Title: Sarah Barnes-Shulman, Director of Intern and Induction Programs  
Organization/Address: High Tech High Charter Teacher Center, 2150 Cushing Road, San Diego, CA 92106  
Email: [sbarnes@hightechhigh.org](mailto:sbarnes@hightechhigh.org)

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
Manuel Bojorquez, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH THE UNIVERSITY OF MASSACHUSETTS GLOBAL

---

**BACKGROUND INFORMATION:**

The San Ysidro School District will enter into an agreement with the University of Massachusetts Global to provide educational field experiences as may be called for in the requirements of the various authorized credentials for public service (Single Subject, Multiple Subject, and Special Education). The term of this agreement shall commence on April 12, 2024 and terminate on January 1, 2027.

**RECOMMENDATION:**

Approve the agreement with the University of Massachusetts Global to provide educational field experiences.

---

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Yes     No

Are funds for this item available in the 2023-2024 Budget?

Yes     No

Requisition #

--

TBD

(Amount)

General Fund

(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

## MEMORANDUM OF UNDERSTANDING

**THIS AGREEMENT** entered into by and between **UNIVERSITY OF MASSACHUSETTS GLOBAL, A private nonprofit affiliate**, hereinafter called the **UNIVERSITY** and San Ysidro School District, hereinafter called the **DISTRICT**:

**WHEREAS**, the governing board of a school district may enter into agreements with a college or university approved by the Commission on Teacher Credentialing (CTC) as a teacher education institution (Ed. Code Section 44227), to provide educational field experiences as may be called for in the requirements of the various authorized credentials for public school service; and

**WHEREAS**, the University operates fully accredited educational programs for its candidates; and

**WHEREAS**, it is to the mutual benefit of the University and the District to make a program of educational fieldwork experiences available to the University's candidates at the District's facilities.

**NOW, THEREFORE**, it is mutually agreed upon between the parties as follows:

### GENERAL TERMS AND CONDITIONS

1. **Term.** The term of this agreement shall commence on April 12, 2024 and terminate on January 1, 2027. This agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
2. **Termination.** Notwithstanding anything herein contained to the contrary, either party may terminate this agreement with thirty (30) days written notice to the undersigned. In the event of early termination of this agreement, candidates who have not yet completed their K-12 Educational field experience assignment in the District may complete their assignment at the discretion of the District. Nothing in this agreement shall limit the right of the University, acting in its sole discretion, to remove a candidate from the K-12 setting at any time.
3. **Amendments.** The provisions of this agreement may be altered, changed, or amended, by mutual written consent of the parties hereto.
4. **Execution.** This agreement may be executed in one or more counterparts, all of which shall constitute one and the same document. Counterparts may be exchanged by facsimile or email. Each counterpart, whether an original signature or a facsimile copy, shall be deemed an original as against any Party who signed it.
5. **Scope of Work and Compensation.**  
Refer to **Exhibit A** for Scope of Work and Compensation (if applicable).
6. **Insurance.**
  - a. The District shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees.

- b. The University shall maintain minimum insurance coverage for Worker's Compensation, including Employer's Liability, covering its employees and candidates. Include Waiver of Subrogation endorsement.
- c. The University shall carry professional liability insurance coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, for its employees, agents, and candidates.
- d. The University shall maintain general liability and sexual abuse and molestation (SAM) insurance coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate per occurrence, covering its employees, agents, and candidates. The District shall be named additional insured with the appropriate endorsements.
- e. The University maintains proof of all insurance coverage and will provide said proof to the District upon request.
- f. The employment status of candidates and the responsibility for insurance coverage for candidate activities depends upon the status of the candidates as set forth below:
  - i. Candidates Participating in Unpaid K-12 Educational Field Experience not at Candidate's Place of Employment: If the University's candidates are participating in an unpaid K-12 educational field experience not at his or her place of employment, it is understood that the University's candidates are fulfilling specific requirements for field experiences as part of a degree or credential program requirement, and therefore, the University's candidates do not thereby become employees of the District by virtue of their field experience. The University shall be responsible for providing insurance coverage for such candidates, pursuant to Sections 6.a and 6.b of this agreement.
  - ii. Candidates Participating in Unpaid K-12 Educational Field Experience at Candidate's Place of Employment: If the University's candidates are participating in an unpaid internship or field experience at his or her place of employment, it is understood by that the University and the District shall keep the field experience and work duties of the University's candidates strictly separate. The University shall be responsible for providing insurance coverage for such candidates' field experience pursuant to Section 6.a and 6.b of this agreement. The District shall be responsible for providing insurance coverage for such candidates' activities as a District employee pursuant to Section 6.a and 6.b of this agreement.
  - iii. Candidates Participating in Paid K-12 Intern Status – Candidates participating under the California Teacher Credentialing (CTC) state requirement and are paid interns of the District, The District shall be responsible for providing insurance coverage for such candidates' activities as a District employee pursuant to Section 6.a and 6.b of this agreement.

**7. Confidentiality.**

- a. All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District or the project shall remain strictly confidential and shall not be disclosed without consent of the District. The University agrees to

notify candidates that they are responsible for respecting and maintaining the confidentiality of all information with respect to all students of the District.

b. The University and the District agree to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, and all requirements imposed by or pursuant to regulation of the Department of Education to the end that the rights and privacy of the students enrolled in the District and of their parents are not violated or invaded. This assurance is given to obtain access to individual student data for the purpose of using said data to fulfill assignments or contractual obligations with the District. The provisions of the Family Educational Rights and Privacy Act of 1974 include, but are not limited to ensuring that (a) no identification of students or their parent(s)/guardian(s) by persons other than representatives of the University and required persons performing activities mandated by the California Department of Education, California Commission on Teacher Credentialing (i.e. auditors) is permitted; (b) the individual student data will be destroyed when no longer needed for the purpose(s) for which they were obtained; (c) no access to individual student data shall be granted by the University to any other persons, agency, or organization without the written consent of the pupil's parent/guardian, except for sharing with other persons within the District or representatives of the University, so long as those persons have a legitimate interest in the information; (d) the District will not disclose the candidate records of the University's candidates except to University and District officials who have a legitimate need for the information consistent with their official responsibilities.

8. **Non-Discrimination.** The University and the District agree to make no distinction among candidates covered by this agreement on the basis of race, color, religion, national origin, gender, age, disability, or status as a veteran.
9. **Transportation of Interns.** Neither the University nor the District will provide transportation for candidates between the University and the District school. Each candidate shall be responsible for his or her transportation.
10. **Scope of Authority.** The District shall exercise exclusive control over the administration, operation, maintenance and management of the District and its schools, and the University's candidates while they are in residence at the District. Subject thereto, the University shall exercise control and supervision over the operation, curriculum, faculty and candidates of the University within the prescribed framework.
11. **Indemnification.**  
Each Party agrees to be responsible for any personal injury or damage caused by its own negligent acts or omissions. Each Party further agrees to defend itself and pay any judgements and costs arising out of such negligent acts or missions. Nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

12. **Other.**

The District may, for good cause, refuse to accept any Teacher Candidate of the University

assigned to student teaching in the District. Upon request of the District, made with good cause, the University shall terminate the student teaching assignment of said Teacher candidate.

The University will ensure that Candidates who participate in student teaching (a) meet the California Basic Skills requirement, (b) demonstrate Subject Matter Competence (or 4/5 of subject matter competence for undergraduates in an approved Subject Matter Preparation Program), (c) meet the U.S. Constitution requirement, (d) possess a valid certificate of clearance, or other valid CTC document, (e) have a negative TB test, and (f) provide DOJ and FBI clearance. All Candidates will go through the District’s onboarding process.

**13. Notices / Contact Information**

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service, (b) email or (c) by U.S. Mail, mailed certified mail with return receipt requested, addressed to the following entities.

<b>UNIVERSITY:</b>	<b>University of Massachusetts Global</b>	
Name:	Dr. David Andrews	
Title:	Chancellor & CEO	
Address:	16355 Laguna Canyon Road	
City/State/Zip Code:	Irvine, CA 92618	
Telephone:	949-341-9886	
Email:	soecontracts@umassglobal.edu	

<b>DISTRICT:</b>	<b>San Ysidro School District</b>	
Name:	Marilyn Adrianzen	Manuel Bojorquez
Title:	Chief Business Official	Director of Human Resources
Address:	4350 Otay Mesa Road	4350 Otay Mesa Road
City/State/Zip code:	San Ysidro, CA 92173	San Ysidro, CA 92173
Telephone:	(619) 428-4476	(619) 428-4476 x3012
Email:	Marilyn.adrianzen@sysdschools.org	Manuel.bojorquez@sysdschools.org

**14. Governing Law**

This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of San Diego, State of California, but only after dispute resolution as provided herein.

**15. Entire Agreement**

This Agreement represents the entire understanding of District and University as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

**16. Warranty of Authority:**

Each of the parties signing this Agreement warrants to the other that he or she has the full authority to enter into agreement on behalf of the Party for which his or her signature is made.//

**UNIVERSITY**

University of Massachusetts Global

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Authorized Agent

Dr. David Andrews, Chancellor & CEO

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Date:

Phone Number: 949-341-9886

**DISTRICT**

**San Ysidro School District**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

Marilyn Adrianzen, Chief Business Official

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approved:

Version 2022-23



**SUPERVISED INTERNSHIP AGREEMENT**

Please check below all the applicable supervised internship programs in which your District will be participating with University of Massachusetts Global.

<b>SINGLE SUBJECT</b>	<input checked="" type="checkbox"/>	<b>SCHOOL PSYCHOLOGY</b>	<input type="checkbox"/>
<b>MULTIPLE SUBJECTS</b>	<input checked="" type="checkbox"/>	<b>SCHOOL COUNSELING</b>	<input type="checkbox"/>
<b>SPECIAL EDUCATION</b>	<input checked="" type="checkbox"/>	<b>EDUCATION ADMINISTRATION</b>	<input type="checkbox"/>

THIS AGREEMENT is made and entered into by and between University of Massachusetts Global hereinafter called the "UNIVERSITY," and the San Ysidro School District, hereinafter called "FIELDWORK SITE."

WHEREAS, an INTERN, as defined in Appendix A, is required to enroll in education courses while serving under the supervision of experienced UNIVERSITY and FIELDWORK SITE professionals, during which time the INTERN shall hold an internship credential granted by the California Commission on Teacher Credentialing, (hereinafter the "COMMISSION").

**I. RESPONSIBILITIES OF THE UNIVERSITY**

- A. The UNIVERSITY will assure that the student shall have completed the necessary educational prerequisites, if so required, to be eligible for supervised fieldwork. For intern teachers, this includes the minimum number of preservice hours required by the CTC for issuance of the Intern Credential.
- B. Each Intern shall apply for the Internship Credential through the Teacher Accreditation Department at University of Massachusetts Global, upon verification of employment from the School District.
- C. The UNIVERSITY shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the FIELDWORK SITE, the activities of each student assigned to FIELDWORK SITE and student fieldwork experience.
- D. The UNIVERSITY shall complete periodic observations and/or evaluations of the student regarding his/her performance at the FIELDWORK SITE as per arrangement between the UNIVERSITY faculty or staff member and the FIELDWORK SITE supervisor.

**II. RESPONSIBILITIES OF THE FIELDWORK SITE**

- A. The FIELDWORK SITE shall provide field experiences in such schools or classes of the FIELDWORK SITE and under the direct supervision and instruction of such employees of the FIELDWORK SITE, as specified by the duly authorized representatives of the FIELDWORK SITE and the UNIVERSITY.
- B. The FIELDWORK SITE shall provide students with experiences with a student population that is diverse in terms of ethnicity, culture, language, socio-economics and/or special needs.
- C. The FIELDWORK SITE staff will promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FIELDWORK SITE or involving employees or

agents of the FIELDWORK SITE, take prompt and effective remedial action when discrimination or harassment is found to have occurred, and promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.

- D. To notify the UNIVERSITY of any change in its personnel, operation, or policies which may affect the field education experience.
- E. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- F. The FIELDWORK SITE staff shall comply with APPENDIX B regarding the FIELDWORK SITE's supervision of UNIVERSITY students.
- G. The FIELDWORK SITE acknowledges that each INTERN under this Agreement shall be a paid employee of the FIELDWORK SITE and thus covered under the FIELDWORK SITE'S insurance policies, including Workers' Compensation, to the extent available to other teachers. No intern shall be considered an employee or agent of University of Massachusetts Global while performing services for the District.

### III. THE PARTIES MUTUALLY AGREE

- A. Neither party shall discriminate in the assignment of INTERNS on the basis of race, color, disability, gender, religion, national origin, ancestry, sexual orientation, or any other basis prohibited by law.
- B. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- C. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT INFORMATION:

San Ysidro School District  
4350 Otay Mesa Rd.  
San Ysidro, CA 92173  
Attn: Director of Human Resources  
Phone: (619) 428-4476 ext. 3015

UNIVERSITY CONTACT INFORMATION:

University of Massachusetts Global  
16355 Laguna Canyon Road  
Irvine, CA 92618  
Attn: School of Education, Dean  
Fax: (800) 775-0128

- D. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- E. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- F. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

- G. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be San Diego County, California.

#### **IV. TERM AND TERMINATION OF AGREEMENT**

- A. THE TERM of this Agreement shall be effective 04/12/2024 and shall continue in full force and effect through 01/01/2027. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all students performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.



**Appendix A**  
**Definition of Internship**

- A. "INTERN" is defined according to the COMMISSION as a person who is enrolled in a COMMISSION-approved internship program and is serving with an Internship Credential issued upon the recommendation of the UNIVERSITY.
- B. INTERNS shall not displace certificated FIELDWORK SITE employees. FIELDWORK SITE further agrees to provide written certification that no person with the appropriate credential, background and qualifications is interested and/or available in the position that is the subject matter of this Agreement.
- C. The internship may continue for a period of up to two years and the credential may be renewed upon a showing of good cause.
- D. The internship program is being implemented in order to provide the INTERN with an opportunity to gain field experience on a paid basis. In the event that the internship is being developed to meet an employment shortage, FIELDWORK SITE agrees to provide a statement regarding the availability of qualified, certificated individuals holding the appropriate credential.
- E. The Internship Credential is issued for service only in the FIELDWORK SITE District and the UNIVERSITY shall notify the COMMISSION of the FIELDWORK SITE'S participation.

**Appendix B**  
**Specific Supervision Requirements for Each Program**

**Intern Teachers:**

- A.** The intern assumes full teaching and legal responsibility for their classroom from the first day of the teaching assignment as a paid employee of the District for at least **one academic year**, subject to the District's personnel policies and State law(s).
- B.** The intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No intern may coach extracurricular activities nor be required to attend meetings that present a conflict with his/her internship responsibilities at University of Massachusetts Global.
- C.** The intern is expected to attend all school and district in-service training sessions whenever possible. The intern will also attend assigned District and School orientations that occur prior to the start of the school. If there is a conflict between University and District training, University meetings shall take priority during the Internship period.
- D.** Pursuant to California Education Code §44321, the supervision and support of interns is the responsibility of both the Commission-approved teacher preparation program and the employer. The Commission requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the program and of the employer.

**a. General Support and Supervision Provided to All Intern Teachers**

The UNIVERSITY and DISTRICT together shall provide a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies. The minimum support, mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.

- i. The UNIVERSITY shall select supervisors that have current knowledge in their subject matter area; understand the context of public schooling; ability to model best professional practices in teaching and learning, scholarship and service; knowledge about diverse abilities, cultural, language, ethnic and gender diversity; and understanding of academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- ii. The UNIVERSITY shall provide supervision and ongoing support for a minimum of 72 hours per school year. University supervisors will conduct classroom observations a minimum of four times each term that include pre and post observation discussions. Supervisors will maintain weekly contact with the intern to provide support related to planning, curriculum, and instruction in addition to problem solving regarding students.
- iii. The DISTRICT shall select mentor teachers who meet the following qualifications:
  - 1. valid corresponding Clear or Life credential in a subject area comparable to that of the intern's subject area,
  - 2. three years successful teaching experience, and
  - 3. the English Learner (EL) Authorization (if responsible for providing specified EL support).

If the mentor does not hold an EL Authorization, the district must identify an individual who does have a valid EL authorization and who is immediately available to assist the intern with planning lessons that are appropriately designed

and differentiated for English learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.

- iv. The DISTRICT shall provide supervision and ongoing support for a minimum of 72 hours per school year with a minimum of two hours of support/mentoring and supervision per week. The mentor(s) role is to provide support specifically addressing issues in the intern's classroom (See Appendix B for examples of support/supervision activities). Interns without an English Language Authorization must also receive focused English Language instruction support.
- v. The UNIVERSITY shall provide orientation and training for the district mentors and university supervisors.
- vi. The UNIVERSITY provides the 10 hour CTC mandatory mentor training.
- vii. The DISTRICT requires mentors complete the CTC mandatory 10 hour training. Experienced mentors may be eligible to waive up to 8 hours of this training based on prior experience and professional development.
- viii. The University Supervisor and District Mentor shall meet together regularly with the intern to ensure the intern is following the California Teaching Performance Expectations.
- ix. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 144 hours of mentoring via forms submitted by the interns in LiveText.
- x. The District Mentor and site administrator shall participate in surveys that provide feedback to the university regarding the internship experience.
- xi. University may request use of video capture for candidate supervision, reflection, and CAL TPA completion to reflect to the extent possible Intern's knowledge, skills, and abilities to instruct TK-12 students while meeting state-adopted academic standards. School Site shall inform Teacher Education Credential Interns of video recording policies in place for the CAL TPA task video capture requirement.

**b. Support and Supervision Specific to Teaching English Learners**

The following additional support/mentoring and supervision shall be provided to an intern teacher who enters the program without a valid English learner authorization listed on a previously issued multiple subject, single subject, or education specialist instruction teaching credential; a valid English learner or Cross-cultural, Language and Academic Development (CLAD) authorization:

- i. The UNIVERSITY shall provide 45 hours of support/mentoring and supervision per school year, including in-classroom coaching, specific to the needs of English learners. The minimum support/mentoring and supervision provided to an intern teacher who assumes daily teaching responsibilities after the beginning of a school year shall be equal to five hours times the number of months remaining in the school year. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern teacher's development of knowledge and skills in the instruction of English learners.

- ii. The DISTRICT shall identify an individual who will be immediately available to assist the intern teacher with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed. The identified individual may be the same mentor assigned pursuant to section I above provided the individual possesses an English learner authorization and will be immediately available to assist the intern teacher. (See Appendix B for examples of support/supervision activities).
- iii. An individual who passes the California Teaching of English Learner (CTEL) examinations prior or subsequent to the issuance of the intern credential may be exempted from the additional 45 hours of support/mentoring and supervision specific to the needs of English learners.
- iv. The UNIVERSITY shall monitor the completion of university and employer-provided support/mentoring to ensure that interns teachers are receiving the minimum 45 hours of support/mentoring specific to the needs of English learners via forms submitted by the interns in LiveText.

**School Counseling Fieldwork:**

- A. Provide an average of one (1) hour of individual or one-and-one-half (1.5) hours of small group supervision per week from an experienced school counselor with at least two years of professional experience.
- B. The program assigns qualified supervisors and provides training based on the program’s design.

Qualifications for supervisors must include, but are not limited to:

- a. Possession of a PPS School Counselor credential and a minimum of two years PPS experience as appropriate to the candidate’s fieldwork setting.
- b. The University will provide materials for supervisors on training in models of supervision, the SCPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

Candidates are required to:

- c. Complete a minimum of eight hundred (800) clock hours in two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours within each level. Two hundred (200) hours of the eight hundred (800) clock hours may be completed in other areas related to schools and/or counseling, such as field work hours needed for a Child Welfare and Attendance (CWA) authorization.
- d. Meet with their supervisor for one (1) hour of individual or one-and-one-half (1.5) hours of small group (limit 8 candidates per group) supervision per week. 600 clock hours are required in a public Pre-K-12 school, must be supervised by a professional who holds a valid PPS credential and is always also accessible to the candidate while the candidate is accruing fieldwork hours.

C. University Supervision Requirements include:

- e. One-and-one-half (1.5) hours per week of group supervision provided on a regular schedule throughout the field experience, usually performed by a program faculty member.

- f. The program provides preparation and continuing education for field experience supervisors on program requirements, models of supervision, and the SCPEs, in collaboration with site supervisors. Site Supervisors share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
- D. Provide opportunities for students to gain a broad range of experiences, including experiences in:
- a. Personal and career assessments
  - b. Personal counseling experience in either an individual or group context
  - c. Experience in School-based programs serving parents and family members
  - d. Observing classroom instruction
  - e. Attending district and school-based meetings
  - f. Mapping school-based community resources
  - g. The candidate is to perform, under supervision, the functions of school counselors in school counseling domains.
  - h. Participating in professional development activities.
  - i. Participating in individual or group supervision.
  - j. Learning about and using technology and information systems.
  - k. Learning about Individual differences and student diversity.
- E. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including, (a) elementary, middle school or junior high, and (b) high school.
- F. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school counselor who has at least two years' experience in school counseling to serve as the primary supervisor. The candidate may also work with other experienced school counselors for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two candidates.
- G. The FIELDWORK SITE shall ensure that the candidate receives an average of one hour of individual or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- H. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university session.
- I. The FIELDWORK SITE shall ensure that the candidate will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

**I. Specific Supervision Requirements School Psychology Fieldwork:**

There are two required levels of field based activities. The first level, practicum, consists of a series of supervised experiences that occur prior to the culminating field experience or internship, and is conducted in field-based settings. The practicum provides for the application of pedagogical knowledge, skills and abilities as identified in the SPPEs.

- A. Provide an average of two (2) hours of individual or small group supervision per week from an experienced school psychologist.
- B. Assigned practicum supervisors must meet the following qualifications for practicum/fieldwork supervisors must include but are not limited to:
  - Minimum of 3 years of experience as professional in the field
  - Possession of a PPS School Psychology Credential

- Knowledge of context and content appropriate to the practicum experience. A field-based professional holding a current and valid credential authorizing service as a school psychologist provides direct culminating fieldwork or internship supervision.

- C. Provide experiences with a diverse student population.
- D. Provide experiences with a variety of educational programs.
- E. A minimum of twelve hundred (1,200) clock hours of field experience is required as part of the culminating fieldwork or internship according to the following guidelines:
  - i. The culminating field experience or internship is typically completed within one (1) academic year but shall be completed within no more than two (2) consecutive academic years.
  - ii. The culminating field experience or internship must include a minimum of one thousand (1000) clock hours in a preschool –grade 12 school setting providing direct and indirect services to pupils.
  - iii. Up to two hundred (200) hours of field experience may be acquired in other settings such as(a) private, state-approved educational programs; (b) other appropriate mental health-related program settings involved in the education of pupils; (c) relevant educational research or evaluation activities. Supervision and principal responsibility for the field experience in other settings is the responsibility of the off-campus agency.
  - iv. A written plan for the culminating field (or intern) experience is prepared and agreed upon by representatives of the local educational agency, the field (or intern) supervisor(s), and program supervisory staff. The field experience plan is completed early in the field experience and is periodically reviewed and revised by the University Supervisor along with input from the site supervisor. The plan identifies the field experience objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan also delineates the responsibilities of both the university and the local supervisory personnel.
- F. Provide opportunities for candidates to gain a broad range of experiences, including experiences in:
  - a. Data based decision making: Assessing and reevaluating individual pupils and their programs.
  - b. Collaboration and consultation with school personnel and participation on interdisciplinary teams.
  - c. Developing, implementing and evaluating academic and behavioral interventions.
  - d. Providing counseling and other mental health interventions.
  - e. Home, school, community collaboration: working with parents and community members.
  - f. Learning about, helping develop, or evaluating policy, practices and programs.
  - g. Participating in professional development activities.
  - h. Participating in individual or group supervision.
  - i. Learning about and using technology and information systems.
  - j. Learning about Individual differences and student diversity.
- A. The University will provide materials for supervisors on training in models of supervision, the SPPEs, and program fieldwork requirements share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
- B. The FIELDWORK SITE shall provide activities that occur across at minimum of two of four settings, including (a) preschool, (b) elementary, (c) middle school or junior high, and (d) high school.

- C. The FIELDWORK SITE in collaboration with the UNIVERSITY will designate one school psychologist who has at least three years' experience in School Psychology to serve as the primary supervisor. The student may also work with other experienced school psychologists for specific activities. In no case shall any supervisor be assigned by the FIELDWORK SITE to provide concurrent supervision for more than two interns or students.
- D. The FIELDWORK SITE shall ensure that the student receives an average of two hour of individual or two hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- E. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluations of the student's performance near the end of each university session.
- F. The FIELDWORK SITE shall ensure that the candidate will be treated by the district as part of the professional staff and provided a supportive work environment, adequate supplies, counseling and test materials. In addition, it shall see that the candidate is encouraged to participate in district, SELPA, or county committees; and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

**School Administration Fieldwork:**

- A. The FIELDWORK SITE shall provide student with individual and/or small group supervision from an experienced school administrator.
- B. The FIELDWORK SITE shall provide student with experiences with a diverse student population.
- C. The FIELDWORK SITE shall provide student with experiences with a variety of educational programs.
- D. The FIELDWORK SITE shall ensure that the student receives an average of one hour of individual and/or one and one-half hours of group face-to-face supervision per week, although more time may be needed, especially at the beginning of the FIELDWORK experience.
- E. The FIELDWORK SITE supervisor, in collaboration with the UNIVERSITY faculty, will complete at least one written evaluation of the student's performance near the end of each university semester.
- F. The FIELDWORK SITE shall ensure that the student will be treated by the FIELDWORK SITE as part of the professional staff and is provided a supportive work environment and adequate supplies. In addition, it shall see that the INTERN is encouraged to participate in district or county committees and that he/she is provided release time as needed to attend professional development experiences or professional association meetings.

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Special Education Department  
Oscar Madera, Director

Informational  
 Action

**AGENDA ITEM:** AMENDMENT TO THE SAN DIEGO COUNTY NONPUBLIC MASTER CONTRACTS WITH THE INSTITUTE FOR EFFECTIVE EDUCATION

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**BACKGROUND INFORMATION:**

California's nonpublic schools (NPS) are specialized schools that provide services to students with disabilities. [EC Section 56034](#) defines a nonpublic, nonsectarian school (nonreligious) as a private, nonsectarian school that enrolls individuals with exceptional needs pursuant to an individualized education program. A student's tuition in an NPS is paid by the public LEA, which places the student in the NPS based on the student's individual needs. Unlike other private schools, each NPS is certified by the CDE.

To comply with State and Federal Regulations, the administration requests the approval of NPS master contracts with The Institute for Effective Education (TIEE) for the 2023-2024 school year.

On August 10, 2023, the Governing Board approved the Master Contract TIEE for the school year 2023-24. This Amendment revises the projected cost to include additional services for a new student with exceptional needs. The estimated costs are \$12,303.20 for services at The Children's Workshop, a nonpublic school.

**RECOMMENDATION:**

Approve/Ratify the amendment to the San Diego County Nonpublic Master Contract – Individual Services Agreement with The Institute for Effective Education for school year 2023-2024 to provide individualized education for students with exceptional needs. The new estimated contract cost is \$259,903.00 and will be paid from the Special Education fund.

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**LCAP GOAL AND ACTION/SERVICE:**

Goal 1, Item 1.18: Continue to provide site and/or district based academic intervention programs to serve the districts unduplicated student groups (i.e. English Learners, Socio-Economically Disadvantaged, Students with Disabilities, etc.) and educationally disadvantaged students in Comprehensive Support and Improvements Schools. Personnel (e.g. instructional aides) may be hired to support in-class interventions for all student groups including unduplicated students at all school sites. Increase the instructional day to expand opportunities for students to accelerate learning through targeted intervention and enrichment to accelerate learning and increase engagement for all students including unduplicated students.

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Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

PROJECTED  
**\$259,903.00**  
(Amount)

Special Education  
(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

# INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

(FOR USE WITH SAN DIEGO COUNTY NONPUBLIC MASTER CONTRACT APPENDIX A: SCHOOLS)

**2023-2024**

This agreement is effective on March 11, 2024 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2024, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency (LEA) San Ysidro School District Nonpublic School The Institute for Effective Education (Children's Workshop)

LEA Case Manager: Name Oscar Madera Phone Number (619) 428 - 4476

Pupil Name \_\_\_\_\_ Sex:  M  F Grade: 2nd  
 \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.)

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip CA 92154

DOB \_\_\_\_\_ Residential Setting:  Home  Foster  LCI # \_\_\_\_\_  OTHER \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone (619) \_\_\_\_\_ ( \_\_\_\_\_ )  
 \_\_\_\_\_ (Residence) \_\_\_\_\_ (Business)

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 \_\_\_\_\_ (if different from student)

**AGREEMENT TERMS:**

1. *Nonpublic School:* The average number of minutes in the instructional day will be: 300 during the regular school year  
300 during the extended school year
2. *Nonpublic School:* The number of school days in the calendar of the school year are: 61 during the regular school year  
30 during the extended school year

3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. **INCLUSIVE EDUCATION PROGRAM:** (Applies to nonpublic schools only): Daily Rate: 383.20  
 (Includes Educational Counseling (not ed related mental health) services, Speech & Language services, Behavior Intervention Planning, and Occupational Therapy as specified on the student's IEP.)

Estimated Number of Days 91 x Daily Rate 383.20 = PROJECTED BASIC EDUCATION COSTS (A) \$34,871.20

**B. RELATED SERVICES:**

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		X		per IEP	135.20	91 days	\$12,303.20
Individual and Small Group Instruction (350) (Ages 3-5 only)							
Language and Speech (415)		X			INCLUDED		INCLUDED
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care - LVN (435)							
Health and Nursing: Specialized Physical Health Care - RN (435)							
Health and Nursing: Specialized Physical Health Care - CRN (435)							

# INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

(FOR USE WITH SAN DIEGO COUNTY NONPUBLIC MASTER CONTRACT APPENDIX A: SCHOOLS)

**2023-2024**

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Health and Nursing Services: Other - LVN (436)							
Health and Nursing Services: Other - RN (436)							
Health and Nursing Services: Other - CRN (436)							
Health and Nursing Services: Other - Health Aide/CNA (436)							
Assistive Technology Services - Credentialed (445)							
Assistive Technology Services – Classified (445)							
Occupational Therapy (450)		X			INCLUDED		INCLUDED
Physical Therapy (460)							
Physical Therapy - Licensed PT Assistant (460)							
Individual Counseling (510)							
Counseling and Guidance (515)							
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535) – BI Design							
Behavior Intervention Services (535) – BI Implementation							
Behavior Intervention Services (535) – BII (AIDE)							
Behavior Intervention Services (535) – BII (RBT)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							

# INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

(FOR USE WITH SAN DIEGO COUNTY NONPUBLIC MASTER CONTRACT APPENDIX A: SCHOOLS)

**2023-2024**

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Interpreter Services (715)							
Interpreter Services – Shift Differential (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Recreation Services, Including Therapeutic (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Job Coaching (855)							
Mentoring (860)							
Agency Linkages (referral and placement) (865)							
Travel Training (870)							
Other Transition Services (890)							
Other Services (900) Music Therapy							
Other Services (900) Vision Therapy							

# INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

(FOR USE WITH SAN DIEGO COUNTY NONPUBLIC MASTER CONTRACT APPENDIX A: SCHOOLS)

**2023-2024**

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Other Service (900)							
Transportation-Emergency							
Bus Passes							

ESTIMATED MAXIMUM RELATED SERVICES COST (C) \$ \$12,303.20

4. Other Provisions/Attachments:

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MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON August 10, 2023

INDIVIDUAL SERVICES AGREEMENT APPROVED BY CASE MANAGER:

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

3/20/24  
 \_\_\_\_\_  
 (Date)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-DISTRICT-

The Institute for Effective Education (Children's Workshop)  
 (Name of Nonpublic School)

San Ysidro School District  
 (Name of School District)

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

3/8/24  
 \_\_\_\_\_  
 (Date)

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

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

Hillary Whiteside, Executive Director  
 (Name and Title)

Marilyn Adrianzen, Business Chief Official  
 (Name of Superintendent or Authorized Designee)

Board approved/ratified: 04-11-24

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 1, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Information Management Systems  
Todd Lewis, Director

Informational  
 Action

**AGENDA ITEM:** DISPOSAL OF OBSOLETE, DAMAGED AND OUTDATED TECHNOLOGY EQUIPMENT

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**BACKGROUND INFORMATION:**

The Information Management Services Department regularly evaluates District equipment and has determined that there are approximately 989 items that are obsolete and/or beyond repair. These items include old projectors, Chromebooks, computers, laptops, monitors, and various parts/cables.

The District has no need to retain these items and recommends that they be dispersed by means of recycling per Board Policy BP3270 Sale and Disposal of Books, Equipment, and Supplies. Recycling International is a company that has been used in the past to dispose of this type of equipment in a safe and secure manner. A portion of the revenue generated through this process will be remitted to the District. The list of equipment is attached.

**RECOMMENDATION:**

Approve the disposal of technology equipment that is obsolete, damaged, outdated and/or beyond economic repair.

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**LCAP GOAL AND ACTION/SERVICE:**

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

TBD  
(Amount)

General Fund  
(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested     Yes     No

SYSD Tag #	Broken/Other	Description	Damage	School
No Asset Tag	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SYMS S/N: 5CD7115S01
A001411	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	OVHS
017791SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017755SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017692SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017697SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017711SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017767SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017726SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017746SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017698SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017735SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017756SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017793SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017772SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017693SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017734SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017769SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017712SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
017714SYSD	End of Life	ASUS Tablet mod.PO28 Android.7.0	End of life stuck on 62.0.3202.84 ver	CDC
No Asset Tag	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	MO: # JYQFY22 ED SERV
No Asset Tag	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	No Serial Tag
013463SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
013355SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015112SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014929SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
013486SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
013411SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
013480SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014365SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015096SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014887SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015081SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014476SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
013388SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015017SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014903SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014287SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014367SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015005SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015007SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015069SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
015024SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
014916SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS
004762SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	OVHS



A001598	End of Life	HP Chromebook 14 G3	Stuck on version 76 close to end of life	OVHS
A001102	End of Life	HP Chromebook 14 G3	Stuck on version 76 close to end of life	OVHS
A001174	End of Life	HP Chromebook 14 G3	Stuck on version 76 close to end of life	OVHS
004738SYSD	End of Life	HP Chromebook 14 G3	Stuck on version 76 close to end of life	OVHS
004745SYSD	End of Life	HP Chromebook 14 G3	Stuck on version 76 close to end of life	OVHS
A001228	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	OVHS
A001630	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	OVHS
No Assettag	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	OVHS NXGC7AA001812066D47200
015118SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SM
004717SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
018643SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004716SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004715SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004729SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004690SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004704SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004714SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004719SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004671SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004735SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004721SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004725SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004724SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
004731SYSD	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
X6132101	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
X6132141	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SS
A001550	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SS
A001454	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SS
A001558	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SS
A001502	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SS
A001541	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SS
A001545	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SS
014460SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
013272SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
013493SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
014875SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
015053SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
018650SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
014333SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
013338SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
015104SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
014478SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
014894SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
014485SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet
014406SYSD	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet







A001268	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001317	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001081	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001190	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
004624SYS	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001064	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001291	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001201	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001100	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
A001290	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
5CD7113VN6	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
5CD7113W3R	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
5CD711551D	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet
No Asset Tag	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet S/N :5CD5461KK2
No Asset Tag	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet S/N:5CD55460SL8
014304SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
015041SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
014396SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
013254SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
013274SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
014939SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
015088SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
013374SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
014429SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
014432SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
014312SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
013345SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
018645SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SunSet/CDC
A001250	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet/CDC
A001083	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet/CDC
A001233	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet/CDC
A001244	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet/CDC
004745SYS	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SunSet/CDC
004672SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	SYMS
014951SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
013445SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
013246SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
A001286	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
014920SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
015141SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
A001160	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	SYMS
A001075	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SYMS
A001098	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SYMS
A001107	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SYMS
A001285	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SYMS

A001207	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	SYMS
A001576	End of Life	ACER Chromebook CB3-431 series	Keys.missing and end of life	SYMS
A001660	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SYMS
A001629	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SYMS
A001453	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	SYMS
A001176	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	VDM
A001442	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	VDM
014272SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	WI
013400SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	WI
015028SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	WI
014945SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	WI
014319SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	WI
A001274	End of Life	HP Chromebook 14 G3	Stuck on version 76 close to end of life	WI
A001450	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	WI
A001386	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	WI
A001595	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	WI
A001552	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	WI
A001601	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	WI
No Asset Tag	End of Life	DELL Chromebook 11	Doesn't hold charge and stuck on version 76	Willow
004718SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004713SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004692SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004689SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004727SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004675SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004676SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004682SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004667SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
004639SYS	End of Life	DELL Chromebook 11	Stuck on version 76 close to end of life	
A001024	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001025	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001000	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001011	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001028	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
015178SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001006	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001018	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
014265SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
013383SYS	End of Life	HP Chromebook 14 SMB	Stuck on version 76 close to end of life	
A001259	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001313	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
NO ASSET TAG	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001125	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001146	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001199	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	

A001238	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001275	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001312	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001175	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001093	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001049	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
NO ASSET TAG	End of Life	HP Chromebook 14 G4	Stuck on version 76 close to end of life	
A001365	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001358	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001342	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001657	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001491	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001612	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001626	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001511	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001631	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001530	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001580	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001331	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001620	End of Life	ACER Chromebook CB3-431 series	Stuck on version 86 & end of life	
A001729	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	LM
SY1200003	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	LM
SY9900680	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	O.S. couldn't be loaded shows error	LM
SY9901704	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Key board doesn't work	LM
A001827	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
017595SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
A001810	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY9904045	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY2400290	Normal Wear & Tear (Age)	HP Chromebook 14 G6	Screen Broken used for parts	OVHS
SY2400224	Normal Wear & Tear (Age)	HP Chromebook 14 G6	Screen Broken used for parts	OVHS
SY2400285	Normal Wear & Tear (Age)	HP Chromebook 14 G6	Screen Broken used for parts	OVHS
SY9900471	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Video issue	OVHS
SY9901127	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Doesn't turn on	OVHS
SY9901569	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Doesn't turn on	OVHS
SY9901334	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Doesn't turn on	OVHS
SY9900463	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Key board doesn't work	OVHS
SY9900464	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	OVHS
SY9900816	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	OVHS
SY9901110	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	OVHS
018997SYSD	Normal Wear & Tear (Age)	ACER Chromebook 851 Series	KB doesn't work & used for parts	OVHS
004025SYSD	Normal Wear & Tear (Age)	HP Chromebook 11GS EE	Power input damaged and doesn't tur on	PTA /OVHS
004023SYSD	Normal Wear & Tear (Age)	HP Chromebook 11GS EE	Power input damaged and doesn't tur on	PTA /OVHS
004786SYSD	Normal Wear & Tear (Age)	HP 11-V010NR	doesn't charge & missing keys	PTA /OVHS
004779SYSD	Normal Wear & Tear (Age)	HP 11-V010NR	doesn't charge	PTA /OVHS
No asset tag	Normal Wear & Tear (Age)	HP 11-V010NR	doesn't charge	PTA /OVHS

004783SYSD	Normal Wear & Tear (Age)	HP 11-V010NR	doesn't charge	PTA/OVHS
No Asset Tag	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	S/N: 5CD015HVZ2 SYMS
No Asset Tag	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	S/N: 5CD107MPF3 SYMS
SY1600233	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SM
SY9902113	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SM
017592SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SM
004290SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SM
SY1600205	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
SY1600100	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
SY1600254	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
004410SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
SY9903996	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
004333SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
SY1600122	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
SY1600120	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
SY1600169	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
A001943	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
017558SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Video issue/needs lamps used for parts	SM
017593SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen doesn't turn on used for parts	SM
SY1600083	Normal Wear & Tear (Age)	HP Chromebook 14 G5	O.S. can't be loaded on this device	SM
SY9902938	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SM
SY9900365	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue Key Board Missing Keys	SM
SY9901652	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue Key Board Missing Keys	SM
SY9901319	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue Key Board Missing Keys and O.S. Frozed	SM
SY9900727	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	O.S. couldn't be loaded shows error	SM
SY9901292	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SM
SY9900749	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SM
SY9900712	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SM
SY9900397	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SM
SY9900045	Normal Wear & Tear (Age)	ACER Chromebook 871 Series	No Video	SM
SY9900065	Normal Wear & Tear (Age)	ACER Chromebook 871 Series	Doesn't turn on	SM
SY9900062	Normal Wear & Tear (Age)	ACER Chromebook 871 Series	Doesn't turn on & used for parts	SM
SY1800051	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Can't load O.S. --keeps showing error	SS
SY1800043	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY9902044	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY1800126	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY1800016	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't get video, used for parts	SS
SY9902534	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY9902502	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY1800136	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY1800136	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY9902685	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY9903703	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SS
SY9900709	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Screen Issue - No Video	SS
SY9900618	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SS

SY9900354	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Screen Issue - No Video	SS
SY9900382	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Screen Issue - No Video	SS
SY9901285	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Screen Issue - No Video	SS
SY9901821	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SS
SY9900640	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SS
SY9900707	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Screen Issue - No Video	SS
SY9900645	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SS
SY9900174	Normal Wear & Tear (Age)	ACER Chromebook 851 Series	KB doesn't work & used for parts	SS
SY9902986	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Can't load O.S. --keeps showing error	SYMS
A001945	Normal Wear & Tear (Age)	HP Chromebook 14 G5	MB issue doesn't let the wireless card works used for parts	SYMS
SY2200013	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen bad doesn't turn on /lamps issue	SYMS
SY9902062	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen bad doesn't turn on /lamps issue	SYMS
SY9903099	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen bad doesn't turn on /lamps issue	SYMS
SY9902092	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen bad doesn't turn on /lamps issue	SYMS
SY2200066	Normal Wear & Tear (Age)	HP Chromebook 14 G5	MB issue can't be loaded the O.S.	SYMS
SY9903075	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SYMS
SY9903590	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	SYMS
SY9904546	Normal Wear & Tear (Age)	HP Chromebook 11G5 EE	Power input damaged and doesn't tur on	SYMS
SY9900808	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	MB issue doesn't boot	SYMS
SY9901251	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	MB issue doesn't boot	SYMS
SY9900850	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	SYMS
SY9901254	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	SYMS
SY9900446	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	SYMS
SY9900818	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	SYMS
SY9900811	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SYMS
SY9900801	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SYMS
SY9900652	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	SYMS
A001394	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't turn on	SYMS
SY9902299	Normal Wear & Tear (Age)	HP Chromebook 14 G5	MB issue no video used for parts	VDM
SY9904711	Normal Wear & Tear (Age)	HP Chromebook X360 11G3 EE	Dosen't turn on /MB issue used for parts	VDM
SY9904701	Normal Wear & Tear (Age)	HP Chromebook X360 11G3 EE	Dosen't turn on /MB issue used for parts	VDM
SY9904728	Normal Wear & Tear (Age)	HP Chromebook X360 11G3 EE	Dosen't turn on /MB issue used for parts	VDM
SY9900563	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	VDM
SY9900593	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	VDM
SY9900591	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	VDM
A001528	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't turn on	VDM
A001644	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't turn on	VDM
A001439	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't turn on	VDM
SY2000189	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen issue /lamps used for parts	WI
SY9903539	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Screen issue /lamps used for parts	WI
SY9901979	Normal Wear & Tear (Age)	HP Chromebook 14 G5	No video used for parts	WI
004156SYS	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Doesn't turn on used for parts	WI
SY9901981	Normal Wear & Tear (Age)	HP Chromebook 14 G5	MB issue no video used for parts	WI
017618SYS	Normal Wear & Tear (Age)	HP Chromebook 14 G5	MB issue no video used for parts	WI
SY9901814	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	O.S corrupted and MB issue used for parts	WI

SY9901405	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	WI
SY9900781	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	WI
SY9901170	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	WI
SY9900343	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	WI
SY9901792	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	WI
SY9900208	Normal Wear & Tear (Age)	ACER Chromebook 871 Series	KB doesn't work & used for parts	WI
004233SYSD	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	
SY2200188	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	
SY2200039	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Viideo issue used for parts	
SY9903097	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	
SY9903072	Normal Wear & Tear (Age)	HP Chromebook 14 G5	Mother board issue dosen't turn on used for parts	
SY9901725	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Doesn't boot	
SY9900777	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	
SY9901817	Normal Wear & Tear (Age)	Lenovo Chromebook 100e 2nd Gen	Mother board issue dosen't turn on used for parts	
A001455	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't boot	
A001392	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't boot	
A001537	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't boot	
A001661	Normal Wear & Tear (Age)	ACER Chromebook CB3-431 series	Doesn't boot	
SY9900905	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	DO
004684SYSD	Student Broken	DELL Chromebook 11	Broken screen and case damaged	LM
SY1200086	Student Broken	HP Chromebook 14 G5	Screen Broken	LM
SY9903363	Student Broken	HP Chromebook 14 G5	Screen Broken	LM
SY1200080	Student Broken	HP Chromebook 14 G5	Screen Broken	LM
SY9902738	Student Broken	HP Chromebook 14 G5	Screen Broken	LM
A001747	Student Broken	HP Chromebook 14 G5	Screen Broken	LM
SY9903404	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	LM
SY9903421	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	LM
SY1200087	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	LM
SY9901231	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken and Key Borad doesn't work used for parts	LM
SY9900433	Student Broken	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	LM
SY9901701	Student Broken	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	LM
004910SYSD	Student Broken	ACER Chromebook CB744-1w series	Screen Broken used fro parts	LM
SY9903187	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902235	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902241	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9903951	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902598	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400248	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400036	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400174	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400084	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400246	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9903292	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY3300069	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902234	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS

SY9903254	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400136	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
A001793	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400175	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY3300076	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400015	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY2400021	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY2400149	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9904007	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9903906	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9903647	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9901946	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9903622	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY3300092	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902599	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902207	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902247	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY3300027	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY2400031	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
A001826	Student Broken	HP Chromebook 14 G5	Screen bad	OVHS
A001969	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
004603SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902827	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9903916	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902220	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9900939	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
004578SYSD	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY2400003	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY2400182	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
A001801	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY3300004	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY2400056	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY9903931	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
A001836	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY9903165	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY9901910	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY9903274	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY2400152	Student Broken	HP Chromebook 14 G5	Doesn't turn on used for parts	OVHS
SY2400101	Student Broken	HP Chromebook 14 G5	USB ports damaged used for parts	OVHS
017564SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9903443	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY1600272	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902434	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
SY9902412	Student Broken	HP Chromebook 14 G5	Screen Broken	OVHS
004602SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS

SY9901492	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902275	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
A001758	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9904046	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902597	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
004538SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902221	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9902835	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	OVHS
SY9901562	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	OVHS
SY9900462	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	OVHS
SY9901126	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	OVHS
SY9900456	Student Broken	Lenovo Chromebook 100e 2nd Gen	liquid spilled MB damaged	OVHS
A001404	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	OVHS
004812SYSD	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	OVHS
004780SYSD	Student Broken	HP 11-V010NR	Screen Broken	PTA /OVHS
004776SYSD	Student Broken	HP 11-V010NR	Screen Broken	PTA /OVHS
SY9900101	Student Broken	HP 11-V010NR	Screen Broken	PTA /OVHS
004736SYSD	Student Broken	DELL Chromebook 11	Broken screen and case damaged	SM
SY1600191	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903968	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9900929	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600085	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903657	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
004361SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903964	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903687	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600084	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9902448	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
004423SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903250	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9902665	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903239	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600068	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
004235SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600268	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1800101	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903049	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903808	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600026	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903963	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600123	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
017570SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903426	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9902436	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
004484SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SM

SY1600186	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600252	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903981	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9903973	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY9902111	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
017550SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600019	Student Broken	HP Chromebook 14 G5	Screen Broken	SM
SY1600021	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY1600225	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903988	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
004244SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9902444	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903420	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9902430	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903953	Student Broken	HP Chromebook 14 G5	USB's Broken used for parts	SM
SY9903427	Student Broken	HP Chromebook 14 G5	Water damage used for parts	SM
07601SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY1600097	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903419	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY16700170	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
004337SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY1800053	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY1600269	Student Broken	HP Chromebook 14 G5	Water damaged	SM
004365SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903665	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903998	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903955	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY1600257	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9903691	Student Broken	HP Chromebook 14 G5	Screen doesn't turn on used for parts	SM
SY1600261	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY9901062	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
SY600031	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SM
004340SYSD	Student Broken	HP Chromebook 14 G5	VOMITED	SM
004035SYSD	Student Broken	HP Chromebook 11GS EE	Missing Keys	SM
SY9900664	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SM
SY9900675	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SM
SY9900744	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SM
SY9901218	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SM
SY9900395	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SM
SY9900520	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SM
004873SYSD	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	SM
004856SYSD	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	SM
SY9900056	Student Broken	ACER Chromebook 871 Series	Screen Broken & doesn't turn on	SM
SY9902514	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9903498	Student Broken	HP Chromebook 14 G5	Screen Broken	SS

SY9902673	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9902662	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
A001956	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9903496	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY1800109	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9900179	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9901547	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9901695	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY1800254	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY9902428	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY1800031	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SS
SY9902004	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SS
SY1800011	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SS
SY1800039	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SS
SY1800217	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY1800007	Student Broken	HP Chromebook 14 G5	Screen Broken	SS
SY1800195	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SS
SY9901663	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SS
SY9901694	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SS
SY9901652	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken and Key Borad doesn't work used for parts	SS
SY9901517	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SS
SY9901510	Student Broken	Lenovo Chromebook 100e 2nd Gen	Bad keyboard & Screen Broken used for parts	SS
SY9900165	Student Broken	ACER Chromebook 871 Series	Screen Broken	SS
018924SYSD	Student Broken	ACER Chromebook 851 Series	Screen Broken	SS
SY2200006	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
004485SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9903067	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
017538SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902648	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200031	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200058	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9903596	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902478	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200019	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
004126SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902956	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902096	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9901488	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903071	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903051	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200001	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9901459	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200132	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903078	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200ZW	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS

SY9903098	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9900959	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902082	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200036	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9901486	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9900931	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902060	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903572	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9901470	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903062	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902605	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
004477SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9900942	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200128	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9903954	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9901499	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9903571	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200053	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200040	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902460	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200051	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9905568	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
A001075	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200159	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902960	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
A001926	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200033	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200052	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
004515SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9901964	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY2200027	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903559	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903088	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200155	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902053	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903558	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9901464	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902075	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902072	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903561	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
017612SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200003	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200111	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902482	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200108	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS

A001756	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902280	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
01859SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	SYMS
SY9902061	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
A001907	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200107	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200110	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9903554SY9901474	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
004332SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2400122	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200135	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902498	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902480	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902488	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902993	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
A001894	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902473	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200145	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902979	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
A001745	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9905196	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2200029	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9902962	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY2266071	Student Broken	HP Chromebook 14 G5	Screen Broken	SYMS
SY9904471	Student Broken	HP Chromebook 11G5 EE	Screen Broken	SYMS
SY9900538	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9901269	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9900837	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9900668	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9901274	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9900378	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9900843	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9900504	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9901689	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9901375	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9905563	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9905623	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9905575	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	SYMS
SY9902884	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903794	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9901896	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902647	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9901887	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903321	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903779	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM

004569SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9901852	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903771	Student Broken	HP Chromebook 14 G5	Doesn't turn on after was spited with water	VDM
SY9903753	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901895	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903336	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901980	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902857	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902295	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903792	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY2500044	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902622	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903479	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902255	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903303	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY2500009	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
004601SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903787	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902291	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903775	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9901864	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902255	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903303	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY2500009	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
004601SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903787	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902291	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903775	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9901864	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902862	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902851	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903146	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903110	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903777	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902883	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902606	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902259	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902272	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY2500018	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903143	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9903761	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY25000038	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902640	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
SY9902870	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM
004598SYSD	Student Broken	HP Chromebook 14 G5	Screen bad doesn't turn on /lamps issue	VDM

SY9903121	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902274	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902629	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903782	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902633	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902852	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903343	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY2500031	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902867	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902287	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY2500030	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902877	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SDY9903102	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
004519SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901870	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903344	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901873	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
004536SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901851	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY2500020	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902258	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9902641	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901868	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903316	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
004585SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903800	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903114	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
003465SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY2500016	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903140	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9903115	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY2500041	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY3300089	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9901861	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM
SY9905649	Student Broken	HP Chromebook 11 MK G9 EE	Screen Broken used for parts	VDM
SY9904704	Student Broken	HP Chromebook X360 11G3 EE	Broken Screen & missing / damaged key	VDM
SY9904405	Student Broken	HP Chromebook X360 11G3 EE	Screen Broken	VDM
SY9904422	Student Broken	HP Chromebook X360 11G3 EE	Screen Broken	VDM
SY9904299	Student Broken	HP Chromebook X360 11G3 EE	Screen Broken used for parts	VDM
SY9901635	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
SY9901621	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
SY9901160	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
SY9901177	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
SY9901184	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
SY9901179	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM

SY9900552	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
SY9900594	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	VDM
004845SYSD	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	VDM
004829SYSD	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	VDM
SY2400043	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	VDM/OVHS
4460	Student Broken	HP Chromebook 14 G5	Screen Broken	VDM/SYMS
A004090	Student Broken	HP Chromebook 14 G5	Screen Broken	WI
004599SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
A001905	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902000	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902396	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000190	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902741	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000043	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9903521	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000105	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902369	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9903837	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000108	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9901990	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
A001998	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000103	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000061	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000027	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902748	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9903819	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9903522	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902715	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY1800110	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
017522SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000139	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902995	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000026	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000184	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9901957	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
A001912	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000007	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902731	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
017626SYSD	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902727	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000225	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000031	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902362	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9908816	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000188	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI

SY2000122	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000018	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000197	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000071	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000172	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
004158SYS	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9902749	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9903810	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000117	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY2000216	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	WI
SY9904505	Student Broken	HP Chromebook 11G5 EE	Screen Broken	WI
SY9901413	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	WI
SY9901425	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	WI
SY9900761	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	WI
SY9901784	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	WI
SY9900790	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	WI
SY9901794	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken and Key Borad doesn't work used for parts	WI
SY9900230	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken and Key Borad doesn't work used for parts	WI
SY9901450	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	WI
SY9900230	Student Broken	ACER Chromebook 871 Series	Screen Broken & doesn't turn on	WI
No Asset Tag	Student Broken	ACER Chromebook 871 Series	Screen Broken & doesn't turn on	WI
SY9900207	Student Broken	ACER Chromebook 871 Series	Screen Broken	WI
018956SYS	Student Broken	ACER Chromebook 851 Series	Screen Broken	WI
SY9900005	Student Broken	ACER Chromebook 851 Series	Screen Broken	WI
SY9901413	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	Willow
004703SYS	Student Broken	DELL Chromebook 11	Broken screen and case damaged	
004712SYS	Student Broken	DELL Chromebook 11	Broken screen and case damaged	
004722SYS	Student Broken	DELL Chromebook 11	Broken screen and case damaged	
004638SYS	Student Broken	DELL Chromebook 11	Broken screen and case damaged	
018635SYS	Student Broken	DELL Chromebook 11	Broken screen and case damaged	
A001958	Student Broken	HP Chromebook 14 G5	Screen Broken used for parts	
SY9900736	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9901531	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9900349	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9900767	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9901708	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9900689	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9900426	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
SY9901201	Student Broken	Lenovo Chromebook 100e 2nd Gen	Screen Broken	
4953SYS	Student Broken	ACER Chromebook CB714-1w series	Broken screen & key bord doesn't respond	
004908SYS	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	
No Asset Tag	Student Broken	ACER Chromebook CB714-1w series	Screen Broken used fro parts	
004945SYS	Student Broken	ACER Chromebook CB714-1w series	Missing Key And key bord damaged	
004945SYS	Student Broken	ACER Chromebook CB714-1w series	Missing Key And key bord damaged	

SYSD Tag #	Broken/Other	Description	Damage	School
015114SYSD		Dell Latitud 3470	Windows 7 end of life	
014113SYSD		Dell Latitud 3470	Windows 7 end of life	
014114SYSD		Dell Latitud 3470	Windows 7 end of life	
014107SYSD		Dell Latitud 3470	Windows 7 end of life	
014151SYSD		Dell Latitud 3450	Windows 7 end of life	
013057SYSD		Dell Latitud 3450	Windows 7 end of life	
013064SYSD		Dell Latitud 3450	Windows 7 end of life	
014255SYSD		Dell Latitud 3450	Windows 7 end of life	
018571SYSD		Dell Latitud 3450	Windows 7 end of life	
013171SYSD		Dell Latitud 3450	Windows 7 end of life Doesn't charge	SM
014235SYSD		Dell Latitud 3450	Windows 7 end of life Doesn't charge	
015481SYSD		Dell Latitud 3450	Windows 7 end of life Doesn't charge	
013073SYSD		Dell Latitud 3450	Windows 7 end of life Doesn't charge	SS
014109SYSD		Dell Latitud 3470	Windows 7 end of life & Battery issue	CDC
014247SYSD		Dell Latitud 3470	Windows 7 end of life & Battery issue	
014168SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	HR
013162SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	HR
013145SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	OVHS
013158SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	OVHS
014244SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	OVHS
013062SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	OVHS
013077SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	OVHS
014190SYSD		Dell Latitud 3470	Windows 7 end of life & Doesn't turn on	SYMS
No Asset Tag		Toshiba Poprtege M400	Windows 7 end of life & Battery issue	OVHS
No Asset Tag		Toshiba Satellite P25-S520	Windows XP end of life & Battery issue	OVHS
018714SYSD		HP Probook 440 G7 Laptop	Doesn't turn on MB issue	DO
018728SYSD		HP Probook 440 G7 Laptop	Doesn't turn on Video issue , Memory bad and Corner hinge Broken	SM
No Asset Tag		Toshiba Tecra A9	Windows 7 End of life No Battery	S/N: 38026667H
010336SYSD		Laptop 2go PC	End of life Windows 7	WI
010320SYSD		Laptop 2go PC	End of life Windows 7	WI
010333SYSD		Laptop 2go PC	End of life Windows 7	WI
010454SYSD		Laptop 2go PC	End of life Windows 7	WI
010371SYSD		Laptop 2go PC	End of life Windows 7	WI
010390SYSD		Laptop 2go PC	End of life Windows 7	WI
010402SYSD		Laptop 2go PC	End of life Windows 7	WI
010425SYSD		Laptop 2go PC	End of life Windows 7	WI
010324SYSD		Laptop 2go PC	End of life Windows 7	WI
010452SYSD		Laptop 2go PC	End of life Windows 7	WI
010345SYSD		Laptop 2go PC	End of life Windows 7	WI
h		Laptop 2go PC	End of life Windows 7	WI
010359SYSD		Laptop 2go PC	End of life Windows 7	WI
010366SYSD		Laptop 2go PC	End of life Windows 7	WI

010386SYSD	Laptop 2go PC	End of life Windows 7	WI
010354SYSD	Laptop 2go PC	End of life Windows 7	WI
010352SYSD	Laptop 2go PC	End of life Windows 7	WI
010397SYSD	Laptop 2go PC	End of life Windows 7	WI
010460SYSD	Laptop 2go PC	End of life Windows 7	WI
010428SYSD	Laptop 2go PC	End of life Windows 7	WI
010391SYSD	Laptop 2go PC	End of life Windows 7	WI
010420SYSD	Laptop 2go PC	End of life Windows 7	WI
010439SYSD	Laptop 2go PC	End of life Windows 7	WI
010355SYSD	Laptop 2go PC	End of life Windows 7	WI
010349SYSD	Laptop 2go PC	End of life Windows 7	WI
010414SYSD	Laptop 2go PC	End of life Windows 7	WI
010453SYSD	Laptop 2go PC	End of life Windows 7	WI
010316SYSD	Laptop 2go PC	End of life Windows 7	WI
010451SYSD	Laptop 2go PC	End of life Windows 7	WI
010342SYSD	Laptop 2go PC	End of life Windows 7	WI
010433SYSD	Laptop 2go PC	End of life Windows 7	WI
010398SYSD	Laptop 2go PC	End of life Windows 7	WI
010376SYSD	Laptop 2go PC	End of life Windows 7	WI
010445SYSD	Laptop 2go PC	End of life Windows 7	WI
010314SYSD	Laptop 2go PC	End of life Windows 7	WI
010426SYSD	Laptop 2go PC	End of life Windows 7	WI
010378SYSD	Laptop 2go PC	End of life Windows 7	WI
010429SYSD	Laptop 2go PC	End of life Windows 7	WI
010413SYSD	Laptop 2go PC	End of life Windows 7	WI
010462SYSD	Laptop 2go PC	End of life Windows 7	WI
010315SYSD	Laptop 2go PC	End of life Windows 7	WI
h	Laptop 2go PC	End of life Windows 7	WI
	Laptop 2go PC	End of life Windows 7	WI
h	Laptop 2go PC	End of life Windows 7	WI
010400SYSD	Laptop 2go PC	End of life Windows 7	WI
010322SYSD	Laptop 2go PC	End of life Windows 7	WI

SYSD Tag #	Broken/Other	Description	Damage	School
012999SYSD		IPAD model: A1474	Screen Broken	
013034SYSD		IPAD model: A1474	Screen Broken	
013022SYSD		IPAD model: A1474	Screen Broken	
013009SYSD		IPAD model: A1474	Screen Broken	
012994SYSD		IPAD model: A1474	Screen Broken	
013013SYSD		IPAD model: A1474	Screen Broken	
013037SYSD		IPAD model: A1474	Screen Broken	
013001SYSD		IPAD model: A1474	Screen Broken	
013021SYSD		IPAD model: A1474	Screen Broken	
018554SYSD		IPAD model: A1893	Screen Broken	
018564SYSD		IPAD model: A1893	Screen Broken	
009607SYSD		IPAD model: A1219	O.S. end of life	
009592SYSD		IPAD model: A1219	O.S. end of life	
009629SYSD		IPAD model: A1219	O.S. end of life	
009601SYSD		IPAD model: A1219	O.S. end of life	
009617SYSD		IPAD model: A1219	O.S. end of life	
009608SYSD		IPAD model: A1219	O.S. end of life	
009605SYSD		IPAD model: A1219	O.S. end of life	
009624SYSD		IPAD model: A1219	O.S. end of life	
009604SYSD		IPAD model: A1219	O.S. end of life	
011550SYSD		IPAD model: A1395	O.S. end of life	
011501SYSD		IPAD model: A1395	O.S. end of life	
011562SYSD		IPAD model: A1395	O.S. end of life	
011584SYSD		IPAD model: A1395	O.S. end of life	
011598SYSD		IPAD model: A1395	O.S. end of life	
011597SYSD		IPAD model: A1395	O.S. end of life	
011499SYSD		IPAD model: A1395	O.S. end of life	
011549SYSD		IPAD model: A1395	O.S. end of life	
011500SYSD		IPAD model: A1395	O.S. end of life	
<b>PROJECTORS non fixiable &amp; discontinued Jan -31-2020</b>				
013751SYSD		Epson 98	Does't work	
010579SYSD		Epson 83+	Does't work	
009449SYSD		Epson 85+	Does't work	
006296SYSD		Epson 83C	Does't work	
014031SYSD		Epson Projector 98H	Damaged by water and used good part s to fix other projector	Willow Room49
013778SYSD		Epson 98	Does't work	SS
010597SYSD		Epson 83+	Does't work	SS
013563SYSD		Epson 98	Does't work	OVHS
013657SYSD		Epson 93+	Does't work	OVHS
006050SYSD		INFOCUS IN42	OUT OF SERVICE obsolet	TOSAS meeting room at DO
<b>MONITORS</b>				
7		Acer monitor 19"	not working	
2		Lenovo 22" from Student computers	Broken SM Room 20	
160		Lenovo 22" from Student computers	Replaced by Chrome boxes	
62		Lenovo 22" from Student computers	32 from LM & 30from SM libraries	LM-SM

DOCUMENT CAMERAS (DOCU-CAM)				
007611SYSD		Docu-cam Avervision 300p	Broken	
008113SYSD		Docu-cam Avervision 300p	Broken	
013666SYSD		Docu-cam Avervision 300p	Broken	
007777SYSD		Docu-cam Avervision 300p	Video card issue	
013589SYSD		Docu-cam Smart 330	Power input melted -over heat	
008015SYSD		Docu-cam Avervision 300p	Video card issue	
009419SYSD		Docu-cam Avervision 300AF+	Video card issue	
NETWORK EQUIPMENT & BATTERIES BACK UP (APC)				
005460SYSD		NUVICO digital Video Recorder	Not Working	DO
011442SYSD		SonicWall (FireWall)	Not Working	
No Asset Tag		Cisco Switch Catalyst 3560G PoE 48	Not Working	S/N: FOC1442Y4ZR
011444SYSD		Iprism St. Bernard Software	Not Working	
Printers and Copier Machines				
No asset tag		HP printer Pro M402n	doesn't work	
No asset tag		HP 1300 Laser Jet	ers and part of the cartridge holder Serial# PHBHF03301 MRC tag removed	
Computers				
113CFG1		Optiplex 755		
2750036		Optiplex 755		
1.61451E+13		HIQ system		
009988SYSD		Southland C2Q Silver Win 7		
011672SYSD		Computers i5 black tower Win 7		
015525SYSD		Computers i5 black tower Win 7		
011772SYSD		Computers i5 black tower Win 7		
011655SYSD		Computers i5 black tower Win 7		
011845SYSD		Computers i5 black tower Win 7		
009959SYSD		HIQ system		
No asset tag		DELL computers Inspirion 20 Model 3043 de	Parent Center----- end of life	SERIAL # 3NY4J42
No asset tag		DELL computers Inspirion 20 Model 3043 de	Parent Center----- end of life	SERIAL # 8N85J42
No asset tag		DELL computers Inspirion 20 Model 3043 de	Parent Center----- end of life	SERIAL # 4XW4J42
No asset tag		DELL computers Inspirion 20 Model 3043 de	Parent Center----- end of life	SERIAL # FR85J42
011856SYSD		Black tower i5	Win 7 end of life	
011762SYSD		Black tower i5	Win 7 end of life	
011748SYSD		Black tower i5	Win 7 end of life	
011825SYSD		Black tower i5	Win 7 end of life	
010087SYSD		Silver tower C2Q southland	Win 7 end of life	
I box		KeyBoards, cables & more	Coming from student & teacher computers	
Copier-Printer machines located at John Leen building				
Audio-Visual devices system				
003956SYSD		ToshibaSatelite A100	end of life Win XP	OVHS
003953SYSD		ToshibaSatelite A100	end of life Win XP	OVHS
003980SYSD		ToshibaSatelite A100	end of life Win XP	OVHS
003976SYSD		ToshibaSatelite A100	end of life Win XP	OVHS
003952SYSD		ToshibaSatelite A100	end of life Win XP	OVHS
003977SYSD		ToshibaSatelite A100	end of life Win XP	OVHS
003960SYSD		ToshibaSatelite A100	end of life Win XP	OVHS

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Business Services  
Marilyn Adrianzen, Chief Business Official

Informational  
 Action

**AGENDA ITEM:** THIRD QUARTERLY COMPLAINT REPORT FOR WILLIAM’S SETTLEMENT RELATED ISSUES FOR SCHOOL YEAR 2023-2024

**BACKGROUND INFORMATION:**

Pursuant to regulations adopted by the State of California in the William’s Settlement, districts must submit a report every quarter to the Governing Board delineating the amount of complaints received and the status of those complaints. After Board acceptance, this report must also be filed with the San Diego County Office of Education.

The synopsis below reports that from January 1, 2024 to March 31, 2024, the District has not received any written complaints pertaining to teacher mis-assignments, instructional materials deficiencies or facilities disrepair.

<u>Type</u>	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	N/A	N/A
Facilities	0	N/A	N/A
Teacher Vacancy and Misassignment	0	N/A	N/A
<b>Total</b>	0	N/A	N/A

**RECOMMENDATION:**

Accept the Report of William’s Settlement related complaints for the third quarter from January 1, 2024, to March 31, 2024, of the 2023-24 school year for submission to the San Diego County Office of Education. The District has not received any written complaints pertaining to teacher misassignments, instructional materials deficiencies or facilities disrepair.

**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal No. 2: Base Services and Safety

2.1 Maintain basic operating services of the district including MOT personnel, transportation, contracted services, and utilities.

Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

N/A

(Amount)

N/A

(Name of funding source and/or location)

Recommended for:     Approval     Denial    Certification Requested     Yes     No

**SAN YSIDRO SCHOOL DISTRICT  
GOVERNING BOARD AGENDA**

**TO:** Governing Board

**BOARD MEETING DATE:** April 11, 2024

**VIA:** Gina A. Potter, Ed.D.  
Superintendent

**FROM:**  
Human Resources  
Manuel Bojorquez, Director

Informational  
 Action

**AGENDA ITEM:** AGREEMENT WITH GRAND CANYON UNIVERSITY REGARDING FIELD PLACEMENT

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**BACKGROUND INFORMATION:**

The San Ysidro School District will enter into an agreement with Grand Canyon University (GCU) in which candidates of GCU may participate in Practicum/Field Experience, Student Teaching, School Counseling Practicum/Internships, and/or Educational Administration Internships at the schools located in the District.

The term of this Agreement begins March 5, 2024 and ends March 5, 2027.

**RECOMMENDATION:**

Approve/Ratify the agreement with Grand Canyon University regarding Field Placement.

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**LCAP GOAL AND ACTION/SERVICE (please indicate):**

Goal #1: Student Achievement – 1.5 Staffing

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Renewal     New     Amendment     Ratify     Other

Financial Implications?

Are funds for this item available in the 2023-2024 Budget?

Requisition #

Yes     No

Yes     No

N/A  
(Amount)

N/A  
(Name of funding source and/or location)

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Recommended for:     Approval     Denial    Certification Requested    Yes    No

## Field Placement Affiliation Agreement Between GCU and San Ysidro School District

1. **PARTIES:** This Agreement (the “Agreement”) is entered into on this 3/5/2024 day by and between Grand Canyon University (“GCU”) and San Ysidro School District located at 4350 Otay Mesa Road, San Ysidro, CA 92173 hereafter referred to as the (the “District”).
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which candidates of GCU may participate in College of Education (“COE”) Practicum/Field Experience, Student Teaching, Educational Administration Internships, or College of Humanities and Social Sciences (“CHSS”) School Counseling (SC) Practicum/Internships at the schools located in the District.
3. **TERM:** The term of this Agreement begins 3/5/2024 and ends 3/5/2027.
4. **Roles & Definitions:**
  - **Candidate:** The Candidate is defined as the student who is actively enrolled in a COE or CHSS program of study who works to fulfill all Practicum/Field experience, Student Teaching, Educational Administration Internships, or SC Practicum/Internships.
  - **Mentor:** The Mentor is defined as the teacher/educator hosting the COE or CHSS candidate in practicum/field experiences or educational administration internships.
  - **Cooperating Teacher:** The COE Cooperating Teacher (the “CT”) is defined as the teacher in whose classroom the candidate is placed in to complete the student teaching experience. The CT must be certified, endorsed, and/or licensed as a teacher.
  - **School Counseling (“SC”) Site Supervisor:** The SC Site Supervisor is defined as the clinical site supervisor in whose supervision the Candidate is placed to complete the practicum/internship field experience expectations for school counselors in training (“SCITs”). The SC Site Supervisor must meet the requirements as outlined in the Graduate Field Experience Manual.
  - **GCU Faculty Supervisor:** The GCU Faculty Supervisor is defined as the GCU approved supervisor who has oversight responsibility for the evaluation of the candidate during Student Teaching or SC Practicum/Internships.
  - **Practicum/Field Experience:** Practicum/field experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum/field experiences require the candidate to observe and interact in diverse, real-life educational settings, and to apply the theories and concepts learned in program coursework.
  - **Student Teaching:** Student teaching is the capstone experience at the end of the initial teacher licensure program that provides candidates with the opportunity to demonstrate mastery of knowledge and skills in a classroom setting. During the 15/16-week experience, dependent on program of study.
  - **Educational Administration Internships:** Educational Administration Internships are field-based learning opportunities for candidates enrolled in an Educational Administration program leading to principal licensure under the direct supervision of a certified school administrator.
  - **School Counseling (“SC”) Practicum/Internships:** SC Practicum/Internships are field-based learning opportunities for candidates enrolled in school counseling programs leading to initial licensure under the direct supervision of a certified school counselor.
5. **RESPONSIBILITIES OF THE DISTRICT:**
  - 5a. The District shall provide participating candidates with field placement experiences in a school of the District under direct supervision of a host teacher (“Cooperating Teacher”), host mentor

("Mentor"), or SC Site Supervisor that meets the minimum GCU qualification requirements as outlined in the applicable program manual (See Appendices).

**5b.** The District shall ensure that the Cooperating Teacher/Mentor/SC Site Supervisor provides oversight, feedback and mentoring to GCU's participating candidates. Cooperating Teacher/Mentor/SC Site Supervisor expectations are outlined in the applicable program manual. (See Appendices.)

**5c.** The District shall provide the participating candidate prior to the start of the field placement with any District policies and procedures to which the candidate is expected to adhere to during the candidate's field placement while on District premises.

**5d.** The District shall allow a GCU faculty supervisor (the "GCU Faculty Supervisor") virtual and/or in-person access to the host school and classroom for the specific purpose of observing the participating candidate or consulting with the SC Site Supervisor.

**5e.** The District shall through the involvement of the Cooperating Teacher/Mentor/SC Site Supervisor, communicate with the GCU Faculty Supervisor and candidate to provide feedback on the candidate's performance which will be used by the GCU Faculty Supervisor for completion of the candidate's formal evaluation.

**5f.** The District shall have the right to refuse a candidate for field placement or may terminate the field placement of any candidate based upon its good faith determination that the candidate is not meeting performance standards or is otherwise deemed unacceptable to the District. Notices of such decisions shall be provided to GCU in writing and shall state reasons for such decisions.

**5g.** The District shall provide participating candidates with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.

**5h.** The District shall promptly and thoroughly investigate any complaint by any participating candidate or GCU regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify GCU of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.

**5i.** The District shall support the candidate in compliance with all policies of GCU that pertain to this Agreement as outlined in the University Policy Handbook and applicable program manuals. Please refer to the program manuals regarding recording, virtual services, and informed consent requirements(see Appendices).

**5j.** The District shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.

**6. RESPONSIBILITIES OF GCU:**

**6a.** GCU shall not provide compensation to Mentors or SC Site Supervisors hosting candidates for Practicum/Field Experiences, Educational Administration Internships, SC Practicum/Internships, or Student Teaching in the instance where the candidate is employed as a full-time teacher of record.

**6b.** GCU shall pay a \$500 stipend to Cooperating Teachers hosting student teaching candidates per each 15/16-week session of full-time service. Longer or shorter sessions will be paid on a pro-rated basis.

**6c.** GCU shall pay the stipend upon the completion of the student teaching semester provided all paperwork has been submitted.

**6d.** GCU shall provide a GCU Faculty Supervisor for candidates completing the student teaching, SC practicum/internships or educational administration internships to evaluate a candidate's performance

through virtual and/or in-person observations. The GCU Faculty Supervisor will meet requirements and expectations as outlined in the applicable program's handbook.

**6e.** GCU shall require that all candidates who must enter a field placement site provide GCU with a current and clear copy of a background check. GCU will prohibit candidates from moving forward in the field placement process until this document is received.

**6f.** GCU shall promptly and thoroughly investigate any complaint by any participating candidate or the District regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.

**6g.** GCU shall support the candidate in compliance with all policies of District that pertain to this Agreement as outlined in policy handbook and applicable program manuals.

**6h.** GCU shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.

**7. CANDIDATE COMPLIANCE WITH GCU AND DISTRICT POLICIES and PROGRAMMATIC HANDBOOKS:**

Candidates accepted to the District for field placement shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of candidates to the District, GCU will advise candidates of any specific requirements that must be met to participate in the applicable field placement. These specific requirements are outlined in the applicable program manual. (See Appendices.) Failure to complete the requirements will result in non-placement of candidates.

- 8. PAID POSITIONS/EMPLOYMENT:** GCU does not solicit, source, or guarantee paid opportunities or employment for candidates. GCU may allow a candidate to maintain a paid position during Student Teaching or SC Practicum/Internship if deemed appropriate by the District and the role is in alignment to the candidate's university program of study, setting and coursework requirements and desired certification. The candidate must have an appropriately certified mentor/Cooperating Teacher/SC Site Supervisor available at the school site. Candidates requesting to hold a paid position must complete additional documentation that requires written approval from the District. Requests to student teach or SC practicum/internship in a paid position are reviewed by the applicable College on a case-by-case basis and are not guaranteed.

**9. INSURANCE AND LIABILITY**

**9a. College of Education (Practicum/Field Experience, Student Teaching, Educational Administration Internships):** GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

- Commercial General Liability (Minimum Requirements):  
Limits of Liability:  
\$1,000,000 Each Occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal Injury/Advertising Injury  
\$5,000 Medical Payments  
Coverage:  
Premises/Operation Liability  
Medical Payments Liability  
Contractual Liability  
Personal Injury Liability  
Independent Contractors
- Professional Liability, as related to Educational Services:  
Limits of Liability:

- \$1,000,000 Each wrongful act
- \$1,000,000 Aggregate
- Automobile Liability:
  - Limits of Liability:
  - \$1,000,000 Combined Single Limit
- Sexual Abuse or Molestation Liability:
  - Limits of Liability:
  - \$1,000,000 Each
  - \$2,000,000 Aggregate

**9b. College of Humanities and Social Sciences (CHSS) School Counseling:** Each candidate will be required to provide proof of his/her own professional liability insurance in the amounts of \$1,000,000 per claim/\$3,000,000 aggregate to the GCU field experience office.

- Commercial General Liability (Minimum Requirements):
  - Limits of Liability:
  - \$1,000,000 Combined Single Limit
  - \$2,000,000 General Aggregate
  - \$1,000,000 Products Aggregate
  - \$1,000,000 Personal Injury
  - \$5,000 Medical Payments
  - Coverage:
  - Premises/Operation Liability
  - Medical Payments Liability
  - Contractual Liability
  - Personal Injury Liability

The San Ysidro School District shall be additional insured under the Commercial General Liability insurance.

**10. FERPA:** GCU and the District agree to protect the candidate’s and/or student’s educational records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (“FERPA”) and any applicable policy of GCU and the District. To the extent permitted by law, GCU and the District may share information from a candidate’s and/or student’s educational records with each other so that each can perform its respective responsibilities under this Agreement but shall not disclose or share educational records with any third party without the candidate’s and/or student’s prior written consent.

**11. CONFIDENTIALITY:** GCU shall inform each participating candidate of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating candidate of any applicable State law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher, Mentor, or SC Site Supervisor that they are bound to maintain in confidence, any documents or other confidential information about the participating candidate and GCU to which they might have access. Any breach of confidentiality by a participating candidate, Cooperating Teacher, Mentor, or SC Site Supervisor shall be grounds for immediate termination of the field placement.

**12. INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.

**13. USE OF MARKS AND LOGOS; RIGHT OF PUBLICITY:** The District hereby grants GCU the right and license to publish and/or use District's logos or trademarks for all purposes connected with the promotion of the Agreement. Notwithstanding the foregoing license, District shall retain all right, title, and interest in and to District's logos and trademarks. District shall allow GCU to publicize District, the Agreement and the related programs in all advertising, publicity, and promotion, including GCU websites, and social media. GCU's right to utilize District's logos and trademarks and right of publicity will survive the termination or expiration of this Agreement for a reasonable period of time until GCU is able to revise and update such materials, websites, and social media.

**14. ASSIGNMENT:** The provisions of this Agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this Agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.

**15. NOTICES:** Notices under this Agreement shall be in writing and mailed electronically, or delivered to the parties as follows:

**Grand Canyon University**

COE/CHSS Affiliations

[COEAffiliations@gcu.edu](mailto:COEAffiliations@gcu.edu)

Subject: San Ysidro School District Affiliation Agreement Notification

**School/District Information**

San Ysidro School District

4350 Otay Mesa Road,

San Ysidro, CA 92173

Attn: Director of Human Resources

[manuel.bojorquez@sysdschools.org](mailto:manuel.bojorquez@sysdschools.org)

**16. MODIFICATION OF AGREEMENT:** This Agreement may be modified only by written amendment executed by both parties.

**17. TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement.

**18. PARTNERSHIP/JOINT VENTURE/EMPLOYEMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. Candidates are not employees, independent contractors, or agents of GCU and District. The relationship between Intern candidates and the District shall be determined by the District according to its policies and agreements with the candidates.

**19. INDEPENDENT CONTRACTOR:** The relationship between Cooperating Teachers (hosting College of Education student teachers) and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of their own state and federal income tax and self-employment tax as applicable.

**20. NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or candidates because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

**21. GOVERNING LAW:** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of California, without giving effect to its conflict of laws rules. Any dispute, controversy, or claim arising out of or in connection with this Agreement shall be settled by confidential arbitration under the Rules for Commercial Arbitration of the American Arbitration Association, by one arbitrator reasonably familiar with the business pertaining to the services covered by the

Agreement, appointed in accordance with such Rules. The arbitrator shall apply the laws of the State of California to the merits of any dispute or claim. Judgment on the award entered by the arbitrator may be entered in any court having jurisdiction thereof.

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

**Grand Canyon University**

By:   
Signature

Name: Dr. Meredith Critchfield

Title: Dean, College of Education

Date: 4/3/2024

By:   
Signature

Name: Dr. Anna Edgeston

Title: Assistant Dean of College of Humanities and Social Sciences

Date: 4/3/2024

**San Ysidro School District**

By: \_\_\_\_\_  
Signature

Name: Marilyn Adrianzen

Title: Chief Business Official

Date: \_\_\_\_\_

Board approved/ratified: 04-11-24

## Appendices

### GCU University Policy Handbook (UPH)

[University Policy Handbook](#)

### College of Education (COE) Appendix

[clinical-field-experience-handbook-all-programs.pdf \(gcu.edu\)](#)

[student-teaching-manual-all-programs.pdf \(gcu.edu\)](#)

[master-education-admin-internship-manual \(1\).pdf \(gcu.edu\)](#)

### College of Humanities and Social Sciences (CHSS) Appendix

[College-of-Humanities-and-Social-Sciences-Graduate-Field-Experience-Manual\\_9.1.2023.pdf \(gcu.edu\)](#)