

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
AGENDA AND ORDER OF BUSINESS – REGULAR MEETING
Thursday, September 11, 2025**

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

SSFUSD Equity Definition

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

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

The Board meeting will be streamed live and you can view it by visiting this web page streaming link: <https://www.ssfusd.org/apps/pages/onlineboardmeeting>
(The link will be active shortly before 7:00 p.m. on September 11)

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

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

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

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

1. Conference with Labor Negotiators ([Government Code § 54957.6](#))
 - a. Agency Designated Representative: Assistant Superintendent of Human Resources and Student Services
 - b. Employee Organization: California School Employee Association Ch. 197
2. To consider the appointment of one (1) public employee to the position of Director of Data, Educational Technology, and Accountability, in accordance with [Government Code §54956](#)
3. To consider the appointment of one (1) public employee to the position of Director of School Leadership, in accordance with [Government Code §54956](#)
4. Superintendent Evaluation

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Martin ES 5th grader, Alicia Merino

D. LAND ACKNOWLEDGEMENT STATEMENT

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

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

E. REPORTING OUT FROM CLOSED SESSION

F. REVIEW OF AGENDA

G. PTA COUNCIL REMARKS

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

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

I. PERSONNEL COMMISSION

J. ITEMS FROM THE BOARD

- Announcements
- Board Calendar
- Board Committee Reports

K. SUPERINTENDENT'S REPORT

- a. Back to School Nights
- b. Cabinet School Visits
- c. Other

L. STUDENT TRUSTEE REPORTS

1. Jaimelyn Ochoa, Fall Student Trustee and ASB President SSFHS
2. Isabelle Ruiz, Spring Student Trustee and ASB President ECHS

M. PUBLIC COMMENTS

For Items Not On the Agenda:

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

To comment prior to the meeting:

Public comments may be submitted in advance of the meeting through the following link: <https://bit.ly/09112025BoardMeeting> beginning at 3:00 p.m. on Monday, September 8, until 3:00 p.m. on Thursday, September 11. These comments will be read by all Board members and posted on the District website's 2025-26 Board meetings at: <https://www.ssfusd.org/apps/pages/meetings>

To comment in-person during the meeting:

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

Special Meeting Comments:

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

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

N. INFORMATION ONLY PRESENTATIONS

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

1. TEACHING & LEARNING

**a. Teaching and Learning presentation:
Martin Elementary School**

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

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. Report on Year-End Unaudited Actuals

Assistant Superintendent Ted O will present the Unaudited Actuals Financial Report including revenues, expenditures, and ending balances for the 2024-25 fiscal year.

ACTION

PAGE

5. BUSINESS SERVICES

a. Approval of Year-End Unaudited Actuals Report

1

Staff recommends the approval of the 2024-25 Unaudited Actuals Financial Report, as presented to the Board.

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

	<u>PAGE</u>
1. ADMINISTRATION	
a. Minutes of the August 14, 2025 Regular Board meeting.	2 – 21
2. TEACHING & LEARNING	
a. Permission for staff to attend the National Council of Supervisors of Mathematics (NCSM) Conference in Atlanta, GA, October 12 – 15, 2025.	22 – 23
b. Permission for staff to attend the California Science Educators (CASE) Conference in Palm Springs, CA, October 17 – 19, 2025.	24 – 25
c. Permission for staff to attend California Mathematics Community of Practice Convening (CAL-MSCS) in Monterey, CA, October 21 – 22, 2025 and January 2026 (Location & Date TBD).	26 – 27
d. Permission for staff to attend the NGSS Workshop at the Exploratorium in San Francisco, CA, November 5 – 7, 2025 and January 13, 2026.	28 – 29
e. Permission for staff to attend the California Math Council Conference in Pacific Grove, CA, December 5 – 7, 2025.	30
f. Permission for El Camino High School staff to attend the California Association of Work Experience Educators (CAWEE) Conference in Sacramento, CA, October 9 – 10, 2025.	31
g. Permission for Martin Elementary staff to attend the National Association for Multicultural Education (NAME) Conference in New Orleans, LA, November 19 – 23, 2025.	32 – 34
h. Permission for South San Francisco High School staff and students to travel to Europe, July 24 – August 2, 2026 (tentative dates).	35 - 36
i. Permission for South San Francisco High School wrestling team to travel to Sacramento, CA, October 5, 2025.	37

	<u>PAGE</u>
j. Permission for South San Francisco High School wrestling team to travel to Fresno, CA, October 10 – 12, 2025.	38
k. Permission for South San Francisco High School wrestling team to travel to Corona, CA, December 28 – 30, 2025.	39
 3. HUMAN RESOURCES	
a. Certificated Personnel Assignment Order.	40
b. Classified Personnel Assignment Order.	41 – 42
 4. STUDENT & FAMILY SERVICES	
a. Permission for staff to attend the California PBIS Conference in Sacramento, CA, October 8 – 10, 2025.	43 – 44
b. Permission for staff participating in Cohort V of the Community Engagement Initiative (CEI) to attend multiple in-person events: October 23-25, 2025 in Ontario, CA; March 12-13, 2026 in San Diego, CA; and April 30 – May 1, 2026 in Anaheim, CA.	45 – 46
 5. BUSINESS SERVICES	
a. Gifts to the District, July 2025.	47 – 48
b. Fundraising events for the 2025-26 school year.	49 – 50
c. Professional service agreements under \$25,000.	51 – 52

	<u>PAGE</u>
 <u>INFORMATION/DISCUSSION</u>	
 1. ADMINISTRATION	
a. Discussion of Community Forum Topic(s)	53
The Board will discuss potential topic(s) for the District's Community Forum being held on October 23, 2025.	

PAGE

ACTION *(continued)*

1. ADMINISTRATION

a. Approval of Superintendent's Contract Extension 54 – 56

Staff recommends the approval of the Superintendent's contract extension through June 30, 2029.

b. Resolution No. 25-55 for Hispanic/Latinx Heritage Month 57 – 58

Staff recommends the adoption of Resolution #25-55 (English and Spanish versions): Honoring Hispanic/Latinx Heritage Month (9/15 to 10/15).

2. TEACHING & LEARNING

a. Approval of agreement with Maria Verdin, LMFT, LPCC to provide Early Childhood Mental Health Consultation (ECMHC) for the 2025-26 School Year 59 – 65

Staff recommends the approval of agreement with Maria Verdin for ECMHC services at the Children's Center, Hillside, and Martin Elementary for the 2025-26 school year in the amount of \$38,500.

b. Approval of the SMCOE Teacher Induction (BTSA) Program Agreement for the 2025-26 School Year 66 – 69

Staff recommends the approval of the SMCOE Teacher Induction (BTSA) Program agreement with the District for the 2025-26 school year.

c. Approval of the MOU with the Exploratorium for the 2025-26 School Year 70 – 74

Staff recommends the approval of the MOU between the Exploratorium and SSFUSD to support the evaluation and development of instructional resources as part of the Elementary Science Instructional Innovators Cohort initiative for the 2025-26 school year.

PAGE

3. HUMAN RESOURCES

a. Approval of Instructional Calendars 75 – 82

Staff recommends approval of the District's revised instructional calendars for 2025-26 and 2026-27 school years as well as approval of the new instructional calendar for the 2027–28 school year.

b. Resolution No. 25-53 Education Code and Title V 83 – 84

Staff recommends the adoption of Resolution #25-53 Education Code and Title V Options for Teaching Assignments for the 2025-26 school year.

c. Amendment with Scoot Education 85 – 113

Staff recommends approval of the amendment with Scoot Education to incorporate hourly rates for certain additional Special Education positions for the 2025–26 school year.

d. Agreement with Reach University 114 – 126

Staff recommends approval of the agreement with Reach University, with oversight from Alternatives in Action (AIA), to provide candidates with opportunities to complete job-embedded graduate degree or credentialing programs.

e. Provisional Internship Permit (PIP) for Keyry Velasquez 127

Staff recommends approval of the PIP for Keyry Velasquez, Extensive Support Needs Teacher at Junipero Serra Elementary, for the 2025–26 school year.

f. Provisional Internship Permit (PIP) for Jessica Shnoudi 128

Staff recommends approval of the PIP for Jessica Shnoudi, Teacher at Monte Verde Elementary, for the 2025–26 school year.

PAGE

4. STUDENT & FAMILY SERVICES

- a. Amendment with Right At School, LLC** 129 – 133

Staff recommends approval of Amendment #1 to the agreement with Right At School to accommodate increased ELOP student enrollment for the 2025–26 school year.

5. BUSINESS SERVICES

- b. Amendment No. 3 with ProTech Consulting & Engineering for El Camino High School** 134 – 139

Staff recommends approval of Amendment #3 with ProTech Consulting & Engineering for hazardous materials consulting services for the El Camino High School Central Kitchen and Cafeteria Project under the Measure T Bond Program in the amount of \$19,200.

- c. Approval of Agreement with SIM Architects, Inc. for Monte Verde Elementary School** 140 – 166

Staff recommends approval of the agreement with SIM Architects, Inc. for architectural and engineering services for the new TK Classroom Building Project at Monte Verde Elementary School, in the amount of \$168,400.

- d. Approval of Agreement with SIM Architects, Inc. for El Camino High School** 167 – 192

Staff recommends approval of the agreement with SIM Architects, Inc. for architectural and engineering services for the El Camino High School Athletic Field Stadium Restroom Building, in the amount of \$168,000.

- e. Amendment No. 1 with 19six Architects for South San Francisco High School** 193 – 197

Staff recommends approval of Amendment #1 with 19six Architects for additional architectural and engineering services required by DSA for the two Special Education Classroom Renovations at South San Francisco High School, in the amount of \$59,450.

PAGE

f. Resolution No. 25-54 GANN Limits

198 – 200

Staff recommends the adoption of Resolution #25-54: Certifying the actual Gann Limit for 2024-25 and the estimated Gann Limit for 2025-26.

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

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

September 25, 2025

- Teaching and learning presentation – Parkway Heights MS
- Approval of San Mateo Co. 2025-26 CSPP preschool contract
- Update on enrollment for the 2025-26 school year
- Resolution honoring Filipino American History Month (October)
- Resolution honoring Dyslexia awareness Month (October)
- Resolution honoring Italian American Heritage Month (October)
- Resolution for California Week of the School Administrator (October)
- Approval of the Board Governance calendar for 2025-26

October 9, 2025

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

October 23, 2025 - Community Forum

- Topic(s) TBD

November 13, 2025

- Teaching and learning presentation – Ponderosa ES
- Presentation on Assessment/Accountability (CAASPP, CAST)
- Update on Safe School Plans
- Public Hearing on Educator Effectiveness Block Grant

December 11, 2025

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

December 16, 2025 - Reorganization meeting

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

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

In memory of Raymond Latham

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

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: September 11, 2025

RE: Approval of the 2024-25 Unaudited Actuals Financial Report

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

At the end of each fiscal year, LEA's must "close the books". This is an accounting process in which the budgetary accounts by fund, by resource code (program) are zeroed out and the actual revenue and expenditure accounts are closed to fund balance. Any excess of revenues over expenditures is added to the fund balance and any excess of expenditures over revenues is deducted from fund balance. This process separates financial transactions by fiscal year and measures the results of operations for that year.

Education Code section 42100(a) states that on or before September 15, the governing board of each school district shall approve, in a format prescribed by the Superintendent of Public Instruction, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement, along with the statement received pursuant to subdivision (b), with the County Superintendent of Schools. On or before October 15, the County Superintendent of Schools shall verify the mathematical accuracy of the statements and shall transmit a copy to the Superintendent of Public Instruction.

FISCAL IMPLICATIONS:

The Unaudited Actuals financial report includes information on revenues received, expenditures incurred, and the ending balances for all funds in 2024-25.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2024-25 Unaudited Actuals financial report.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Regular Meeting of August 14, 2025

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

SSFUSD Equity Definition

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

OPEN SESSION - 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION - 6:30 p.m.

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

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

B. ROLL CALL

Board Members: Ms. Amanda Anthony – Present
Mrs. Amy Lam – Present
Dr. Chialin Hsieh – Present
Mrs. Patricia Murray – Present
Mrs. Mina Richardson – Present

Cabinet Members: Dr. Shawnterra Moore, Superintendent – Present
Mr. J. Marwan Hannon, Assistant Superintendent,
Human Resources – Present
Dr. Marcos Garcia, Assistant Superintendent,
Student & Family Services – Present
Dr. Nia Campbell, Assistant Superintendent,
Teaching & Learning – Present
Mr. Ted O, Assistant Superintendent, Business
Services – Present

C. PLEDGE OF ALLEGIANCE

D. LAND ACKNOWLEDGEMENT STATEMENT

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

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

E. REPORTING OUT FROM CLOSED SESSION

Assistant Superintendent Hannon shared there was nothing to report.

F. REVIEW OF AGENDA

President Anthony announced that there was one agenda change. Action item 1A, approval of the superintendent's contract extension, was removed. She noted that there was no contract attached to the item, and therefore it could not be approved without being part of the public record. The item will be brought back at a later date.

G. PTA COUNCIL REMARKS – None

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – None

South San Francisco Classroom Teachers Association – Shari Giusti, President of SSFCTA welcomed the Board, Superintendent Moore, and members of the community back to the new school year. She reflected on her 33rd first day of school, noting a positive start for her students. She highlighted that a positive addition to the welcome back rally was the involvement of students, who were well prepared and motivated the staff. She said this reminded her why educators do what they do. However, she also expressed concern that union leaders were not included in the welcoming of members, stating that it is the only day union leaders can speak to everyone together, and their exclusion lessened their sense of belonging. She asked that union leaders be invited back next year. She also requested that administrative staff review collective bargaining agreements before the school year to prevent conflicts, such as scheduling meetings on teacher preparation days. President Giusti thanked Dr. Moore for initiating a meeting between cabinet and the union executive board to strengthen communication and expressed hope these meetings would continue. She closed with a quote from Representative John Lewis, "Never ever be afraid to make some noise and get in

good trouble, necessary trouble.” She thanked everyone and welcomed them back.

California School Employees Association Chapter 197 – None

I. PERSONNEL COMMISSION

Assistant Superintendent Hannon announced that the next Personnel Commission meeting will take place on Monday, August 18, 2025, at 5:00 p.m. in the district office boardroom.

J. ITEMS FROM THE BOARD – None

K. SUPERINTENDENT’S REPORT

- a. Welcome Back** – Dr. Moore reflected on the week leading up to the first day of school, highlighting the energy and inclusivity of the districtwide kickoff rally. She recognized the student emcees, cheerleaders, and community members who contributed, as well as the reflections shared by students, staff, and parents on belonging and community. She noted that 92% of survey respondents agreed the rally built excitement, elevated student voice, and created unity, with 60% strongly agreeing. She reported on two days of professional learning centered on student wellness and belonging, academic discourse, and math implementation, which received positive feedback for engagement and hands-on strategies. Areas for improvement included lunch distribution, parking, and acoustics. Dr. Moore shared that visiting schools on the first day with board members, cabinet, and directors was a joyful experience, observing smiles, excitement, and optimism for the year ahead.
- b. Introduction of Student Trustees/ASB Presidents** – Dr. Moore introduced the two Student Trustees for the 2025–2026 school year. Serving in the fall is Jaimelyn Ochoa, ASB President at South San Francisco High School, and serving in the spring is Isabelle “Izzy” Ruiz, ASB President at El Camino High School. Both will attend Board meetings to provide updates on school activities, highlight upcoming events, and share the student perspective on key issues. Dr. Moore noted that a recent orientation with them was engaging and productive, and expressed confidence that their energy, insight, and commitment will be valuable to the Board’s work this year.
- c. SSFUSD and CTA Collaboration** – Dr. Moore reported on her participation in a national fellowship focused on change management and community-driven problem solving, noting that the tools and frameworks are directly relevant to the district’s strategic plan and already being shared with leaders. She congratulated former El Camino High School athlete Rachelle McCann Henley on her induction into the 2025 Peninsula Sports Hall of Fame. Dr.

Moore also thanked CTA President Giusti and the union executive board for a productive meeting with cabinet, highlighting themes of trust, communication, transparency, and partnership, and expressed her commitment to continue strengthening collaboration throughout the year.

L. STUDENT TRUSTEE REPORTS

1. Jaimelyn Ochoa, Fall Student Trustee and ASB President SSFHS shared that over the summer, ASB hosted training for new and returning members, including team-building activities such as a cooking challenge. She reported on the August 6 freshman orientation, which featured performances, opportunities to sign up for extracurricular activities, campus tours, and a rally to welcome students. Ochoa highlighted student organizations' summer activities, including the Earth Club's outdoor learning space project, Latinos con Poder volunteering at food distributions, the band's summer camp, and the efforts of fall sports teams preparing for their seasons. She described the decorated campus and ASB's role in welcoming students on the first day of school. Looking ahead, ASB will debut new jerseys, hold freshman elections beginning August 18, and support the Red Cross Club's annual blood drive. Ochoa expressed excitement for the year and her commitment to sharing student achievements and spirit with the board.
2. Isabelle Ruiz, Spring Student Trustee and ASB President ECHS recognized South San Francisco High School ASB President Jaimelyn, expressing excitement to serve alongside her. She highlighted how leadership students volunteered over the summer to create a welcoming environment through posters, affirmations, and displays of school spirit. The senior office, led by Lia Woo, organized a "last first day" celebration with photo opportunities that received positive feedback. ASB also designed a two-day curriculum for the first week of school featuring icebreakers, games, and announcements, while still allowing teachers time to cover class content. Ruiz announced the launch of El Camino's first-ever girls' flag football team, coached by Ms. Nelson with support from Athletics Director Jeffrey Cosico. The first league game is scheduled for September 8. Upcoming events include: Welcome Back Rally on August 22, featuring new staff introductions, the Class of 2029, and visiting Japanese exchange students; Movie Night Under the Stars from 7–10 PM (movie chosen by student vote); Fall Club Rush from August 25–27 during lunch, with a wide variety of clubs promoted by ASB Chairperson Joie Lee; Freshman Elections, beginning with an informational meeting, speeches on August 26–27, and voting on August 29. Ruiz closed by thanking the board, staff, and her ASB peers for their support and expressed enthusiasm for the school year ahead.

M. PUBLIC COMMENTS

Megan Connery, Math Department Chair at El Camino High School and union secretary, began by complimenting the success of the recent rally and noting the smooth first day of lunch service in the courtyard while the cafeteria is under construction. She appreciated seeing Dr. Moore, Mr. Hannon, and Mr. O on campus observing the process. Ms. Connery highlighted the productive dialogue between the union executive board and cabinet. She then raised a concern regarding miscommunication about contract language in Article 7 (Professional Compensation). The contract specifies that when unit members are required by the district to work beyond their contracted year, they must be paid at their per diem rate (her example: \$108), while voluntary additional service is paid at \$60/day. She stated that summer 2024 pay did not reflect this agreement, citing math TOSAs and other certificated staff who worked on curriculum development that was not voluntary, yet were not compensated at the per diem rate. Ms. Connery requested that Mr. O and payroll review records from both Summer 2024 and this past summer to correct the issue.

Allison Light, Buri Buri Elementary Teacher, addressed the board regarding the scheduling of elementary fall conference week. She explained that the five minimum days set aside for conferences again conflict with Yom Kippur, which causes some teachers to lose a day of conferences and results in longer workdays. She noted that this same conflict occurred last year, when teachers were told it would not happen again. Ms. Light stated that the district was notified in June, but the issue had not been resolved despite assurances. She urged the board to take immediate action to change the schedule this year rather than postponing the correction, emphasizing that it should have been fixed months ago and that it is not acceptable for the conflict to continue.

N. INFORMATION ONLY PRESENTATIONS

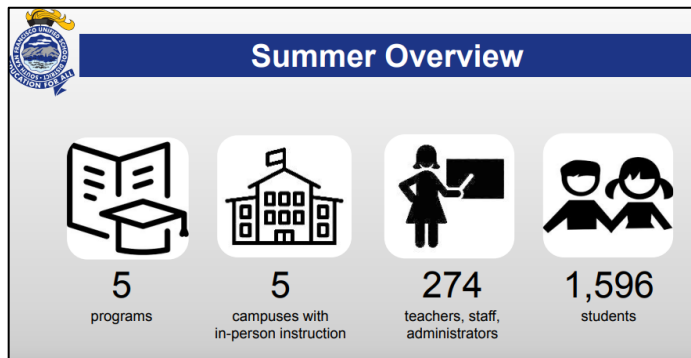
Jace Marzan, a counselor who has worked in summer school credit recovery for three years, shared that this summer was the smoothest yet. He expressed appreciation for the leadership team, recognizing Sharon Celillo, Christopher Laveglia, Stephanie Andrews, and Daniel Flores. He highlighted Stephanie Andrews' organization and communication, noting her clear emails and productive daily meetings that helped counselors effectively support students. Mr. Marzan also appreciated that counselors were included in this year's summer school board presentation, which had not been the case in past years. He emphasized the importance of recognizing staff contributions and named the counselors he worked alongside: Stephanie Mikamo from El Camino, Kalli Ong from South San Francisco High School, Kate Espiritu from El Camino, Sarah Levine from Alta Loma, Bridgett Hernandez from South San Francisco High School, and Mary Her from El Camino. He thanked them for enhancing the summer school experience and making it a success.

1. STUDENT & FAMILY SERVICES

a. Summer Programs

Dr. Moore introduced Dr. Marcos Garcia who would be presenting a recap of the 2025 Summer School programs offered in the district.

Dr. Garcia began his presentation by recognizing the 2025 summer programs site leaders. He shared that the district ran five programs across five campuses, serving nearly 1,600 students with support from almost 280 staff members. He noted an increase of about 80 students compared to the previous year, primarily in the credit recovery program.



Enrollment details were shared for each summer program, which were held at Los Cerritos, Martin, Alta Loma, South San Francisco High School, and Baden campuses. He noted that summer meals were provided at all sites, with additional community meals offered at Los Cerritos, South San Francisco High School, and Martin.

Summer Programs 2025			
Program	Grades served	Site(s)	Students Served
Big Lift	Rising K - 3	Los Cerritos, Martin	334
Extended School Year (ESY)	Preschool (PreK) - Adult Transition Program (ATP) (Students Aged 18-22)	Martin, Los Cerritos; Alta Loma; South San Francisco High School (SSFHS) and; Baden	215
Elevate Math	Rising 3 - 9	Alta Loma and Baden	211
STEAM	Rising 4 - 8	Alta Loma	250
High School Credit Recovery	Rising 10 - 12	SSFHS	586

Dr. Garcia highlighted aspects of the district's summer nutrition program.



Summer Meals Program		
Sites	Breakfast Served	Lunch Served
Alta Loma	970 (avg. 49 per day)	3223 (avg. 161 per day)
Baden High	833 (avg. 42 per day)	826 (avg. 41 per day)
Los Cerrito Elementary	2840 (avg. 142 per day)	3545 (avg. 177 per day)
South San Francisco High	1407 (avg. 58 per day)	3145 (avg. 131 per day)
Martin Elementary	1944 (avg. 97 per day)	2837 (avg. 142 per day)

The Big Lift Inspiring Summer Program, served 334 students with support from 24 teachers and coaches and 46 additional staff, including facilitators and parent ambassadors. Dr. Garcia noted that the program is a partnership with Bell Excel and San Mateo County and is now in its ninth year.



Big Lift Inspiring Summers











334 students

24 teachers and coaches

46 staff, facilitators, parent ambassadors

SSFUSD Leadership Team
Jonathan Covacha, Program Lead

Spruce Principal: Lindsay Summers	Los Cerritos Principal: Julia McCarron
Spruce Assistant Principal: Shali Tapia	Los Cerritos Assistant Principal: Tara Christian

Dr. Garcia shared highlights from the Los Cerritos and Martin programs of the Big Lift Inspiring Summer Program. He explained that the program's goals include both academic readiness and enrichment, providing literacy and math support for rising K–3 students. Social-emotional and behavioral support is also offered through BCBAs, and the program integrates the Extended School Year (ESY) program. Enrichment activities include field trips to CuriOdyssey-Coyote Point, and local libraries.



Big Lift Inspiring Summers @ LC, Martin

- Full day, academic readiness program in Literacy & Math for Rising K to 3rd grade students
- Education Specialists, Board-Certified Behavior Analysts (BCBAs) Collaborating with General Education Teachers to Support Students with Individualized Education Programs (IEPs) in BLIS
- Academic coaches and community partners provide training and instructional support, learning materials
- Students' literacy skills are assessed regularly and the data is shared with their school
- Families reported in the end-of-program survey a boost in their students' confidence, interest in reading and school, and improved communication



The Extended School Year (ESY) program is embedded in all summer sites to support students with IEPs, particularly those at risk of regression or needing additional support. Dr. Garcia recognized site leaders for the Big Lift Inspiring Summer Program: Lindsay Summers and Shali Tapia at Martin, and Julia McCarron and Tara Christian at Los Cerritos. He also acknowledged ESY coordinators Jonathan Berg and Luca Tirapelle.



ESY - PreK - ATP

- 215 Students Served, Grades PreK - ATP
- 31 Teachers
- 90 Paraprofessionals
- 23 Related Service Providers, Including:
 - 6 BCBAs;
 - 5 SLPs;
 - 4 LVNs & 1 District Nurse;
 - 4 Mental Health Therapists;
 - 2 Occupational Therapist and;
 - 1 Physical Therapist,
- For students deemed eligible by their IEP team, based on demonstrating to be at-risk of Goal regression & recoupment atypicalities following extended school breaks (i.e., Summer, Winter & Spring Break)
- Provides students with personal and academic skill development around goal maintenance in relation to their IEPs
- Baden ESY also includes community-based learning opportunities
- Program shares campuses with other summer programs for peer group interaction



Program Leadership

- ESY Coordinator, District Office - Jonathan Berg & Luca Tirapelle
- Site Leaders - Site Administrators - General Education Summer Programs

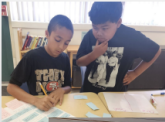
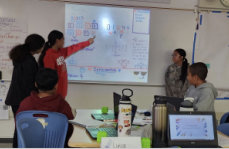
The Elevate Math program is a math intervention program designed to provide skill frontloading for students at risk of not meeting proficiency. This was the program's second year in person, with third and fourth graders served at Baden and fifth through ninth graders at Alta Loma



Elevate Math

96 students in Elevate [Math], grades 3-4 (Baden)
 115 students in Elevate [Math], grades 5-9 (ALMS)
 13 teachers and 1 instructional coach
 1 Education Specialist & Paraprofessionals
 Collaborating with General Education Teachers to Support Students with IEPs in Elevate

- Math curriculum front-loads skills for next year
- Emphasis on growth mindset
- College and career readiness lessons
- College mentors work with students

Elevate Coordinator: Jordan Mineo
 Elevate Administrator: Barry Albrecht

Dr. Garcia shared highlights from the second year of the Elevate Math program, noting positive student engagement, smiling faces, and joyful participation. He identified a challenge with the program being split across two sites due to construction at certain locations.



Elevate Math

Successes:

- We were able to be back in person. This created a strong sense of classroom community.
- Students were actively engaged in daily lessons.

Challenges:

- SVEF's system would update and send out notices before the sites were aware of new enrollments
- Being split among 3 sites was difficult for one principal to support the program. Certain teachers required significantly more in class support. This left our ATP program without an administrator on site.
- Late hiring meant some teachers were unable to attend the Elevate trainings.



The STEAM Summer Program was led by site leaders Miranda Hahn and Nina Mendez. The program integrates arts with science and engineering and partners with Young Audiences. Dr. Garcia noted the impressive culmination showcase involving all students and an open house the day before to display student projects.



STEAM Program

SSFUSD Administrative Team:

- Principal: Miranda Hahn
- Assistant Principal: Nina Mendez

Young Audiences Leadership Team:

- Kirah Caminos
- Christell Lewis
- John Alecca





250 students in 14 class sections, rising grades 4 - 8
 14 Teachers, 14 Teaching Artists, 1 Instructional Coach, 1 Education Specialist, 7 Staff

Program focus: The integration and exploration of science, engineering and art

The curriculum, provided by ENGIE, focused on the theme of energy. Students participated in various art forms, including drawing, painting, graffiti art, hip-hop dancing, theater, and drumming.



STEAM Activities and Curriculum

Science Program: ENGIE Curriculum (same company that provides our district's solar panels)

- This summer's theme: Energy
- Projects include: catapults, wind boats, energy housing, solar ovens, circuits, wire mazes





Arts Program: Young Audiences of Northern California

- Visual Arts: Stamp Art, Drawing, Painting, Street/Graffiti Art, Pulp Art
- Performing Arts: Break/Hip-Hop Dancing, Theater, Music/Drumming



STEAM Highlights





Community Circles, Culminating Show, and Gallery Walk

The high school summer program was led by administrative team members Stephanie Andrews, Chris Laveglia, Daniel Flores, and Sharon Celillo. He noted that the program saw increased participation, with 81% of students successfully completing their credits. This year, 22 students graduated, reflecting the district's shift away from the 130-credit option used during the pandemic; students are now required to complete the full 220 credits.



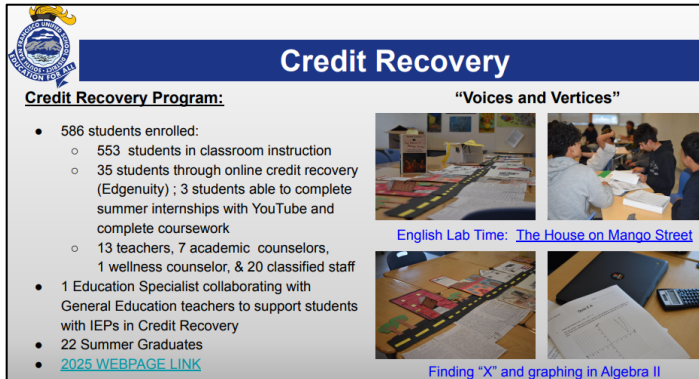
High School Programs

Administrative Team
 Stephanie Andrews & Chris Laveglia, Principals
 Daniel Flores & Sharon Cellilo, Assistant Principals

- Credit Recovery and Extended School Year (ESY) on SSFHS campus
- Enrollment facilitated by counselors based on transcripts and academic goals
- Credit recovery program offers courses needed for graduation only
- Students can earn up to 10 credits (5 credits per session)
- Attendance matters: students must meet attendance requirements to earn credits

The slide includes logos for the San Sebastian Foundation, Warriors, and FCHS. It also features three small images: a student, a group of students, and a student working on a laptop.

Dr. Garcia reported that total enrollment for the high school summer program across both sessions was 586 students, combining classroom instruction and online credit recovery through Edgenuity. Three students participated in summer internships with YouTube while completing coursework. The program was supported by 13 teachers, seven academic counselors, a wellness counselor, 20 classified staff members, and one education specialist.



Credit Recovery

Credit Recovery Program:

- 586 students enrolled:
 - 553 students in classroom instruction
 - 35 students through online credit recovery (Edgenuity) ; 3 students able to complete summer internships with YouTube and complete coursework
 - 13 teachers, 7 academic counselors, 1 wellness counselor, & 20 classified staff
- 1 Education Specialist collaborating with General Education teachers to support students with IEPs in Credit Recovery
- 22 Summer Graduates
- [2025 WEBPAGE LINK](#)

"Voices and Vertices"

English Lab Time: [The House on Mango Street](#)

Finding "X" and graphing in Algebra II

The slide includes logos for the San Sebastian Foundation, Warriors, and FCHS. It also features three small images: a student working on a laptop, a student working on a laptop, and a student working on a laptop.

In summary, the summer program attendance was strong across sites, ranging from 89% to 96%, and that interest in the programs continues to grow. Dr. Garcia noted ongoing challenges related to facilities during construction and staffing, identifying these as areas for continued improvement.



Program Summary

- Strong attendance in summer programs (average daily attendance ranged from 89% to 96%)
- Compared to the three previous years, more interest in in-person programs
- Challenges due to bond construction projects
- Staffing challenges a continued area for reflection and growth

In closing, Dr. Garcia recognized the summer school site leaders for their dedication and hard work, noting that they began planning in February and remained committed throughout the programs. He invited them to stand and acknowledged them with applause for their contributions to the summer programs' success.

Trustee Richardson shared her positive experience visiting the last day of summer programs, noting that students were reluctant for the program to end. She asked about the credit recovery process, specifically what happens to students who do not complete all their credits. Dr. Garcia explained that those students continue their studies at adult school to finish their requirements.

Trustee Hsieh thanked Dr. Garcia and the summer programs team for their work, noting that serving approximately 20% of the student population in such a short period of time is impressive. She expressed appreciation for the team's dedication to supporting students.

Vice President Murray echoed appreciation for the summer programs team, praising their consistent excellence year after year. She highlighted the Big Lift graduation as a particularly inspiring event and thanked staff for their dedication, inviting applause in recognition of their work.

Trustee Lam expressed agreement with previous comments and shared her appreciation for visiting the Big Lift culminating celebrations at Martin and Los Cerritos. She noted it was valuable to see the full scope of the summer programs and thanked both the staff attending the meeting and the teachers who worked throughout the summer to support students.

President Anthony thanked Dr. Garcia for his presentation.

O. PRESENTATION WITH POTENTIAL ACTION – None

P. CONSENT AGENDA

MOTION #10 (Murray/Hsieh) to approve items: 1a. Minutes of the July 10, 2025 Regular Board meeting; 2a. Permission for staff to attend the System Improvement Leads Summit in Palm Springs, CA, December 11 – 12, 2025; 3a. Certificated Personnel Assignment Order; 3b. Classified Personnel Assignment Order; 4a. Purchase Order Listing, June 2025; 4b. Warrant Register, June 2025; 4c. Cash Receipts, June 2025; 4d. Declaration of Surplus Items; 4e. Gifts to the District, July 2025; 4f. Fundraising events for the 2025-26 school year; 4g. Professional services agreements under \$25,000. Motion Carried. (Unanimous)

PUBLIC HEARING

The Board meeting was suspended to open a public hearing at 7:45 p.m.

1. Teaching & Learning

a. Confirmation of sufficient student textbooks/instructional materials

President Anthony shared that in accordance with California Education Code Section 60119 and SB 550, a public hearing will provide an opportunity for members of the public to comment on the sufficiency, appropriation and disbursement of instructional materials throughout the district.

A Public Hearing provided an opportunity for members of the public to comment on the instructional materials. There were no comments.

The public hearing was closed and the Board meeting resumed at 7:45 p.m.

ACTION

1. ADMINISTRATION

a. Approval of Superintendent's Contract Extension

Item was removed from agenda.

b. Resolution No. 25-51 for Attendance Awareness Month

Trustee Richardson read the resolution.

MOTION #11 (Murray/Richardson) to adopt Resolution #25-51: Recognizing Attendance Awareness Month and supporting activities to increase awareness of the importance of daily attendance. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

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

Vice President Murray noted a typographical error on page 106, paragraph three, line one, stating that "ELO" should read "ELOP." Dr. Moore confirmed the correction. Trustee Richardson requested clarification, and Vice President Murray repeated the correction and indicated her motion to approve all items with that change.

MOTION #12 (Murray/Hsieh) to approve the following new and updated District's Board Policies, waive a second reading, and incorporate an update on page 106, paragraph three, line one, to read "ELOP," as presented as presented to the Board. Motion Carried. (Unanimous)

1. BP 5148 – Child Care and Development
2. BP 5148.2 – Before/After School Programs
3. BP 5148.3 – Preschool/Early Childhood Education
4. BP 6158 – Independent Study
5. BP 6170.1 – Transitional Kindergarten
6. BP 6174 – Education for English Learners
7. BB 9240 – Board Training
8. BB 9270 – Conflict of Interest
9. BB 9010 – Public Statements
10. BB 9012 – Board Member Electronic Communications

2. TEACHING & LEARNING

a. Resolution No. 25-50 for Confirmation of Sufficient Student Textbooks/Instructional Materials

MOTION #13 (Murray/Hsieh) to adopt Resolution #25-50: To confirm and certify that the District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks, with a waiver of the reading. (AYES: Richardson, Hsieh, Lam,

Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

b. Approval to renew Agreements with Learner-Centered Collaborative (LCC)

MOTION #14 (Murray/Hsieh) to renew agreements with LCC to support the continued design and implementation of the 2025–2026 professional learning plan, in an amount not to exceed \$219,000. Motion Carried. (Unanimous)

c. Approval of Agreement with Amergis Healthcare Staffing, Inc. for Special Education Staffing Support

MOTION #15 (Murray/Lam) to approve the agreement with Amergis Healthcare Staffing, Inc. to provide Special Education Teacher and School Psychologist staffing support for the 2025-26 school year. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Approval of Collaboration Agreement with Rivet School

Trustee Richardson asked whether candidates in the educator pathway program need a bachelor's degree and if the program leads to a credential or a master's degree. Mr. Hannon clarified that the program provides a pathway for individuals without a bachelor's degree to earn one and then become certificated teachers. Those who already hold a bachelor's degree can enter the program directly to pursue a teaching credential. Trustee Richardson expressed appreciation for the program as a valuable way to address teacher shortages.

Vice President Murray inquired about Pell grants that cover tuition and whether federal education policy changes might affect them. Mr. Hannon noted that the district is closely monitoring the situation. President Anthony highlighted that the program offers two recruitment pathways, one for SSFUSD classified employees and one for local residents calling it an exciting opportunity for the community.

MOTION #16 (Murray/Hsieh) to approve the collaboration agreement with Rivet School to support the Educator Pathway program during the 2025–26 school year. Motion Carried. (Unanimous)

b. Approval of MOU with Alliant International University

MOTION #17 (Murray/Hsieh) to approve the renewal of the Memorandum of Understanding with Alliant International University, Inc. to provide practicum experiences and/or fieldwork opportunities through student teaching, school counseling, and school psychology internships for selected University students, effective August 1, 2025, through July 31, 2028. Motion Carried. (Unanimous)

c. Approval of Declaration of Need

MOTION #18 (Murray/Lam) to approve the Declaration of Need for Fully Qualified Educators for the 2025–26 school year. Motion Carried. (Unanimous)

d. Provisional Internship Permit (PIP) for Marleen Goo

MOTION #19 (Hsieh/Murray) to approve the PIP for Marleen Goo, Social Science Teacher at El Camino High School, for the 2025–26 school year. Motion Carried. (Unanimous)

e. Provisional Internship Permit (PIP) for David Jimenez

MOTION #20 (Murray/Hsieh) to approve the PIP for David Jimenez, Physical Education Teacher at Alta Loma Middle School, for the 2025–26 school year. Motion Carried. (Unanimous)

f. Provisional Internship Permit (PIP) for Guillermo Mejia

MOTION #21 (Murray/Hsieh) to approve the PIP for Guillermo Mejia, Social Science Teacher at Parkway Heights Middle School, for the 2025–26 school year. Motion Carried. (Unanimous)

g. Approval of the Job Description for the Director of Data, Educational Technology, and Accountability (Revised)

Trustee Lam requested clarification for the public regarding a position originally listed as certificated but now being considered as classified. Mr. Hannon explained that the job description, approved by the Board in February 2025, initially required a credential. To broaden the pool of viable candidates, the district proposes updating the position to a

classified role, not requiring a credential, while still valuing candidates with educational or education-adjacent experience to support district needs in alignment with the strategic plan.

MOTION #22 (Murray/Richardson) to approve the revised Director of Data, Educational Technology, and Accountability job description, effective for the 2025-26 school year. Motion Carried. (Unanimous)

4. STUDENT & FAMILY SERVICES

a. Approval of Renewal of Transportation Services Agreements

MOTION #23 (Murray/Hsieh) to renew agreements with HopSkipDrive and Androit to provide transportation services for eligible students specifically those identified as Foster Youth or protected under the McKinney-Vento Act during the 2025–26 school year. Motion Carried. (Unanimous)

5. BUSINESS SERVICES

a. Resolution No. 25-52 Authorizing Lease or Purchase of Relocatable Modular Classroom Structure

MOTION #24 (Richardson/Hsieh) to adopt Resolution #25-52: Authorizing lease or purchase of relocatable modular classroom structure for South San Francisco High School Pursuant to Public Contract Code Section 20118 and a waive of the reading. (AYES: Richardson, Hsieh, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

b. Approval of Agreement with All City Management Services, Inc. (ACMS)

President Anthony commended the crossing guards for their work, noting she observed them in action that morning, and expressed her support by indicating she would vote in favor.

Vice President Murray noted in the past, Monte Verde PTA had previously funded it. She expressed appreciation that the district is now covering the cost.

MOTION #25 (Murray/Hsieh) to approve the agreement with

ACMS to provide crossing guard services at Monte Verde, Ponderosa, Spruce, Sunshine Gardens, and Junipero Serra Elementary Schools for the 2025–26 school year in the amount of \$151,452. Motion Carried. (Unanimous)

c. Approval of Amendment No. 1 with Project Support Services, Inc. (PSS)

MOTION #26 (Murray/Lam) to approve amendment no. 1 with PSS which updates the milestone language to better align with the District's billing and project tracking processes. It also revises the funding source from Measure T Bond (Fund 21) to the Facilities Department (Fund 40). Motion Carried. (Unanimous)

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

September 11, 2025

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

September 25, 2025

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

October 9, 2025

- Teaching and learning presentation – Los Cerritos ES
- Teaching and learning presentation – Children's Center
- Presentation on Genentech and Science
- Presentation on Fiscal Services
- Williams report for 1st quarter ending 9/30/25
- Update on OpTerra Energy solar savings

- Resolution honoring Native American and Alaska Native Heritage Month (November)
- Approval of Local Indicators
- Approval of ESSER III Expenditure Plan for 2025-26

October 23, 2025 - Community Forum

- Topic(s) TBD

November 13, 2025

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

December 11, 2025

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

December 16, 2025 - Reorganization meeting

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

SUMMARY OF BOARD DIRECTIVES – None

GOOD AND WELFARE

Trustee Richardson requested that the meeting be closed with a moment of silence in memory of the family affected by a recent accident involving two of the district's students. President Anthony confirmed that the moment of silence would be observed and acknowledged that she had noted the family's names.

Trustee Lam shared reflections on the first day of school, noting personal experiences as a parent managing new routines for children at Monte Verde and South San Francisco High School. She expressed appreciation for the welcome rallies, new teacher orientation, and the preparation that went into setting a positive

tone for the school year. Trustee Lam thanked Principals Mirt, Erskin, and Balisi for their time during school visits, acknowledged Dr. Rossi at Westborough Middle School, and recognized staff. She encouraged the community to engage in school activities, including PTA involvement, and highlighted the strength and resilience of the school community during challenging times.

Trustee Richardson highlighted her recent activities, beginning with attendance at the National Night Out event at Westborough Park, noting the strong community spirit. She also attended the NALEO (National Association of Latino Elected Officials) conference in Atlanta, where Latino leaders from across the country shared powerful stories about community struggles, including the challenges faced by families in Los Angeles. She expressed deep appreciation for the dedication of teachers in protecting and supporting students during difficult circumstances. Trustee Richardson also attended multiple National Night Out gatherings throughout the city, observing the importance of community connection. She joined fellow trustees at the school year kickoff rally, describing it as a proud and uplifting moment for the district. On the first day of school, she visited several campuses, including Los Cerritos, Baden, South San Francisco High School, and Spruce Elementary. She noted that enrollment at Spruce has grown, with an additional kindergarten class added. Trustee Richardson observed the positive, confident start of students at Los Cerritos, crediting early education and pre-K experiences for smoother transitions. She commended Principal Hong for her welcoming presence and expressed appreciation to students, teachers, and families for starting the year with energy and optimism.

Trustee Hsieh closed her comments by welcoming everyone back and encouraging the community to start the school year on a positive note. She thanked those who stayed through the meeting and wished all a great and exciting academic year.

Vice President Murray welcomed everyone back and encouraged families to join their school PTA, emphasizing its importance. She also noted that she will be on vacation and unable to attend the September 11th board meeting.

ADJOURNMENT 8:14 p.m. – In memory of Yina Ramos Bello

President Anthony adjourned the meeting in honor of Yina Ramos Bello, a Spruce Elementary School parent who recently lost her life in a car accident in San Mateo. Her two sons, Mathias and Mateo, were also injured, one of whom was still in the ICU. She noted that a [GoFundMe](#) has been established to support their father, Alejandro, with medical expenses and the repatriation of Mrs. Bello's remains to Colombia. The meeting concluded with a moment of silence for the family.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jason Brockmeyer, Director of Innovation, Community Outreach and Special Projects

DATE: September 11, 2025

RE: Staff members to attend the National Council of Supervisors of Mathematics annual conference on October 12–15, 2025, in Atlanta, Georgia

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The National Council of Supervisors of Mathematics is the premier mathematics education leadership organization. Their bold leadership in the mathematics education community develops vision, ensures support, and guarantees that all students engage in equitable, high-quality mathematical experiences that lead to powerful, flexible uses of mathematical understanding to affect their lives and to improve the world.

This year NCSM proudly celebrates its [57th Annual Conference](#). This year's conference, themed "Rise Up with Bold Mathematics Leadership," will feature sessions focused on accelerating student learning through innovative and inclusive strategies, elevating mathematics instruction via impactful leadership and professional development, advancing equity with transformative practices and culturally responsive teaching, and lifting teacher practice through effective coaching and collaboration. Join us as we inspire and empower leaders dedicated to high-quality mathematics teaching and learning for every student, every day.

Ms. Karie Mullassery and Ms. Sathya Seigel, members of the Teach and Learn TOSA Math team, request to attend the NCTM Annual conference on October 12-15, 2025. This professional learning opportunity will support their work in advancing mathematics education across the district.

FISCAL IMPLICATIONS:

Estimated costs for two (2) staff members to attend the [NCSM conference October 12-15, 2025](#):

- **Registration:** \$765 per person $\times 2 = \$1,530$
- **Lodging:** \$312.44/night $\times 3$ nights = \$937.32 $\times 2 = \$1,874.64$
- **Flights:** \$700 $\times 2 = \$1,400$
- **Meals:** \$70 per person $\times 4$ days = \$280 $\times 2 = \$560$
- **Transportation (Uber/Lyft):** \$100 $\times 2 = \$200$

Total Estimated Costs: \$5,564.64

MGMT: 01-0000-0-1110-1000-5210-090-177

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Karie Mullassery and Ms. Sathya Seigel to attend the [NCSM conference](#) on October 12-15, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jason Brockmeyer, Director of Innovation, Community Outreach and
Special Projects

DATE: September 11, 2025

RE: Staff members to attend the California Science Educators (CASE)
Conference, October 16 – 19, 2025 in Palm Springs, CA

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The [California Science Educators Conference](#) is the premier annual event for advancing science education through meaningful professional development, evidence-based instructional practices, and collaboration with colleagues from across the state. This year's program places a particular emphasis on supporting elementary teachers in delivering high-quality science instruction—an area identified as a critical need in California.

This program aims to:

- **Enhance instructional impact:** Provide educators with professional learning that improves student outcomes, incorporates best practices in science education, and empowers all students to succeed.
- **Build leadership capacity:** Strengthen elementary science educators' leadership skills and connect them to a statewide network dedicated to ensuring high-quality science education for all California students.

The conference offers a diverse selection of workshops, allowing educators to tailor their experience to their professional goals and growth as science educators and teacher leaders in SSFUSD. The full course offering can be found here:

https://s7.goeshow.com/csta/annual/2025/conference_program_sessions.cfm

Jennifer Rosse is invited to participate in the Science Leaders Pre-Conference on Thursday, October 16. Elementary Science Teacher Leaders will attend the main conference workshops from Saturday, October 18 to Sunday, October 19. All participants will stay at the Renaissance Hotel in Palm Springs, CA located at the conference center.

We request approval for Jennifer Rosse and 10 Elementary Science Teacher Leaders to attend the [California Science Education \(CASE\) Conference](#).

FISCAL IMPLICATIONS:

Estimated cost for 11 attendees:

- **Conference Registration:** $\$255 \times 11 = \$2,805$
- **Travel (Flights):** $\$750 \times 11 = \$8,250$
- **Transportation (to/from airport):** $\$100 \times 11 = \$1,100$
- **Hotel:** $\$229/\text{night} \times 2 \text{ nights} \times 12 \text{ rooms} = \$5,496$
- **Meals:** $\$75/\text{day} \times 2 \text{ days} \times 12 \text{ attendees} = \$1,800$

Total Estimated Costs: \$19,451

Genentech funds (MGMT 01-9044-0-1110-1000-5210-090-062) will be used to cover expenses.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Jennifer Rosse's and the Elementary Science Teacher Leaders participation in the CASE (California Science Educators Conference), as part of the district's professional development efforts and strategic plan alignment.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jason Brockmeyer, Director of Innovation, Community Outreach and Special Projects

DATE: September 11, 2025

RE: Staff Participation in CAL-MSCS Mathematics Community of Practice Convening – October 21–22, 2025 (Monterey, CA) and January 2026 (Location & Date TBD)

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The [California Mathematics Community of Practice Convening \(CAL-MSCS\)](#) is a statewide initiative focused on fostering collaboration and driving systemic change in mathematics education. These convenings aim to strengthen local mathematics communities of practice by promoting equitable, inclusive, and engaging learning experiences aligned with the 2023 California Mathematics Framework. Participants will engage with the Three Dimensions of Systemic Change, emphasizing connections to students' lived experiences, families, and communities.

Ms. Karie Mullassery and Ms. Sathya Seigel, Teaching & Learning Math TOSAs, request approval to attend the CAL-MSCS Convening in October [21](#) – [22](#), 2025, in Monterey, CA, and in January 2026 (location and date TBD). This professional learning opportunity will support their ongoing work to advance mathematics education across the district.

FISCAL IMPLICATIONS:

The San Mateo County Office of Education (SMCOE) will cover the \$250 registration fee for each participant and reimburse travel expenses up to \$700 per attendee. Reimbursable expenses may include:

- Hotel accommodations
- Mileage or other travel-related costs

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Karie Mullassery and Ms. Sathya Seigel to attend the California Mathematics Community of Practice Convening in October 21–22, 2025 (Monterey, CA) and January 2026 (location and date TBD).

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jason Brockmeyer, Director of Innovation, Community Outreach and Special Projects

DATE: September 11, 2025

RE: Staff to attend the NGSS Workshop, November 5–7, 2025 at the Exploratorium

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Exploratorium in San Francisco is a premier science education institution renowned for its high-quality professional development, focusing on NGSS-aligned instructional strategies and inquiry-based learning.

Through the SSFUSD Innovator Cohort and our district's partnership with the Exploratorium, we have been invited to attend and bring up to 18 teachers to participate in this unique professional learning experience.

This program aims to:

- Build instructional capacity: Equip K–5 educators with the skills and strategies to effectively implement NGSS-aligned instruction.
- Empower teacher leadership: Support educators in becoming science champions who consistently use NGSS curriculum and resources to deliver equitable, engaging, and rigorous learning experiences for all students.
- Promote equity and representation: Prioritize support for educators of color and those serving in Title I schools.
- Foster collaboration: Create a community of practice among Bay Area educators committed to high-quality science instruction.

The Academy provides hands-on, inquiry-based learning experiences, opportunities for networking, and targeted support to help participants scale learning in their own school communities. A follow-up session will be held on Tuesday, January 13, with the Exploratorium team.

Jennifer Rosse and up to 18 educators in the Innovator Cohort will participate in the California NGSS Foundational Elementary Inquiry Institute at the Exploratorium in San Francisco. As part of this professional development, participants will stay at a hotel near the Exploratorium from November 5–7, 2025, and attend the two-day workshops scheduled for November 6–7, 2025.

Workshops at the Exploratorium:

- **Thursday & Friday, November 6–7, 2025** – 8:30 AM to 3:30 PM (Exploratorium, San Francisco)
- **Tuesday, January 13, 2026** – 4:00 to 5:30 PM (online or in person follow-up)
- **Optional After Dark activity at the Exploratorium** – Thursday, November 6, 7:00 to 9:00 PM

A workshop flyer is linked [HERE](#) for reference.

FISCAL IMPLICATIONS:

The Exploratorium will cover the costs for lodging, workshop registration, breakfast and lunch, and the evening event on November 6. The District will support mileage reimbursement and meal costs not covered by the workshop.

Estimated cost for up to 19 attendees:

- Food – \$40 per day = **\$1,520**
- Vehicle Transportation – \$21.10/person = **\$400.90**

Total Estimated Costs: \$1,920.90

Genentech funds (MGMT 01-9044-0-1110-1000-5210-090-062) will be used to cover expenses not funded by the Exploratorium.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the participation of Jennifer Rosse and up to 18 educators in the California NGSS Foundational Elementary Inquiry Institute on November 6–7, 2025, as part of the District's professional development initiatives and in alignment with the District's Strategic Plan.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jason Brockmeyer, Director of Innovation, Community Outreach and Special Projects

DATE: September 11, 2025

RE: Request for staff to attend the CA Math Council Conference in Pacific Grove, CA, December 5 - 7, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The CA Math Council Conference offers 120 workshops by top mathematic educators. Sessions will be geared towards Mathematics Equity and Excellence, STEM, as well as Coaching/Mathematics Leadership. All will receive a better understanding of the newer framework. Innovative teaching strategies will be shared by the best mathematics leaders in California.

FISCAL IMPLICATIONS:

Estimated Costs for 20 Staff Members – [California Math Council Conference \(Pacific Grove, CA, December 5–7, 2025\)](#)

- **Registration:** \$280 × 20 people = **\$5,600.00**
- **Lodging:** \$327.19 × 2 nights × 20 people = **\$13,087.60**
- **Meals:** \$70 × 2 days × 20 people = **\$2,800.00**
- **Transportation (mileage):** 210 miles × \$0.67 × 20 people = **\$2,814.00**

Total Estimated Costs: \$24,301.60

Genentech funds (MGMT: 056) will be utilized to cover the cost for 20 staff members to attend

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for 20 staff members to attend the [CA Math Council Conference in Pacific Grove, CA December 5 – 7, 2025](#).

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
James Briano, Principal ECHS

DATE: September 11, 2025

RE: 2025 CAWEE Fall Conference October 9-10, 2025 in Sacramento, CA

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The [2025 CAWEE Fall Conference](#), sponsored by the California Association of Work Experience Educators, brings teachers, administrators, support staff, and business leaders together to discuss laws surrounding child labor and youth safety in California. The conference allows teachers from around the state to build partnerships, exchange ideas, and gain access to resources for Work Experience Education and Work Permits. Upon successful completion of the conference, teachers earn Work Permit Certification.

FISCAL IMPLICATIONS:

Estimated costs for one staff member to attend the [CAWEE conference](#) in Sacramento, CA:

- **Registration:** \$400.00
- **Lodging:** \$300 per night × 2 nights = \$600.00
- **Meals:** \$70 per day × 2 days = \$140.00
- **Transportation (mileage):** 97.5 miles each way = 195 miles × \$0.70 = \$136.50

Total Estimated Cost: \$1,276.50.

Management 01-0805-0-1110-1000-5210-032-180 will be used to cover costs.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attendance of one staff member from El Camino High School to attend the 2025 CAWEE Fall Conference October 9-10, 2025 in Sacramento, CA.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jonathan Covacha, Principal, Martin Elementary

DATE: September 11, 2025

RE: National Association for Multicultural Education Conference on November 19-23, 2025 in New Orleans, LA

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The National Association for Multicultural Education (NAME) is an organization that unites TK-12 teachers, education scholars, and community advocates who are committed to advancing educational equity, social justice, and diversity. On June 3, 2025, as an active member of NAME, Dr. Jennifer Manglicmot received confirmation of the acceptance of her conference proposal for NAME's 2025 annual international conference, which will be held November 19th - 23rd in New Orleans. Dr. Manglicmot's conference roundtable presentation is based on her completed dissertation research study and the proposal title is *Entry Points for Ethnic Studies in Elementary Contexts: Portraits of Critically Conscious Elementary Teachers of Color*. In addition to presenting, Dr. Manglicmot will actively participate and attend NAME's multicultural workshops, panels, and presentations. Recently hired as an SSFUSD instructional coach and currently serving at Martin Elementary School, she is excited to bring back resources to engage and collaborate with educational colleagues, which will include current multicultural research, pedagogical practices, and strategies to implement. Before the conference, she will share a brief survey to learn more about teachers' current understandings of multicultural education such as research-based practices associated with the learner and community outcomes of multicultural education, and collect questions that the teaching staff has about multicultural education. Dr. Manglicmot will create her conference schedule and plan accordingly, responsive to the site's needs and current understanding about multicultural education pedagogical strategies and curricula. Upon returning from the conference, she will create a plan to share information through

various communication methods such as newsletters/recorded powerpoint presentations/shared documents, at self-selected workshops, and at collaboration and coaching meetings.

Connections to SSFUSD's Strategic Goals

NAME's goals, mission, and 2025 conference focus align in multiple ways with SSFUSD's strategic goals to: (1) prioritize exceptional instruction through academic discourse, belonging and well-being; (2) empower educators by increasing access to professional learning and resources that uplift culturally relevant, responsive, and sustaining pedagogies and curricula to engage their students in asset-based, culturally sustaining learning experiences; and (3) create equity-centered systems and practices that amplify historically marginalized voices and ways of knowing, as well as provide the tools and pathways for students and school communities to unpack issues of power and injustices in our society. This year's NAME conference theme is *NARRATE: Our Stories Matter, The Transformative Power of Storytelling*, and draws upon the work of various multicultural educators and scholars who have utilized empirical research and personal experiences to amplify the power of storytelling as a means for enriching curricula (Banks, 2016; Gay, 2018), honoring diverse identities and counternarratives (NAME, 2025; Solórzano & Yosso, 2002), creating communities of belonging through dialogue (hooks, 1994), and inspiring collective action (Bell, 2010). Moreover, multicultural storytelling is a conduit for culturally relevant learning opportunities for all (Ladson-Billings, 1995), and for cultivating meaningful connections, well-being, and belonging in our school communities.

References

- Banks, J. A. (2016). *Cultural diversity and education: Foundations, curriculum, and teaching* (6th ed.). Routledge.
- Bell, L. A. (2010). *Storytelling for social justice: A guide to narrative pedagogy*. Routledge.
- Gay, G. (2018). *Culturally responsive teaching: Theory, research, and practice* (3rd ed.). Teachers College Press.
- hooks, b. (1994). *Teaching to transgress: Education as the practice of freedom*. Routledge.
- Ladson-Billings, G. (1995). Toward a theory of culturally relevant pedagogy. *American Educational Research Journal*, 32(3), 465-491. <https://doi.org/10.3102/00028312032003465>
- National Association for Multicultural Education. (2025). *NAME Annual International Conference, New Orleans Nov. 19-23*. NAME: Advancing and Advocating for Social Justice and Equity. https://www.nameorg.org/name_2025_nola_conference.php
- Solórzano, D. G., & Yosso, T. J. (2002). Critical race theory and method: Counter-storytelling as an analytical framework for educational research. *Qualitative Inquiry*, 8(1), 23-44. <https://doi.org/10.1177/1077800402008001003>

FISCAL IMPLICATIONS:

Estimated costs for 1 Martin Elementary staff to attend the [NAME Conference](#):

- **Registration:** \$300.00 per person * 1 staff = \$300.00
- **Lodging:** \$194.64 per night * 4 nights * 1 staff = \$779.00
- **Meals:** \$315.00
- **Airfare:** \$400.00
- **Transportation (mileage):** \$60 to and from airport

Total Estimated Costs: \$1,854.00

Title 1 funds from the school site 01-3010-0-1110-1000-5210-008-301 will be used to cover the expenses.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the request for Dr. Jennifer Manglicmot to attend the [NAME \(National Association for Multicultural Education Conference\)](#) in New Orleans, LA November 19 – 23, 2025, as part of the district's professional development efforts and strategic plan alignment.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Sharimar Balisi Manalang, Principal SSFHS

DATE: September 11, 2025

RE: Permission for SSFHS students/staff to travel with EF Educational Tours to Europe on July 24, 2026 through August 2, 2026 (tentative dates)

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip to Europe for 9 days in July of 2026 (tentative dates) is to provide students as well as parents of South San Francisco High School with an experiential learning and international travel opportunity. Between 15-30 male and female students (6:1 student/chaperone ratio) will have the chance to experience international travel through an educational lens to expand their knowledge of the world around them and discover more about themselves while growing more confident, independent, and come to understand more about people, places and cultures. Teachers who will be joining the trip: Bryan Seelbach (Social Science SSFHS) and tentatively depending on the number of students who travel, another teacher within SSFHS.

Students will be nominated by their teachers; information will be sent to their parent/guardians for an upcoming informational meeting. During this meeting assistance will be provided on filling out applications and applying for scholarships. The cost to travel is would be \$2,000-\$4,459, depending on the scholarships received by students. At this time, permission forms will be signed and retained on file.

This trip is organized through EF Educational Tours, which is an accredited world leader in international educational travel with over 55 years of experience that partners with other schools such as EL Camino HS, Terra Nova HS, and Hillsborough City School District. Students and parents will stay in gender-segregated, American-style hotel rooms every night of the trip. Information on EF Educational Tours, ensuring comfort and safety:

During the tour, EF will provide our group with a dedicated, personal Tour Director, along with a Safety and Incident Response Team, enhanced safety measures, and full support of our safety policies. Additionally, EF offers students a valuable opportunity for personal learning, including the potential to earn college credit and gain inspiration for their college applications.

For more information about EF Educational Tours: <https://www.eftours.com/>

FISCAL IMPLICATIONS:

There will be no cost to the District.

The cost of travel for students (\$2,000 - \$4,959) includes round-trip airfare, safe and comfortable hotel accommodations, a full-time professional Tour Director, on-tour transportation, guided tours and activities, daily breakfast and dinner, 24/7 on-tour assistance, and access to the Traveler Support Team. Additionally, students have opportunities to fund their trip through options such as the Global Citizen Scholarship (based on need and merit), a customizable Tour Donation Page, and various fundraising opportunities.

No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve for South San Francisco High School students to travel with SSFHS staff and EF Educational Tours to Europe on tentative dates between July 24, 2026 through August 2, 2026.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Sharimar Balisi Manalang, Principal SSFHS

DATE: September 11, 2025

RE: Permission for the South San Francisco High School Boys and Girls Varsity Wrestling Team to Travel to Sacramento, CA, October 5, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip one day October 5th, 2025, is to participate in the California USA Wild West Showdown Preseason Wrestling Tournament, hosted at Sierra College. The team along with Coach Cuauhtemoc Cervantes and Female Chaperone/ Volunteer Lena Eremeyeff will leave and return Sunday, October 5th, 2025. Head Coach Cuauhtemoc Cervantes and volunteer Lena Eremeyeff will be supervising the team. The group will be traveling to Sacramento by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Athletics Department Will pay for tournament fees, and the district van. The group will be returning the same day. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the South San Francisco High School Boys & Girls Varsity Wrestling Team to travel to Sacramento, CA, October 5th, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Sharimar Balisi Manalang, Principal SSFHS

DATE: September 11, 2025

RE: Permission for the South San Francisco High School Boys and Girls Varsity Wrestling Team to Travel to Fresno, CA, October 10-12, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip on October 10 – 12, 2025 is to participate in a wrestling tournament hosted by Clovis West High School. The team along with Coach Cuauhtemoc Cervantes and Female Chaperone Lena Eremeyeff will leave Friday, October 10th, 2025 and return Sunday, October 12th, 2025. Head Coach Cuauhtemoc Cervantes will be supervising the team. The group will be traveling to Clovis West High School by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Wrestling team will pay for tournament fees, and the district van. The group will be staying at the Extended Stay America Suites Fresno North at 7135 North Fresno Street, Fresno, CA, 93720. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the South San Francisco High School Boys and Girls Varsity Wrestling Team to travel to Fresno, CA, October 10 - 12, 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Sharimar Balisi Manalang, Principal SSFHS

DATE: September 11, 2025

RE: Permission for the South San Francisco High School Girls Varsity Wrestling Team to Travel to Corona, CA, December 28 - 30, 2025

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip on December 28 - 30, 2025, is to participate in a wrestling tournament hosted by Corona High School. The team, Coach Cuauhtemoc Cervantes and Female Chaperone Lena Eremeyeff will leave Sunday, December 28, 2025 and return Tuesday, December 30, 2025. Head Coach Cuauhtemoc Cervantes will be supervising the team. The group will be traveling to Corona High School by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Wrestling team will pay for tournament fees, and the district van. The group will be staying at the Best Western Corona Hotel and Suites on 1900 Frontage Rd, Corona, CA 92882. No student will be denied the opportunity to participate due to financial constraints.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for the South San Francisco High School Girls Varsity Wrestling Team to travel to Corona, CA, December 28 - 30, 2025.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

CERTIFICATED CONTRACTS | 2025–2026

Bringas, Cynthia - Probationary Contract at Los Cerritos Elementary School
Effective: 8/12/2025 | Salary Placement: A-2

DiTargiani, Cheryl - Probationary Contract at Junipero Serra Elementary School
Effective: 9/22/2025 | Salary Placement: D-6

Driussi, Cordelia - Probationary Contract at South San Francisco High School
Effective: 7/1/2025 | Salary Placement: A-1

Lee, Yujin - Probationary Contract at South San Francisco High School
Effective: 7/15/2025 | Salary Placement: A-1

Nemirovsky, Daniel - Probationary Contract at El Camino High School
Effective: 7/1/2025 | Salary Placement: A-5

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

EMPLOYMENT

Beach, Sienna – Library Media Assistant, Spruce Elementary School

3.5 hours per day | Range 30, Step 3 | Effective: August 14, 2025

Cruz, Edilberto – Paraprofessional I, Martin Elementary School

6.0 hours per day | Range 25, Step 4 | Effective: August 14, 2025

Consuelo, Lorelei - Paraprofessional II - Special Education, Ponderosa Elementary School

6.0 hours per day | Range 29, Step 4 | Effective: August 14, 2025

Flores, Lena – Paraprofessional II - Special Education, Spruce Elementary School

6.0 hours per day | Range 29, Step 3 | Effective: August 14, 2025

Hansen, Tyler – Data and Systems Specialist, Teaching and Learning, District Office

7.5 hours per day | Range 50 Step 5 | Effective: July 23, 2025

Hernandez, Hazel - Paraprofessional II - Special Education, Buri Buri Elementary School

6.0 hours per day | Range 29, Step 1 | Effective: August 14, 2025

Huang, Joby - Paraprofessional I - Special Education, Martin Elementary School

6.0 hours per day | Range 26, Step 2 | Effective: August 14, 2025

Mata, Mayra - School Office Assistant, Spruce Elementary School

7.5 hours per day | Range 30, Step 3 | Effective: August 18 2025

McCormack, Evan - Paraprofessional I - Bilingual, South San Francisco High School

6.0 hours per day | Range 25, Step 5 | Effective: August 14, 2025

Mente, Andrea - Paraprofessional I - Bilingual, Spruce Elementary School

4.0 hours per day | Range 25, Step 2 | Effective: August 18, 2025

Merluza, Krystle - Paraprofessional II - Special Education, Junipero Serra Elementary School

6.0 hours per day | Range 29, Step 3 | Effective: August 14, 2025

Morris, Courtney – Paraprofessional II - Special Education, Junipero Sera Elementary School

6.0 hours per day | Range 29, Step 3 | Effective: August 14, 2025

Ormbrek, Lena – Paraprofessional I - Special Education, Buri Buri Elementary School

6.0 hours per day | Range 26, Step 5 | Effective: August 14, 2025

Renteria, Diana - Paraprofessional II - Special Education, Ponderosa Elementary School

6.0 hours per day | Range 26, Step 3 | Effective: August 14, 2025

EMPLOYMENT (CONTINUED)

Rodriguez, Yanet – Paraprofessional I - Bilingual, Martin Elementary School

6.0 hours per day | Range 25, Step 3 | Effective: August 18, 2025

Tsang, Vivien – Paraprofessional I - Special Education, Junipero Sera Elementary School

6.0 hours per day | Range 26, Step 3 | Effective: August 18, 2025

Umali, Catherine – Paraprofessional II - Special Education, Junipero Sera Elementary School

6.0 hours per day | Range 29, Step 3 | Effective: August 14, 2025

Wichmann, Spencer – Paraprofessional II - Special Education, South San Francisco High School

6.0 hours per day | Range 29, Step 2 | Effective: August 14, 2025

Yacilla Medina, Valeria - Paraprofessional I - Bilingual, Martin Elementary School

6.0 hours per day | Range 25, Step 2 | Effective: August 14, 2025

Zapata, Jarrett - Paraprofessional II - Special Education, Adult Education

6.0 hours per day | Range 29, Step 2 | Effective: August 14, 2025

PROMOTION

Chupo, Ariel – Accounting Technician, District Office

7.5 hours per day | Range 41, Step 1 | Effective: August 11, 2025

TRANSFER

~~**Abarquez, Jocelyn** – Paraprofessional – Childcare from Paraprofessional II – Special Education from Ponderosa Elementary School~~

~~6.0 hours per day | Range 25, Step 5 | Effective: August 14, 2025~~

Abarquez, Jocelyn – Paraprofessional II - Special Education at Westborough Middle School, to Paraprofessional I - Childcare at Skyline Elementary School

5.25 hours per day | Range 25, Step 5 | Effective: August 14, 2025

RESIGNATION

Ibanez, Sergio – Paraprofessional I - Bilingual, Parkway Heights Middle School

6.0 hours per day | Range 25, Step 5 | Effective: August 12, 2025

Jimenez, Marisa – Paraprofessional I, Martin Elementary School

6.0 hours per day | Range 25, Step 3 | Effective: August 20, 2025

Valderama, Frances – Office Assistant, Parkway Heights Middle School

5.0 hours per day | Range 30, Step 4 | Effective: August 1, 2025

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student & Family Services
Luca Tirapelle, Ed.D., MTSS Coordinator

DATE: September 11, 2025

RE: Approval for Staff to attend the 2025 California PBIS Conference
October 8 - 10, 2025 in Sacramento, CA

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

As the District continues to design and implement a Coordinated Care Model, it is crucial that staff have access to high-quality professional development aligned with Multi-Tiered Systems of Support (MTSS). [The California PBIS Conference](#) offers our team the opportunity to deepen their knowledge of Positive Behavioral Interventions and Supports (PBIS), connect with statewide leaders, and refine implementation strategies in alignment with California's norms and regulations.

Participation will allow selected pilot schools to lead the way in establishing a robust Coordinated Care System within SSFUSD. Through Professional Learning Communities (PLCs), participants will share best practices across schools, ensuring consistency and cultural responsiveness in the implementation of PBIS districtwide.

The California PBIS Conference is dedicated to advancing evidence-based, culturally relevant practices, providing technical assistance, coaching, and training that build

organizational capacity for sustaining PBIS practices. The details of the conference are below:

- Dates: October 8–10, 2025
- Location: Sacramento, California
- Schedule: 8:30 am – 4:30 pm daily
- Participants:
 - Secondary and Title I School Administrators (7)
 - 1 Representative from each Secondary and Title I School (Wellness Counselor, Teacher Lead, or School Psychologist)
 - 1 MTSS Coordinator and 1 Counselor on Special Assignment

FISCAL IMPLICATIONS:

The estimated cost for 16 attendees:

- **Conference Registration:** \$599 x 16 attendees = **\$9,584**
- **Mileage (D.O. to Conference):** \$140 x 16 attendees = **\$2,240**
- **Hotel:** Two-night stay/\$1,411.41 x 16 rooms = **\$22,582.56**
- **Meals:** \$75/day × 3 days × 16 attendees = **\$3,600**

Total Estimated Costs: **\$38,006.56**

Funding Source: Student and Family Services General Fund Allocation (MGMT 01-9305-0-1110-1000-5210-090-503).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve staff participation in the 2025 California PBIS Conference in Sacramento, CA to support the district's implementation of Positive Behavioral Interventions and Supports.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student & Family Services

DATE: September 11, 2025

RE: Approval for CEI Cohort V, Staff Travel (multiple dates and locations)

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The [Community Engagement Initiative](#) equips school and district staff with essential knowledge about the assets and resources available within the communities they serve. It also fosters the development of skills in cultural competency and the building of trusting relationships with families. Additionally, it ensures that families have access to valuable information about student learning and the functioning of the school system. Possible criteria might include:

- District and school staff can expand their knowledge to better support families and communities.
- District and school staff can deepen their understanding of culturally responsive practices and teaching methods.
- District and school staff can enhance their toolkit of strategies to engage with and build trust within the community.

The Multi Learner group, under the direction of Dr. Garcia, Assistant Superintendent – Student & Family Services, consists of the Parkway Heights Principal, TOSAS, Liaisons, Parents, SSF Ed Fund and El Concilio of SMCoe request approval to attend the in-person events for Cohort V. The Community Engagement Initiative is a two-year commitment. Cohort V is currently completing year two.

FISCAL IMPLICATIONS:

Estimated costs for 13 staff members to attend cohort V in person dates:

October 23-24, 2025 in Ontario, CA

- **Meals:** \$35/day × 2 days × 13 attendees = **\$910**
- **Transportation via Uber/Lift:** to and from Airports to Hotels 2 rides (\$80.00) 13 people = **\$1,040.00**

March 12-13, 2026 in San Diego, CA

- **Meals:** \$35/day × 2 days × 13 attendees = **\$910**
- **Transportation via Uber/Lift:** to and from Airports to Hotels 2 rides (\$80.00) 13 people = **\$1,040.00**

April 30 - May 1, 2026 in Anaheim, CA

- **Meals:** \$35/day × 2 days × 13 attendees = **\$910**
- **Transportation via Uber/Lift:** to and from Airports to Hotels 2 rides (\$80.00) 13 people = **\$1,040.00**

Total Estimated Costs: **\$5,850**

Funding Source: CEI Grant (01-9010-0-1110-1000-5210-090-174)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve staff participation in the CEI workshops outlined in this memo to support the District's implementation of Community Engagement.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: September 11, 2025

RE: Acceptance of Gifts

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

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

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

\$1,652 from Mr. and Mrs. Victor San Juan to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$100 from Mr. and Mrs. James O'Leary to El Camino High School in support of academic excellence, for use under the principal's discretion.

\$1,527.20 from American Giving Online Foundation to SSFUSD in support of student and staff needs.

\$242.22 from Shutterfly, LLC to Ponderosa Elementary School in support of student and school needs.

\$7,500 from the South San Francisco Rotary Foundation to South San Francisco High School in support of academic excellence, for use under the principal's discretion.

\$710.82 from American Online Giving Fund to Alta Loma Middle School in support of academic excellence.

\$170 (two \$85 donations) from the Blackbaud Giving Fund to Alta Loma Middle School in support of academic excellence.

\$350 (seven \$50 donations) from the Blackbaud Giving Fund to Monte Verde Elementary School in support of academic excellence, for use under the principal's discretion.

\$1,750 – Non-monetary donation of 35 chef coats, valued at approximately \$1,750, from Fregosa Ventura, Inc. to the SSFUSD Teaching & Learning Department in support of the Culinary Arts school programs.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Shawnterra Moore, Ed.D., Superintendent
THRU: Ted O, Assistant Superintendent – Business Services
DATE: September 11, 2025
RE: Acceptance of 2025-26 Fundraisers

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Each year, the Board of Trustees approves all fundraisers to be held on behalf of the schools and students of the District.

The following fundraisers are being submitted for approval:

Westborough Middle School

- | | |
|-----------------------|---|
| 6 th Grade | T-Shirt Fundraiser – T-shirts will be sold through online orders to friends and family. Commencing August 2025 through September 2025. |
| 6 th Grade | Bowling Fundraiser Event – A fundraising event at Classic Bowl in Daly City in support of the 6th grade class. Commencing September 12, 2025. |
| 6 th Grade | Game Night Fundraising Event – Selling concessions for Game Night. Commencing January 23, 2026. |
| Leadership Club | Boba Fundraising Social – Selling boba drinks and snacks during the Back to School Boba Social. Commencing September 11, 2025. |

Leadership Club	Snack Shack Fundraiser – The sale of remaining concessions from a school event during before- and after-school hours. Commencing throughout the 2025-26 school year.
-----------------	--

ASB	Merchandise Sale – sold throughout the 2025-26 school year.
-----	---

Buri Buri Elementary School

5 th Grade	World's Finest Chocolate Sale – Selling chocolate bars to raise funds in support of Outdoor Ed. Commencing October 2025 through November 2025.
-----------------------	--

Skyline Elementary School

All Grades	Read-A-Thon – Students will request sponsors for time they spend reading. Commencing Fall 2025.
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4 th & 5 th Grades	World's Finest Chocolate Sale - Selling chocolate bars to raise funds in support of Outdoor Ed. Commencing throughout the 2025-26 school year.
--	--

5 th Grade	See's Candy Sales - Selling See's Candies to raise funds in support of Outdoor Education. Commencing November 2025 through May 2026.
-----------------------	--

All Grades	Walk-A-Thon – Students will collect donations by participating in the walk-a-thon. They will walk laps, with supporters pledging a donation for each lap completed. Commencing Spring 2026.
------------	---

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the fundraisers listed above.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Shawnterra Moore, Ed.D., Superintendent
THRU: Ted O, Assistant Superintendent – Business Services
DATE: September 11, 2025
RE: Professional Services Agreements Under \$25,000

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Superintendent

- | | |
|---------|--|
| \$6,300 | Michael Milliken, PhD. – To support Ms. Hong’s success in the role of new principal at Los Cerritos by providing administrative coaching and support services throughout the 2025-26 school year. |
| \$8,000 | Bruce Thompson - To provide on-site leadership support at Parkway Heights Middle School, focusing on advancing the school’s vision in alignment with the District’s priorities, Strategic Plan, and Portrait of a Graduate. Commencing throughout the 2025-26 school year. |

District Office – Teaching & Learning

- | | |
|------------------------|---|
| Not to exceed \$25,000 | Fregosa Ventures, Inc. DBA Collaborative Education Advisors CEDAD) - Professional development and coaching to strengthen the Building Trades Pathway through CTE compliance, instructional support, WBL/PBL integration, OSHA 10 certification, and program expansion for |
|------------------------|---|

Construction Trades 1 & 2. Commencing September 2025 through December 2025.

Los Cerritos Elementary School

\$1,415	Happy Birds - This agreement is with Happy Birds to provide two staggered educational assembly shows. The presentations will focus on birds and wildlife. Commencing November 14, 2025.
\$1,400	Brian Scott Productions - To present the Be Supportive assembly, an anti-bullying program for students. The program teaches “magic words” and strategies to help make bullying disappear. Commencing December 12, 2025.
\$3,995	Academic Entertainment – Providing a Zonda Dance assembly in recognition of Black History Month. The program incorporates dance to engage students while teaching lessons on social-emotional learning (SEL) and character education. Commencing February 13, 2025.

FISCAL IMPLICATIONS:

Listed above

RECOMMENDATION:

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D. Superintendent

DATE: September 11, 2025

RE: October Community Forum Topic(s) Discussion

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

In preparation for the October 23 Community Forum, the Board is invited to discuss and identify potential topics of focus. The Board will select one or two topics for this year's forum. In past years, the Community Forums have addressed a range of issues that may continue to be of interest:

- [School Safety & Mental Health](#) (October 24, 2024)
- [Strategic Planning](#) (October 19, 2023)
- [Facilities Needs & Challenges](#) (October 20, 2022)
- [Emergency Preparedness In Our Schools & Communities](#) (October 20, 2022)
- [Nutrition Services](#) (October 21, 2021)
- [SSFUSD Vaccination](#) (October 21, 2021)
- [Mental Health Services](#) (October 8, 2020)
- [Safe Schools & Emergency Plans](#) (October 24, 2019)
- [Homework Practices](#) (October 24, 2019)
- [Field & Facility Use Update](#) (October 11, 2018)

In addition, the following have been identified as possible topics for this year's forum:

- Los Cerritos Modernization

FISCAL IMPLICATIONS:

NA

RECOMMENDATION:

For information and discussion only.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: September 11, 2025

RE: Approval of Superintendent Contract Amendment and Extension

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Typically, after a positive evaluation, the Board of Trustees will consider an amendment to the employment agreement between the District and the Superintendent, Dr. Shawnterra Moore.

Last year, the Board established two main goals for the Superintendent, specific to the strategic plan implementation, investments to support the strategic plan implementation, and overall continuous improvement efforts. Through the collaborative efforts of the tremendous team of engaged leaders and educators across SSFUSD, Dr. Moore was able to successfully lead the teams with whom she most closely works and was able to demonstrate progress and success on her established goals for the 2024-25 school year. Based on final feedback on July 10, 2025, the Board agreed that the Superintendent had met or exceeded the goals and success indicators and therefore would like to acknowledge her hard work, accomplishments and performance by way of this contract extension.

Note, the only item for approval is to amend her contract to include a one-year extension. No other terms in this contract are being brought forward at this time for approval. All other terms of the Agreement, as amended, shall remain in full force and effect. Pending approval, her contract would be effective July 1, 2025 through June 30, 2029.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees consider and approve the Superintendent's contract amendment to extend it one-year, through June 30, 2029.

THIRD AMENDMENT TO EMPLOYMENT AGREEMENT FOR DISTRICT
SUPERINTENDENT BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL
DISTRICT AND SHAWNTERRA MOORE THOMAS

This Third Amendment to the Employment Agreement for District Superintendent between the South San Francisco Unified School District (“Board” or “District”) and Shawnterra Moore Thomas (“Superintendent,” and, together with the District/Board, the “Parties”), is effective as of July 1, 2025.

RECITAL

The Parties entered into an Agreement effective as of July 1, 2022 (“Agreement”) for Superintendent services and on or about July 30, 2024, the Parties amended the Agreement, extending the term of the Agreement through June 30, 2026.

The Parties now desire to amend the Agreement by way of this Third Amendment to the Agreement (“Third Amendment”) to extend the term of the Agreement through June 30, 2029. Now, therefore, for consideration, the value of which the Parties acknowledge, including the continued services of the Superintendent, the Parties now further amend Agreement as follows:

1. Section 1 (“Term”) of the Agreement is hereby amended in its entirety to read as follows:
“The Board hereby employs the Superintendent, and the Superintendent hereby accepts the position of District Superintendent, for a term commencing on July 1, 2025, and ending on June 30, 2029.”
2. All other terms of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto, or their duly authorized representatives, have affixed their hands.

Dated: _____ SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

By: _____

Amanda Anthony, President, Board of Trustees

I accept this offer of employment and agree to comply with all of the terms and fulfill all of the duties of employment as Superintendent of the South San Francisco Unified School District.

Dated: _____

Shawnterra Moore Thomas, Superintendent

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-55

**HISPANIC/LATINX HERITAGE MONTH
SEPTEMBER 15 – OCTOBER 15, 2025**

*WHEREAS, the month of September 15 to October 15 was designated as **Hispanic Heritage/Latinx Month** by the United States Congress in 1988; and*

WHEREAS, Hispanic, Latinx or Latino, refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race; and

WHEREAS, September 15 was chosen to commemorate the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua and September 16 for Mexico's independence; and

*WHEREAS, this year's theme is: **"Collective Heritage: Honoring the Past, Inspiring the Future"** and*

WHEREAS, the impact of the Hispanic/Latinx culture and centuries-old traditions are manifested in our State's customs and laws; and

WHEREAS, Hispanic Americans/Latinx continue to make important contributions to our society in American government, business, agriculture, Armed Forces, commerce, education, the arts, science, and sports; and

WHEREAS, California Education Code Section 51204.5 specifically calls for instruction in the social sciences to include the study of the role and contributions of Mexican Americans, to the economic, political, and social development of California and the nation, with particular emphasis on portraying the role of this group in contemporary society; and

WHEREAS, Hispanic Americans/Latinx are one of the fastest growing communities in this country and represent 62 million or 19% of U.S. residents, 40% of California's population which signifies the nation's largest Hispanic/Latinx population, 30% of the SSF population and 45% of the District's students;

*NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor Hispanics and Latinos during **2025 Hispanic/Latinx Heritage Month**.*

REGULARLY PASSED AND ADOPTED this 11th day of September 2025.

AYES in Favor of Said Resolution

ATTEST:

Secretary/Clerk of the Board

Superintendent of Schools

DISTRITO ESCOLAR UNIFICADO DE SUR SAN FRANCISCO

Resolución # 25-55

MES DE LA HERENCIA HISPANA/LATINX 15 de septiembre – 15 de octubre de 2025

MIENTRAS, el mes de Setiembre 15 a octubre 15 fue designado como El Mes de la Herencia Hispana/Latinx por el Congreso de Los Estados Unidos en 1988; y

MIENTRAS, Hispano, Latinx or Latino, se refiere a Puerto Riqueños, Sur o Centro Americanos, u otra cultura Hispana u origen no interesa la raza; y

MIENTRAS, Setiembre 15 fue escogido para conmemorar el aniversario de la independencia de cinco países Latinos Americanos: Costa Rica, El Salvador, Guatemala, Honduras y Nicaragua y Setiembre 16 por la independencia de Mexico; y

MIENTRAS, este tema es: “Herencia Colectiva: Un Legado que Honra el Pasado e Inspira el Futuro” y

MIENTRAS, el impacto de la cultura Hispana/Latinx y tradiciones centenarias son manifestadas en nuestras costumbres Californianas y leyes; y

MIENTRAS, los Hispanos Americanos/Latinx continúan haciendo contribuciones importantes con nuestra sociedad en el Gobierno Americano, negocios, agricultura, Fuerzas Armadas, comercio, educación, las artes, ciencia, y deportes; y

MIENTRAS, el Código de la Educación de California Sección 51204.5 específicamente requiere instrucción que ciencias sociales incluya el estudio del papel y contribuciones de los Mexico-Americanos, a la economía, política, y socio-desarrollo de California y la nación, con infatuación particular interpretando el papel de este grupo en la sociedad contemporaria; y

MIENTRAS, Hispanos Americanos/Latinx son unos de los grupos de la comunidad creciendo muy rápido en este país y representan 62 millones o 19% de los residentes en Los Estados Unidos, 40% de la población en California el cual significa la población más grande de Hispanos/Latinx en la nación, 30% de la población de Sur San Francisco y 45% de estudiantes en nuestro Distrito;

AHORA, ENTONCES, ESTA YA RESUELTO que la Junta Directiva del Distrito Escolar de Sur San Francisco reconoce y desea honrar a los Hispanos y Latinos durante el **Mes de Herencia del Hispano/Latinx**.

REGULARMENTE APROVADO Y ADOPTADO este 11mo día de Setiembre 2025.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Eric Claybon, Child Development Program Coordinator

DATE: September 11, 2025

RE: Approval of Agreement with Maria Verdin for Early Childhood Mental Health Consultation (ECMHC) Program for 2025-2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

This project is a collaboration between, South San Francisco Unified School District (SSFUSD) and the Early Childhood Mental Health Consultation (ECMHC), with Maria Verdin, LMFT, LPCC. Per the contract Maria Verdin, LMFT, LPCC, will provide enhanced on-going consultation at three SSFUSD sites (Children's Center, Hillside, and Martin Elementary) during the period of this contract. ECMHC consultants will also link families with a wide range of services available to SSFUSD children and families with special needs.

FISCAL IMPLICATIONS:

The contract will be for the sum of thirty-eight thousand five hundred dollars (\$38,500) to pay for the services provided to SSFUSD. Maria Verdin will invoice SSFUSD monthly for three thousand five hundred dollars (\$3,500).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve the agreement with Maria Verdin, LMFT, LPCC, Early Childhood Mental Health Consultation for the fiscal year of 2025-2026.

Contract Agreement
Between Maria Verdin, LMFT, LPCC, and South San Francisco Unified School District
For Early Childhood Mental Health Consultation (ECMHC)
2025-2026

OVERVIEW

This project is a collaboration between the South San Francisco Unified School District (SSFUSD) and Maria Verdin, LMFT, LPCC, Early Childhood Mental Health Consultant (MV), who will provide enhanced ongoing consultation at three SSFUSD sites during the contract period. MV will also link families with a wide range of services available to SSFUSD children and families with special needs.

CONTRACT AMOUNT

The contract will be for the sum of **thirty-eight thousand five hundred dollars (\$38,500)** to pay for the services provided to SSFUSD. MV will invoice SSFUSD monthly for **three thousand five hundred dollars (\$3500)**.

CONTRACT PERIOD

August 1, 2025, to June 30, 2026.

SERVICES

MV will provide ECMHC at three SSFUSD centers. Children's Center (8 hours per week), Hillside (4 hours per week), and Martin Elementary Preschool (4 hours per week), approximately 16 hours per week under this contract.

SCOPE OF WORK AND OUTCOMES

The following describes the key tasks and outcomes for the proposed project of mental health consultation to SSFUSD childcare centers:

- Consultants will provide regular visits to SSFUSD childcare sites. The center staff, MV, and the administration will determine the meeting schedule.
- MV will coordinate services with any additional classroom support staff, such as coaches and special education services, to ensure effective collaboration with teachers.
- Children will be referred to short-term case consultation services in which they will receive observation, parent support and guidance, referrals and resources, teacher meetings, and classroom support. Short-term consultation services typically last 8-12 weeks per family. The number of cases will be determined based on the needs of the programs and the availability of the consultant.
- MV will meet regularly with preschool administration (Site Coordinator, Site Supervisors) to ensure the quality of the program.

Outcomes:

1. Children enrolled in the Children's Center, Hillside, and Martin preschools will receive improved community-based childcare, promoting enhanced well-being and functioning.
2. 85% of the childcare staff at Children's Center, Hillside, and Martin will report increased knowledge, skills, and competencies and improved abilities to identify and refer at-risk children for additional services.
3. 75% of 6-8 children (or as needed) identified as at risk and provided with intensive case consultation will demonstrate improved ability to participate successfully in the childcare setting, improved functioning in identified areas of difficulty, and enhanced emotional well-being.
4. 80% of 6-8 families whose children (or as needed) are identified for case consultation will report improved understanding of child development and their child's behavior, and report that their relationship with their child has grown stronger.
5. 85% of the children at risk of expulsion from their centers will be retained.

EVALUATION

Evaluation will include the use of the following instruments. Results for children enrolled in South San Francisco Unified School District centers, which are served through this contract, will be available upon request.

- *The Consultation Questionnaire assesses the overall satisfaction of administrators and staff with the consultation received and the degree to which the consultant helped them achieve their objectives.*
- *The Parent Response Questionnaire assesses parents' satisfaction with case consultation and education activities.*
- *Expulsion Rates* will be tracked for those children receiving case consultation.

CHANGES

Changes to this contract to improve services and adapt to changing conditions and needs will be first approved in writing by both parties and noted in subsequent reports to SSFUSD.

TERMINATION/SUSPENSION

Both parties may suspend the performance of this contract in whole or in part, or terminate this contract, with or without cause, by giving thirty (30) days prior written notice thereof to each other. Upon such suspension or termination, SSFUSD shall pay MV for services actually rendered to SSFUSD on or before the effective date of the suspension or termination.

HOLD HARMLESS

Each party to this agreement agrees to indemnify, defend and hold harmless the other, its Directors and employees against any and all demands, claims, or liability of any nature including death or injury to any person, property damage or any other loss, related to this contract caused by or arising out of actions by the party's performance of the Agreement.

This understanding will commence on the later date specified below and continue for the duration of the contract period as described above.

Signed,

Maria Verdin, LMFT, LPCC
Early Childhood Mental Health Consultant

Date

Eric Claybon
Child Development Program Coordinator
South San Francisco Unified School District

Date



LICENSED MARRIAGE AND FAMILY THERAPIST

License No. LMFT41006

Valid Until: 10/31/2025

Certificate No. 399851

MARIA ELENA VERDIN
PO BOX 625
SOUTH SAN FRANCISCO, CA 94083

In accordance with the provisions of
Division 2 Chapter 13 of the Business and
Professions Code, the person named hereon
is issued a Licensed Marriage and Family
Therapist renewal license.

----- NON-TRANSFERABLE -----

----- POST IN PUBLIC VIEW -----

WBSMFC 12/31/07

MARIA ELENA VERDIN
PO BOX 625
SOUTH SAN FRANCISCO CA 94083-0625





Board of Behavioral Sciences
1625 N. Market Blvd. Suite S-200
Sacramento, CA 95834
(916) 574-7830

LICENSED PROFESSIONAL CLINICAL COUNSELOR

License No. LPCC1564

Valid Until: 10/31/2026

Certificate No. 40232

MARIA ELENA VERDIN
PO BOX 625
SOUTH SAN FRANCISCO
SOUTH SAN FRANCISCO, CA 94083-0625

In accordance with the provisions of Division
2 Chapter 16 of the Business and Professions
Code, the person named hereon is issued a
Licensed Professional Clinical Counselor
renewal license.

----- NON-TRANSFERABLE -----

----- POST IN PUBLIC VIEW -----

2005.CERT3.092623

MARIA ELENA VERDIN
SOUTH SAN FRANCISCO
PO BOX 625
SOUTH SAN FRANCISCO CA 94083-0625

000000497.Lp32-20241010221408548-00003.rtf//146.928366.01.00.1.1



September 11, 2025

BOA
1625 NORTH MARKET BLVD., SUITE S-200
SACRAMENTO CA 95834
Action



Insurer: Philadelphia Indemnity Insurance Company
One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004
NAIC #: 18058

Contact: CPH Insurance, 800-875-1911, info@cphins.com

Certificate of Liability Insurance

Date issued: 06/19/2025

Named Insured:

Maria E Verdin
PO Box 625,
South San Francisco, CA 94083

Policy #: AR441033

Policy Term: 07/01/2025 - 07/01/2026

Occupation: Licensed Marriage and
Family Therapist

Professional Liability: Portable Coverage, not location specific

Coverage Type (Occurrence Form)	Limits of Liability (Per Claim/Total Per Year)
Professional Liability	\$1,000,000/\$3,000,000
Supplemental Liability	\$1,000,000/\$3,000,000
Licensing Board Defense	\$35,000
Commercial General Liability	N/A
Fire/Water Legal Liability	N/A
Business Personal Property	N/A
Sexual Abuse/Molestation Defense	Unlimited Defense Coverage <i>(for false allegations)</i>

Authorized Representative

Disclaimer: This certificate is issued as a matter of information only and confers no rights upon the certificate holder. The Certificate of Insurance does not constitute a contract between the issuing insurer, authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend, or alter the coverage afforded by the policies listed thereon.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning

DATE: September 11, 2025

RE: Approval of the Teacher Induction Program – San Mateo County Office of Education (SMCOE) Agreement for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The SSFUSD Teacher Induction program supports new teachers in becoming fully certificated teachers in a robust, engaging and State-approved program. The SSFUSD Teacher Induction program has only received accreditation for supporting and training for general education teachers. For this reason, the District contracts with the SMCOE to support and train mild-moderate and moderate-severe Special Education teachers with their induction needs for credential purposes.

This year the District expects to provide new teacher support and training to approximately 13-15 Special Education teachers. These teachers, as a result of their participation in the SSFUSD new teacher support program, will improve their professional practice, fulfill the requirements of the California Clear Multiple and Single Subjects Credentials, and will receive support from the San Mateo County Teacher Induction Program.

FISCAL IMPLICATIONS:

The total contract cost is expected to be approximately \$63,750; however, this number may be slightly more or less depending on the total number of Special Education teachers needing Teacher Induction support during the 2025-26 school year. MGMT: 340 will be utilized to cover the cost

RECOMMENDATION:

It is recommended that the South San Francisco Board of Trustees approve the SMCOE Teacher Induction agreement for the 2025-26 school year.



Teacher Induction Agreement 2025-2026

A. General

1. This Agreement is between the San Mateo County Superintendent of Schools ("Superintendent"), Lead Educational Agency (LEA) for the San Mateo County Teacher Induction Program, and **South San Francisco Unified District** implement the San Mateo County Teacher Induction Program ("SMCTIP").

B. Parameters

1. The effective date of this Agreement is between July 1, 2025 and June 30, 2026.

C. Purpose

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership. The Superintendent, the Teacher Candidate, and the District will form a partnership in providing and coordinating services as part of the SMCTIP. Please fill in next to the appropriate program:

☒ Yes or ☐ No General Education (MS/SS)
☒ Yes or ☐ No Education Specialist

D. Responsibilities of the Parties - General

1. The Superintendent agrees to the following:
 - a) Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the San Mateo County Teacher Induction Program Submission Document.
 - b) Provide office and workspace for the staff and meeting space for program activities.
 - c) Provide and oversee a state-approved/accredited induction program, which will allow each eligible candidate who fully completes all program requirements to obtain his/her Clear Credential. Maintain up-to-date information regarding all state induction requirements.
 - d) Provide a process for equitable distribution of services to Teacher Induction Candidates, Mentor, and Site Administrators in all participating districts, and participating independent schools, including recruitment of Mentors to work with the district's Teacher Induction Candidates, as needed.
 - e) Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all induction candidates. Provide regular updates to all induction candidates and their districts.
 - f) Supply reports and any other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.

evaluation of the program, and develop other administrative processes as provided for in the (SMCTIP) Submission Document.

h) Participate in and facilitate all State-sponsored program evaluations.

2. The District agrees to the following:

- a) Pay **\$2,750** per Teacher Induction Candidate to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent, and in any event, no later than May 30, 2026.
- b) In the event that a Teacher Induction Candidate leaves the District employment before mid-semester break (January 31, 2026), the District will be charged only **\$1,375** for that teacher.
- c) Hire a Mentor according to program guidelines and credential requirements. **If the district would like the SMCTIP to hire the Mentor, the District agrees to pay an additional charge of \$2,500 per participating teacher to be paid to the Superintendent within 30 days of receipt of the invoice generated by the Superintendent.**

Yes or No: District agrees to hire a Mentor according to program guidelines for each Teacher Induction Candidate (Teacher).

☒ **Yes** or ☒ **No:** General Education (MS/SS)

☒ **Yes** or ☐ **No:** Education Specialist

or:

☒ **Yes** or ☐ **No:** District agrees to have the SMCTIP hire the Mentor and pay an additional charge of **\$2,500** per Teacher Induction Candidate (Teacher).

☒ **Yes** or ☒ **No:** General Education (MS/SS)

☒ **Yes** or ☐ **No:** Education Specialist

- d) Provide basic Teacher Induction (formerly "BTSA") enrollment information to all new hires.
- e) Ensure that all Teacher Induction Candidates complete and submit an accurate, eligibility form to the SMCTIP office by no later than 30 days after his/her start date or December 31, 2025; whichever is sooner.
- f) Provide release time to Candidates to afford opportunities to visit other classrooms, other schools, and meet with their Mentor.
- g) Provide support for the role of the Mentor including: Adjust the Mentor work year (as needed) to allow Mentors to participate in required SMCOE Teacher Induction Mentor training as appropriate; assure the Mentor's attendance at required Mentor Seminars at SMCOE.
- h) Ensure that the development of goals and any work product related to teacher induction is confidential between the Mentor and Teacher Induction Candidate and that no work product or conversation about induction is shared or used for employment evaluation. Employer understands that the work of induction cannot be used for evaluation purposes.
- i) Work cooperatively with the SMCTIP staff and Mentors and commit to ongoing professional development in support of the Teacher Induction program.
- j) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.
- k) Be cognizant of the demands placed on new teachers by both the Teacher Induction Program and attempt to limit school site responsibilities.
- l) Send a representative to attend the two Advisory Group meetings held by SMCOE TIP each year (fall and spring).

3. The Teacher Induction Candidate agrees to the following:

- a) Complete and submit an accurate online eligibility form to the SMCTIP office by no later than 30 days after September 14, 2025.

his/her start date.

- b) Work with the Teacher Induction Mentor; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
 - c) Participate in SMCTIP professional development activities as prescribed by the program.
 - d) Complete all Induction Program requirements, as described in the SMCOE Teacher Induction Candidate Handbook.
 - e) Participate in all evaluation activities, including the State-required end of the year survey and the mid-year survey.
4. The Mentor will:
- a) Work with the Teacher Induction Candidate; including weekly meetings, collaboration, and consultation in all areas related to the formative assessment system, professional development, and the Induction requirements.
 - b) Maintain regular communication with SMCOE TIP to ensure the Teacher Induction Candidate's progress toward successful completion of the Induction requirements.
 - c) Participate in SMCTIP professional development activities as prescribed by the program.

E. Other Conditions

- 1. Any and all products developed by the SMCTIP are the exclusive property of the Superintendent and the San Mateo County Teacher Induction Program. The Teacher Induction Candidate shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and the SMCTIP.
- 2. **HOLD HARMLESS.** Teacher Induction Candidate shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.
- 3. **MODIFICATION OR ASSIGNMENT.** This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved in writing by the Superintendent and authorized representatives of the parties involved.

**SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS**

South San Francisco Unified District

Signature

Signature

Kevin Bultema, Deputy Superintendent

Name/Title

Name/Title

Date

Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent of Teaching and Learning
Jason Brockmeyer, Director of Innovation, Community Outreach and
Special Projects

DATE: September 11, 2025

RE: Exploratorium and SSFUSD Partnership MOU for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Last year, Educational Services launched the first Elementary Instructional Innovator Cohort in partnership with the Exploratorium to enhance science instruction and foster innovation in elementary classrooms. Feedback from participants was overwhelmingly positive. This year, we plan to launch a second cohort. We are seeking approval of the 2025–2026 Exploratorium Partnership Memorandum of Understanding (MOU) to continue supporting teachers' professional learning and improving science instruction and student learning outcomes.

Under the MOU, the Exploratorium will conduct classroom observations of teachers participating in the Elementary Science Instructional Innovators Cohort and their students. These observations evaluate how participation in Exploratorium professional learning programs influences teaching practices and student engagement. Observations may include photography, interviews, and the collection of classroom artifacts from teachers and students who have provided consent.

FISCAL IMPLICATIONS:

There is no direct financial cost to SSFUSD associated with this partnership. The Exploratorium will partner the district's evaluation, data collection, and resource development at no expense. Any additional costs related to teacher participation, substitute coverage, or additional support will be covered through Genentech Futurelab grant funds.

POTENTIAL IMPACT:

- Provides SSFUSD teachers with research-backed insights and resources to enhance science instruction.
- Strengthens collaboration with a nationally recognized science education institution.
- Encourages data-driven decision-making to inform future professional development initiatives.
- Increases student engagement through high-quality science instruction and improves student learning outcomes.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Memorandum of Understanding (MOU) between SSFUSD and the Exploratorium to support the evaluation and development of instructional resources as part of the Elementary Science Instructional Innovators Cohort initiative.



MEMORANDUM OF UNDERSTANDING
between
South San Francisco Unified School District
and
Exploratorium

This Memorandum of Understanding ("MOU") is entered into as of October 1, 2025, between the Exploratorium and South San Francisco Unified School District (SSFUSD) regarding evaluation led by the Exploratorium at the SSFUSD site as part of the Institute for Inquiry's work on Participants' Setting of Practice.

The Exploratorium will conduct classroom observations of teachers participating in the Elementary Science Instructional Innovators Cohort and their students. The purpose of the observations is to better understand how teachers who participate in Exploratorium professional learning programs change their teaching and interactions with students in the classroom, and to develop resources for teachers based on what is learned. Resources developed as part of this work will be available to teachers who participate in Exploratorium workshops and will be accessible through the Exploratorium's website. Observations may include photography, interviews, and collection of classroom artifacts of and from teachers and students who have consented to be a part of the Exploratorium's study.

All research and evaluation activities will be conducted in compliance with the Exploratorium's IRB-approved umbrella protocol. The methods applicable for the South San Francisco Unified School District (SSFUSD) NGSS workshop are attached to this document.

We are excited to be working with you and your staff to advance our field's understanding of informal learning at both our institutions.

Signed,

A handwritten signature in black ink, appearing to read "M Taylor", written over a light yellow rectangular background.

Dr. Megan Taylor
Chief Teaching + Learning Officer
Exploratorium
Pier 15/17
San Francisco, CA 94111

Signed,

Mr. Ted O
Assistant Superintendent of Business Services
South San Francisco Unified School District
tedo@ssfusd.org

Methods for Collecting Data for the South San Francisco USD Project

Data forms: The following types of data may be collected by Exploratorium staff from teacher program participants during observations scheduled through Jennifer Rosse of SSFUSD. All participants' (teachers and students) anonymity will be protected via pseudonyms and the removal of any other potentially identifying information.

- Real-time Observations
 - Observations of participants in professional learning activities and within their professional practice in classrooms, schools, districts, etc.
- Artifacts
 - Documents or work generated by teachers in professional learning settings or by students in the classroom.
 - Copies of lesson plans, unit plans, or student handouts created by teachers as a result of their work in professional learning settings.
 - Digital photographs or digital copies of the artifacts participants create during professional learning activities, as well as those teachers share related to their classroom practice.
 - Digital photographs or digital copies of the artifacts teachers' students (or professional learning providers' teachers) create during learning activities.
- Digital teacher participation records
 - Digital records of teacher online participation including discussion threads, commentary, artifacts posted by participants, click logs, records of time spent on particular pages, timing of participants login and posting, frequency of posting, tracing participants paths, profile information shared within the project digital space, relationships between participants' in the project digital space, links to external public content, and direct electronic communication between participants that they choose to share (e.g., email chains that teachers share to explore lesson implementations, Zoom conversations addressing a particular challenge).
- Semi-structured and artifact elicitation interviews and discussion records and notes.
 - Interviews and discussions regarding participants' professional learning experiences, their professional practice, their students, the Next Generation Science Standards or other national and state standards, science, and learning.
 - Interviews and discussions with students about their experiences during classroom lessons, their classwork, or ideas about science and learning.
- Surveys
 - Surveys will be tailored to the particular programs in which primary participants take part, asking similar questions as semi-structured interviews.

Collection methods: Data collection techniques will include jottings (raw notes); field notes (narrative accounts of social action created from the raw notes); real-time categorizations of learning events and outcomes, digital records of online interaction; digital photographs of salient artifacts; informal open-ended conversations with participants; semi-structured post-program interviews with participants; and observations and recording of digital space interactions. Additionally, in some programs teachers' practice may be a focus of study. In those cases, teachers may capture the same forms of data during learning design implementations. In all cases, documentation will be made with minimal obtrusiveness, and will be made by the researcher who will have spent time in the program working alongside the participants.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: September 11, 2025

RE: SSFUSD Instructional Calendars 2025-2026, 2026-2027, and 2027-2028

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The SSFUSD Board of Trustees must adopt an annual instructional calendar in accordance with SSFUSD Board Policy 6111: School Calendar. On February 8, 2024, the Board adopted three consecutive years of annual instructional calendars spanning 2024-2025, 2025-2026, and 2026-2027.

For each school, the Board shall adopt a calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement. Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.

The SSFCTA, CSEA, and AFT presidents, their additionally selected bargaining unit members, and the Assistant Superintendent of Human Resources reconvened the SSFUSD Calendar Committee to negotiate three consecutive years of annual instructional calendars spanning 2025-2026, 2026-2027, and 2027-2028. The goal of the reconvening of the SSFUSD Calendar Committee was to collectively propose any amendments to the existing school calendars for the 2025-2026 and 2026-2027 school years, and develop a new school calendar for the 2027-2028 school year. A tentative agreement was reached between the bargaining units and the district.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt the SSFUSD Instructional Calendars for 2025-2026, 2026-2027, and 2027-2028.

Policy 6111: School Calendar**Status:** ADOPTED**Original Adopted Date:** 11/18/2010 | **Last Reviewed Date:** 11/18/2010

For each school, the Governing Board shall adopt a calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.

The district shall offer 180 days of instruction per school year, unless the district and employee organization(s) have negotiated to reduce the days of instruction in any school year through 2012-13 pursuant to the authorization in Education Code 42605.

Staff development days shall not be counted as instructional days.

Notification of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and nonclassified staff. (Elections Code 12283)

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

State**Description**

Ed. Code 37200	School calendar
Ed. Code 37220-37223	Holidays
Ed. Code 37618	School calendar
Ed. Code 37670-37672	Continuous school programs: year-round schools
Ed. Code 37700-37711	Four-day week
Ed. Code 41420	Apportionment withholding; schools not maintained for 175 days
Ed. Code 42238.02	Local Control Funding Formula
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300	Method of computing average daily attendance
Ed. Code 48980	Parent/Guardian notifications
Elec. Code 12283	School closures; election days

Management Resources**Description**

Court Decision	Butt v. State of California (1992) 4 Cal 4th 668
Public Employment Relations Board Decision	Davis Joint Unified School District (1984) PERB Decision No. 474
Website	CSBA District and County Office of Education Legal Services
Website	California Public Employment Relations Board
Website	California Secretary of State's Office
Website	CSBA
Website	California Department of Education

Cross References**Description**

0200	Goals For The School District
1330	Use Of School Facilities
1330	Use Of School Facilities
1400	Relations Between Other Governmental Agencies And The Schools
1431	Waivers
3516.5	Emergency Schedules
4131	Staff Development
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4143	Negotiations/Consultation
4231	Staff Development
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4243	Negotiations/Consultation
4331	Staff Development
5113	Absences And Excuses
5113	Absences And Excuses
5141.22	Infectious Diseases
5141.22	Infectious Diseases
5145.6	Parent/Guardian Notifications
5145.6-E PDF(1)	Parent/Guardian Notifications
5145.6-E PDF(2)	Parent/Guardian Notifications
6112	School Day
6112	School Day
6115	Ceremonies And Observances
6115	Ceremonies And Observances
6141.2	Recognition Of Religious Beliefs And Customs
6141.2	Recognition Of Religious Beliefs And Customs
6145.8	Assemblies And Special Events
6158	Independent Study
6158	Independent Study
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6170.1	Transitional Kindergarten
6170.1-E PDF(1)	Transitional Kindergarten
6171	Title I Programs
6171	Title I Programs
6176	Weekend/Saturday Classes
6177	Summer Learning Programs
6179	Supplemental Instruction

Cross References

6184

6184

Description[Continuation Education](#)[Continuation Education](#)



South San Francisco Unified School District 2025-2026 School Year Calendar (Option 1)

MONTH	M	T	W	R	F	Instructional Days	CALENDAR DETAILS	MAJOR RELIGIOUS & COMMUNITY HOLIDAYS
July 2025		1	2	3	4	0	July 4: Independence Day (DO/SS closed)	In the spirit of our C.A.R.E. core values, SSFUSD is committed to nurturing inclusivity and belonging through acknowledging major religious and community holidays of cultural significance for the diverse members of our SSFUSD community.
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
August 2025					1	12	August 11-12: Staff Development Day August 13: Teacher Workday August 14: First Day of Instruction*	
	4	5	6	7	8			
	11	12	13	14*	15			
	18	19	20	21	22			
	25	26	27	28	29			
September 2025	1	2	3	4	5	21	September 1: Labor Day (DO/SS closed) September 29-30: K-5 PTC Week (Minimum Day)	Sept 22-24: Rosh Hashanah (Jewish)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						
October 2025			1	2	3	22	October 1-3: K-5 PTC Week (Minimum Day) October 13: Indigenous Peoples' Day (DO/SS closed) October 20-24: 6-8 PTC Week (Minimum Day)	Oct 1-2: Yom Kippur (Jewish) Oct 12: White Sunday (Samoan) Oct 20: Diwali (Hindu)
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
November 2025	3	4	5	6	7	16	November 11: Veterans Day (DO/SS closed) November 25: K-5 Report Card Release Date November 26: Fall Break (SS closed) November 27-28: Fall Break (DO/SS closed)	Nov 1-2: Día de los Muertos
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
December 2025	1	2	3	4	5	15	December 18-19: Minimum Day December 22-23: Winter Break (SS closed) December 24-31: Winter Break (DO/SS closed)	Dec 8: Bodhi Day (Buddhist) Dec 14-22: Hanukkah (Jewish) Dec 25: Christmas Day (Christian) Dec 26 - Jan 1: Kwanzaa (African American)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					
January 2026	5	6	7	8	9	17	January 1: Winter Break (DO/SS closed) January 2: Winter Break (SS closed) January 5: Staff Development Day January 6: Teacher Workday January 19: Dr. Martin Luther King Day (DO/SS closed)	Jan 14: Orthodox New Year (Orthodox Christian) Jan 14: Makar Sankranti/Pongal/Tirumoori (Hindu) Jan 19: Orthodox Epiphany (Orthodox Christian)
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
February 2026	2	3	4	5	6	18	February 16: Presidents' Day (DO/SS closed) February 17: Lunar New Year (SS closed)	Feb 17-March 18: Ramadan (Muslim)
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
March 2026	2	3	4	5	6	20	March 9: K-5 Report Card Release Date March 9-13: K-5 PTC Week (Minimum Day) March 30-31: Spring Break (SS closed)	March 19-20: Eid al-Fitr (Muslim)
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
April 2026			1	2	3	19	April 1-3: Spring Break (SS closed)	April 1-9: Passover (Jewish) April 3: Good Friday (Christian) April 5: Easter (Christian) April 12: Orthodox Easter (Orthodox Christian)
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
May 2026					1	20	May 25: Memorial Day (DO/SS closed) May 28-29: Minimum Day May 29: K-5 Report Card Release Date May 29: Last Day of Instruction*	May 1: Vesak (Buddhist) May 26-27: Eid al-Adha (Muslim)
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29*			
June 2026	1	2	3	4	5	0	June 1: Teacher Workday June 19: Juneteenth (DO/SS closed)	
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						

180 TOTAL INSTRUCTIONAL DAYS

KEY

District Office & School Site Holidays (DO/SS closed)

School Site Holidays (SS closed)

Staff Development (Non-Student Day)

Teacher Workday (Non-Student Day)

Parent Teacher Conference Week (Minimum Day)

Minimum Day

Major Religious & Community Holidays

Report Card Release Date

Fall = 86 Instructional Days

Spring = 94 Instructional Days

* Adult Education, Children's Center programs, and DEDAP calendars may vary from the standard school year calendar. Please refer to those specific calendars for school closure dates.



South San Francisco Unified School District 2025-2026 School Year Calendar (Option 2)

MONTH	M	T	W	R	F	Instructional Days	CALENDAR DETAILS	MAJOR RELIGIOUS & COMMUNITY HOLIDAYS
July 2025		1	2	3	4	0	July 4: Independence Day (DO/SS closed)	In the spirit of our C.A.R.E. core values, SSFUSD is committed to nurturing inclusivity and belonging through acknowledging major religious and community holidays of cultural significance for the diverse members of our SSFUSD community.
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31		12	August 11-12: Staff Development Day	
August 2025	4	5	6	7	8		August 13: Teacher Workday	
	11	12	13	14*	15		August 14: First Day of Instruction*	
	18	19	20	21	22			
	25	26	27	28	29	21		Sept 22-24: Rosh Hashanah (Jewish)
September 2025	1	2	3	4	5		September 1: Labor Day (DO/SS closed)	
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26	22		Oct 1-2: Yom Kippur (Jewish) Oct 12: White Sunday (Samoan) Oct 20: Diwali (Hindu)
	29	30						
October 2025			1	2	3		October 6-10: K-5 PTC Week (Minimum Day)	
	6	7	8	9	10		October 13: Indigenous Peoples' Day (DO/SS closed)	
	13	14	15	16	17	16	October 20-24: 6-8 PTC Week (Minimum Day)	Nov 1-2: Día de los Muertos
	20	21	22	23	24			
	27	28	29	30	31			
November 2025	3	4	5	6	7	15	November 11: Veterans Day (DO/SS closed)	Dec 8: Bodhi Day (Buddhist) Dec 14-22: Hanukkah (Jewish) Dec 25: Christmas Day (Christian) Dec 26 - Jan 1: Kwanzaa (African American)
	10	11	12	13	14		November 25: K-5 Report Card Release Date	
	17	18	19	20	21		November 26: Fall Break (SS closed)	
	24	25	26	27	28		November 27-28: Fall Break (DO/SS closed)	
						17	December 18-19: Minimum Day	Jan 14: Orthodox New Year (Orthodox Christian) Jan 14: Makar Sankranti/Pongal/Tirumoori (Hindu) Jan 19: Orthodox Epiphany (Orthodox Christian)
December 2025	1	2	3	4	5		December 22-23: Winter Break (SS closed)	
	8	9	10	11	12		December 24-31: Winter Break (DO/SS closed)	
	15	16	17	18	19			
	22	23	24	25	26	18		Feb 17-March 18: Ramadan (Muslim)
	29	30	31					
January 2026				1	2		January 1: Winter Break (DO/SS closed)	
	5	6	7	8	9		January 2: Winter Break (SS closed)	
	12	13	14	15	16	20	January 5: Staff Development Day	March 19-20: Eid al-Fitr (Muslim)
	19	20	21	22	23		January 6: Teacher Workday	
	26	27	28	29	30		January 19: Dr. Martin Luther King Day (DO/SS closed)	
February 2026	2	3	4	5	6	19	February 16: Presidents' Day (DO/SS closed)	April 1-9: Passover (Jewish) April 3: Good Friday (Christian) April 5: Easter (Christian) April 12: Orthodox Easter (Orthodox Christian)
	9	10	11	12	13		February 17: Lunar New Year (SS closed)	
	16	17	18	19	20			
	23	24	25	26	27			
						20	March 9: K-5 Report Card Release Date	May 1: Vesak (Buddhist) May 26-27: Eid al-Adha (Muslim)
March 2026	2	3	4	5	6		March 9-13: K-5 PTC Week (Minimum Day)	
	9	10	11	12	13		March 30-31: Spring Break (SS closed)	
	16	17	18	19	20			
	23	24	25	26	27	20		
	30	31						
April 2026			1	2	3	20	April 1-3: Spring Break (SS closed)	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30		0	May 25: Memorial Day (DO/SS closed)	
May 2026					1		May 28-29: Minimum Day	
	4	5	6	7	8		May 29: K-5 Report Card Release Date	
	11	12	13	14	15		May 29: Last Day of Instruction*	
	18	19	20	21	22	0		
	25	26	27	28	29*			
June 2026	1	2	3	4	5	0	June 1: Teacher Workday	
	8	9	10	11	12		June 19: Juneteenth (DO/SS closed)	
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						

180 TOTAL INSTRUCTIONAL DAYS

KEY

District Office & School Site Holidays (DO/SS closed)

School Site Holidays (SS closed)

Staff Development (Non-Student Day)

Teacher Workday (Non-Student Day)

Parent Teacher Conference Week (Minimum Day)

Minimum Day

Major Religious & Community Holidays

Report Card Release Date

Fall = 86 Instructional Days

Spring = 94 Instructional Days

* Adult Education, Children's Center programs, and DEDAP calendars may vary from the standard school year calendar. Please refer to those specific calendars for school closure dates.



South San Francisco Unified School District 2026-2027 School Year Calendar

MONTH	M	T	W	R	F	Instructional Days	CALENDAR DETAILS	MAJOR RELIGIOUS & COMMUNITY HOLIDAYS
July 2026	6	7	8	9	10	0	July 3: Independence Day Observance (DO/SS closed)	In the spirit of our C.A.R.E. core values, SSFUSD is committed to nurturing inclusivity and belonging through acknowledging major religious and community holidays of cultural significance for the diverse members of our SSFUSD community.
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
August 2026	3	4	5	6	7	13	August 10-11: Staff Development Day August 12: Teacher Workday August 13: First Day of Instruction*	
	10	11	12	13*	14			
	17	18	19	20	21			
	24	25	26	27	28			
September 2026	7	8	9	10	11	21	September 7: Labor Day (DO/SS closed) September 28-30: K-5 PTC Week (Minimum Day)	Sept 11-13: Rosh Hashanah (Jewish) Sept 20-21: Yom Kippur (Jewish)
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					
October 2026	5	6	7	8	9	21	October 1-2: K-5 PTC Week (Minimum Day) October 12: Indigenous Peoples' Day (DO/SS closed) October 19-23: 6-8 PTC Week (Minimum Day)	Oct 11: White Sunday (Samoan)
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
November 2026	2	3	4	5	6	17	November 11: Veterans Day (DO/SS closed) November 25: Fall Break (SS closed) November 26-27: Fall Break (DO/SS closed)	Nov 1-2: Día de los Muertos Nov 8: Diwali (Hindu)
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
December 2026	7	8	9	10	11	14	December 17-18: Minimum Day December 21-23: Winter Break (SS closed) December 24-31: Winter Break (DO/SS closed)	Dec 4 - Dec 12: Hanukkah (Jewish) Dec 8: Bodhi Day (Buddhist) Dec 25: Christmas Day (Christian) Dec 26 - Jan 1: Kwanzaa (African American)
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
January 2027	4	5	6	7	8	17	January 1: Winter Break (DO/SS closed) January 4: Staff Development Day January 5: Teacher Workday January 18: Dr. Martin Luther King Day (DO/SS closed)	Jan 14: Orthodox New Year (Orthodox Christian) Jan 15: Makar Sankranti/Pongal/Tirumoori (Hindu) Jan 19: Orthodox Epiphany (Orthodox Christian)
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
February 2027	1	2	3	4	5	18	February 5: Lunar New Year (SS closed) February 15: Presidents' Day (DO/SS closed)	Feb 7-March 8: Ramadan (Muslim)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
March 2027	1	2	3	4	5	20	March 8: K-5 Report Card Release Date March 8-12: K-5 PTC Week (Minimum Day) March 29-31: Spring Break (SS closed)	March 9-10: Eid al-Fitr (Muslim) March 26: Good Friday (Christian) March 28: Easter (Christian)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					
April 2027	5	6	7	8	9	20	April 1-2: Spring Break (SS closed)	April 21-29: Passover (Jewish)
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
May 2027	3	4	5	6	7	19	May 26-27: Minimum Day May 27: Last Day of Instruction* May 28: Teacher Workday May 31: Memorial Day (DO/SS closed)	May 2: Orthodox Easter (Orthodox Christian) May 20: Vesak (Buddhist) May 16-17: Eid al-Adha (Muslim)
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27*	28			
	31							
June 2027	7	8	9	10	11	0	June 18: Juneteenth Observance (DO/SS closed)	
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					

180 TOTAL INSTRUCTIONAL DAYS

KEY

District Office & School Site Holidays (DO/SS closed)

School Site Holidays (SS closed)

Staff Development (Non-Student Day)

Teacher Workday (Non-Student Day)

Parent Teacher Conference Week (Minimum Day)

Minimum Day

Major Religious & Community Holidays

Report Card Release Date

Fall = 86 Instructional Days

Spring = 94 Instructional Days

* Adult Education, Children's Center programs, and DEDAP calendars may vary from the standard school year calendar. Please refer to those specific calendars for school closure dates.



South San Francisco Unified School District 2027-2028 School Year Calendar

MONTH	M	T	W	R	F	Instructional Days	CALENDAR DETAILS	MAJOR RELIGIOUS & COMMUNITY HOLIDAYS
July 2027	5	6	7	8	9	0	July 5: Independence Day Observance (DO/SS closed)	In the spirit of our C.A.R.E. core values, SSFUSD is committed to nurturing inclusivity and belonging through acknowledging major religious and community holidays of cultural significance for the diverse members of our SSFUSD community.
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
August 2027	2	3	4	5	6	14	August 9-10: Staff Development Day August 11: Teacher Workday August 12: First Day of Instruction*	
	9	10	11	12*	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
September 2027			1	2	3	21	September 6: Labor Day (DO/SS closed) September 20-24: K-5 PTC Week (Minimum Day)	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				
October 2027					1	20	October 11: Indigenous Peoples' Day (DO/SS closed) October 18-22: 6-8 PTC Week (Minimum Day)	Oct 1-3: Rosh Hashanah (Jewish) Oct 10-11: Yom Kippur (Jewish) Oct 10: White Sunday (Samoan) Oct 29: Diwali (Hindu)
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
November 2027	1	2	3	4	5	17	November 1: Staff Development Day November 11: Veterans Day (DO/SS closed) November 24: Fall Break (SS closed) November 25-26: Fall Break (DO/SS closed)	Nov 1-2: Día de los Muertos
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						
December 2027			1	2	3	13	December 16-17: Minimum Day December 20-22: Winter Break (SS closed) December 23-31: Winter Break (DO/SS closed)	Dec 8: Bodhi Day (Buddhist) Dec 24-Jan 1: Hanukkah (Jewish) Dec 25: Christmas Day (Christian) Dec 26 - Jan 1: Kwanzaa (African American)
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
January 2028	3	4	5	6	7	18	January 3: Teacher Workday January 17: Dr. Martin Luther King Day (DO/SS closed) January 26: Lunar New Year (SS closed)	Jan 14: Orthodox New Year (Orthodox Christian) Jan 15: Makar Sankranti/Pongal/Tirumoori (Hindu) Jan 19: Orthodox Epiphany (Orthodox Christian) Jan 27-Feb 25: Ramadan (Muslim)
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
	31							
February 2028		1	2	3	4	20	February 14-18: K-5 PTC Week (Minimum Day) February 21: Presidents' Day (DO/SS closed)	Feb 26-27: Eid al-Fitr (Muslim)
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29						
March 2028			1	2	3	18	March 27-31: Spring Break (SS closed)	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
April 2028	3	4	5	6	7	20		April 10-18: Passover (Jewish) April 14: Good Friday (Christian) April 16: Easter (Christian) April 16: Orthodox Easter (Orthodox Christian)
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
May 2028	1	2	3	4	5	19	May 24-25: Minimum Day May 25: Last Day of Instruction* May 26: Teacher Workday May 29: Memorial Day (DO/SS closed)	May 8: Vesak (Buddhist) May 4-5: Eid al-Adha (Muslim)
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25*	26			
	29	30	31					
June 2028				1	2	0	June 19: Juneteenth (DO/SS closed)	
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			

180 TOTAL INSTRUCTIONAL DAYS

KEY

District Office & School Site Holidays (DO/SS closed)
School Site Holidays (SS closed)
Staff Development (Non-Student Day)
Teacher Workday (Non-Student Day)
Parent Teacher Conference Week (Minimum Day)
Minimum Day
Major Religious & Community Holidays
Report Card Release Date

Fall = 85 Instructional Days
Spring = 95 Instructional Days

* Adult Education, Children's Center programs, and DEDAP calendars may vary from the standard school year calendar. Please refer to those specific calendars for school closure dates.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: September 11, 2025

RE: Resolution #25-53 Approval of Education Code and Title V Options for Teaching Assignments for the 2025-2026 School Year

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Employees in certificated assignments must hold an appropriate credential; when an employee is assigned to a certificated without the appropriate credential, this is a misassignment. Education Code and Title V Regulations provide local educational agencies (LEAs) with educator assignment options that can be used when an LEA is unable to assign a certificated employee with the appropriate credential. These options, known as Local Assignment Options (LAOs), allow flexibility at the local level and are used solely at the discretion of the LEA. Certain LAOs require Board approval annually.

In particular, Education Code Section 44831 states that the governing board of a school district may contract with or employ an individual who holds a license issued by the Speech-Language Pathology and Audiology Board, has earned a master's degree in communication disorders to provide speech, and meets the background check requirements of Education Code Section 44332.6. Accordingly, a current review of our certificate personnel teaching assignments indicates that two Speech-Language Pathologists require a Resolution by the governing board:

1. Silvana Berend
2. Jessica Kleiner

FISCAL IMPLICATIONS:

There are no fiscal implications for the district.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution No. 25-53, Education Code and Title V Options for the following teaching assignments for the 2025-26 school year.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #25-53

**Approval of Education Code and Title V Options for Teaching Assignments for the
2025-2026 School Year**

***WHEREAS**, the following certificated personnel have been assigned outside their credential authorization; and*

***WHEREAS**, Education Code Section 44831 states the Governing Board of a school district may authorize by resolution the holder of a license issued by the Speech-Language Pathology and Audiology Board who has earned a master's degree in communication disorders to provide speech and language services if that individual meets the requirements of Section 44332 of a background check before employment or execution of the contract;*

***NOW, THEREFORE, BE IT RESOLVED**, by the Governing Board of the Belmont-Redwood Shores School District of the County of San Mateo, State of California, that pursuant to Education Code 44831, the following Speech-Language Pathologists be approved:*

*Silvana Hoffman
Jessica Kleiner*

REGULARLY PASSED AND ADOPTED this 11th day of September 2025.

AYES in Favor of Said Resolution

ATTEST:

Secretary/Clerk of the Board

Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: September 11, 2025

RE: Amendment to Scoot Education Total Support Staffing Services Agreement
Renewal 2025-2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District has a continued need for substitute teachers to fill job vacancies on a daily basis due to valid reasons that include, but are not limited to, illness/injury, bereavement, jury duty, or when staff have not been hired by the start of the school year. The District has employed the services of Scoot Education over the past several years. The District's partnership with Scoot Education has been an instrumental part of our strategic recruitment. In addition to Scoot Education's exemplary customer service and job fill rates, the District has benefitted from hiring Scoot TeachStart Fellows, who are substitute teachers that are concurrently enrolled in Scoot Education's teacher credentialing program through Reach University (General Education) and Alliant University (Special Education).

On March 13, 2025, the Board of Trustees approved the Scoot Education Total Support Staffing Services Agreement Renewal for 2025-2026 and the agreement was fully executed on May 7, 2025 and included the daily wages and service fees for full-day, half-day, and long-term substitute teachers and paraeducators. A copy of the original agreement is enclosed.

The District seeks Board approval to amend the Scoot Education Total Support Staffing Services Agreement for the 2025-2026 school year to additionally incorporate hourly rates for certain additional Special Education positions that Scoot may help to secure substitutes for such as Paraprofessionals, Registered Behavior Technicians, Behavior Interventionists, Board Certified Behavior Analysts, and Speech Language Pathologists. The additional flexibility to bill certain positions hourly rather than at only full-day or half-day rates provides the District an opportunity

for cost savings under the contract when substitute needs are filled on a less than full-day or less than half-day basis.

FISCAL IMPLICATIONS:

As with the original agreement, which was Board-approved on March 13, 2025, the fiscal implications of the amendment to the agreement will be variable due to the undeterminable number and type of substitute work requests in any given school year.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Amendment to Scoot Education Total Support Staffing Services Agreement Renewal for the 2025-2026 school year.



TERMS OF SERVICE ADDENDUM

The following terms of service amendments and exhibits are incorporated and made part of the Agreement titled SSFUSD–Scoot Education Total Support Services Agreement SY 2025–2026 dated May 7 2025 between Scoot (“Us”) and South San Francisco Unified School District (“Customer”) for assignments scheduled on or after August 23, 2025. Customer will be regarded as having accepted into this addendum when any of the following occur:

- (a) by confirming acceptance of this Agreement in writing; or
- (b) by requesting us to supply Hourly Educator Staffing after receiving this document for placements on or after August 23 2025.

EXHIBIT A BILL RATES FOR EDUCATORS

The Bill Rates contained in Exhibit A herein are confidential and proprietary. Customer agrees not to disclose the contents of this Exhibit A to persons or entities not party to this Agreement without Scoot’s written permission.

Educators will be assigned pursuant to one of the following positions and at the following bill rates, subject to additional overtime charges as specified below:

Hourly Educator Staffing [^]	
Paraprofessional	\$49 per hour
Registered Behavior Technician	\$65 per hour
Behavior Interventionist	\$55 per hour
Board Certified Behavior Analyst (remote)	\$110 per hour
Board Certified Behavior Analyst (in-person)	\$120 per hour
Speech Language Pathologist	\$140 per hour
Speech Language Pathologist Assistant	\$85 per hour

* Because Educators are non-exempt hourly employees, additional charges over and above the standard Customer Bill Rate will apply in the event that an Educator is called upon to work overtime meaning a shift longer than eight and a half (8.5) hours, including a thirty (30) minute meal break, in a workday or more than (40) hours, excluding meal breaks, in a work week for the same Customer. Overtime is charged at 1.5x the prorated hourly bill rate according to the above table (e.g., overtime for a Paraprofessional is charged at $\$49 \times 1.5 = \$73.5$ per hour or part of). Educators are instructed by Scoot that they should seek the approval of a duly designated supervisor at the Customer site before incurring overtime but, of course, the need to ensure proper supervision of pupils may necessitate an Educator staying over even if the designated supervisor is not immediately available. Consistent with professional best practices, Educators are directed to maintain supervision over assigned students until they are relieved by appropriate school personnel.

[^] Customer shall provide Educators assigned to Hourly Educator Staffing roles with thirty (30) minute duty free meal break(s) and duty-free rest break(s) in compliance with California labor law. If Customer fails to provide any required meal or rest break, Customer must notify Scoot via email within two (2) business days. In such cases, Scoot will invoice Customer an additional one (1) hour at Scoot’s hourly Bill Rate for each missed meal and/or rest break.



AGREEMENT FOR TOTAL SUPPORT STAFFING SERVICES

THIS AGREEMENT, effective July 1st 2025 between Scoot Education, Inc., 5670 Wilshire Blvd, #1970, Los Angeles CA 90036 ("Scoot" "Us" "We"), and, South San Francisco Unified School District, 398 B Street, South San Francisco, CA 94080 ("Customer" "You" "Yourself").

RECITALS

- a. Scoot is in the business of providing substitute teachers for school districts and educational institutions, as well as other related placement and staffing services.
- b. Customer is a school district who desires to engage the services of Scoot to serve as the provider of substitute teacher, placement and other staffing to the district for the term, and upon the terms and conditions set forth in this Agreement.

PART A – GENERAL CLAUSES

The following clauses are common to both the provision of substitute teachers and placement services.

1. DEFINITIONS

Annualized Gross Salary (AGS)	Means the annualized sum of all remuneration payable to a candidate placed (or sought for placement) in accordance with these terms (and if part time, calculated on a pro-rata basis).
Assignment	Means the hire or acceptance, in accordance with parts A and B of this Agreement, of one or more of our employees to perform work at your premises or anywhere else specified by you and approved by us.
Candidate	Means anyone: (a) who is seeking a placement position through us; or (b) whom we have identified as a person: (i) who might consider seeking a permanent placement position through us; and (ii) about whom we are able to provide relevant information regarding that person's suitability for a permanent placement position.
Confidential Information	Means any information which you access or which is communicated to you in the course of our engagement by you and which is identified as confidential; or which you should reasonably expect to be confidential. It includes, but is not limited to: any trade secrets or information relating to

	our customers, or clients; customer requirements; employees and officers, employees of clients or customers; suppliers; workers; terms of trade; pricing lists or pricing structures; marketing information and plans; intellectual property; inventions; business plans or dealings; technical data; financial information and plans; designs; product lines; research activities; software and the source code of any such software, of ours. Confidential Information also means any information which Scoot or Scoot employees' access or which is communicated to Scoot or Scoot employees in the course of Scoot's engagement by Customer which is identified as confidential or which Scoot or Scoot employees should reasonably expect to be confidential. It includes, but is not limited to: confidential and/or proprietary information concerning Customer's operations and/or activities, including but not limited to information about Customer's students, families, employees, donors, business affairs, and financial plans. Confidential information also includes all student information, protected under federal law, the Family Educational Rights and Privacy Act (FERPA) and California Education Code." It does not include information that is generally available in the public domain unless by unauthorized use or disclosure or which you are required to disclose by law.
Substitutes	Means one of Scoot's employees (including where the context requires their employee's agents and sub-contractors) assigned to work for Customer in accordance with Part B of this Agreement.
TeachStart Fellow	Means one of Scoot's employees (including where the context requires their employee's agents and sub-contractors) who is enrolled in the TeachStart program and is assigned to work for Customer in accordance with Part B of this Agreement. TeachStart Fellows hold at least a state substitute teacher permit.
Placement	Means the Placement of Scoot's Candidate with Customer. Unless otherwise agreed in writing, the Placement Date will be the date that a Candidate accepts any offer of employment with, or engagement to provide services to, Customer.

2. ACCEPTANCE

You will be regarded as having entered into this Agreement when any of the following occur:

- (a) by signing and returning a copy of this Agreement; or
- (b) by confirming acceptance of this Agreement in writing.

TERM; TERMINATION The term of this Agreement will begin on July 1st 2025 and will continue in effect until canceled by either party upon not less than thirty (30) days prior written notice to the other. Scoot reserves the right to terminate this Agreement immediately in the event of delinquent payments. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination. Scoot reserves the right to issue an amended fee schedule (Exhibit A) at the commencement of each academic term.

The initial term of this Agreement shall commence on July 1st 2025 and end on June 31st 2026 (the **"Initial Term"**). Thereafter, this Agreement shall automatically continue for successive renewal terms of one (1) year each unless either party gives written notice of nonrenewal at least thirty (30) days prior to any renewal term in question (each, a **"Renewal Term"**). The Initial Term and all Renewal Terms, if any, are referred to collectively in this Agreement as the **"Term."**

3. EXCLUSIVITY FOR STAFFING SERVICES

- (a) Exclusive Staffing Contractor. In exchange for the agreed-upon fee schedule set forth in Part B(2) herein, Customer agrees that Scoot shall be the exclusive external contract provider of Substitute Teachers and other staff listed in **Exhibit "A"**, at the request of Customer on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by Scoot. Scoot shall fill all requests made by the Customer on a "best efforts" basis. All or any placement of Substitute Teachers shall be made pursuant to the terms of this Agreement, and Customer agrees to not engage or contract with any other substitute teaching or staffing vendor for the services provided by Scoot herein for the Term of this Agreement.
- (b) Separate Staffing Engagement. Scoot maintains the right to manage the schedule of its employees. Accordingly, notwithstanding the exclusivity set forth above, if Customer separately and directly (not through any external staffing vendor) engages the services of any Substitute Teacher other than through Scoot on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, Customer shall promptly notify Scoot in writing and provide all information Scoot may reasonably request.
- (c) Past & Existing Substitute Teaching Staff. Customer will provide a list of Substitute Teachers or other staff who Customer has employed prior to the Agreement and whom Customer desires to remain in the pool of Substitute Teachers assigned by Scoot to Customer pursuant to the terms of this Agreement (the **"Pre-Existing Substitute Staff"**). Customer shall be responsible for any updates to such list, including the addition or deletion of any Substitute Teachers, as appropriate. Customer shall also use best efforts to provide a list of Substitute Teachers to Customer who previously provided services to Customer through Customer's previous substitute staffing practices. As part of the onboarding process, subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal

employee responsibilities attendant to employment, Scoot will accept such Pre-Existing Substitute Staff for assignment to Customer.

4. CONFIDENTIALITY

The pricing in Exhibit A is confidential between Scoot and Customer. Customer will be permitted to use the Exhibit in connection with its business operations, responses to California Public Records Act requests, and other uses as required by law.

Scoot will provide to the Customer within the time requirements required by law, any public records subject to a properly framed public records request.

5. NOTIFICATION OF CLAIMS

- (a) Customer and Scoot agree (i) to immediately notify each other in writing of any asserted claim but in no event later than five (5) business days of either discovery of the occurrence upon which the claim may be based or learning of the claim, whichever occurs first, and (ii) to permit Scoot or Customer, as the case may be, to defend the claim at the option of the party against whom the claim is asserted, with counsel acceptable to such party, which consent will not be unreasonably refused.
- (b) Neither party will pay or agree to pay any asserted claim under this Agreement without prior written approval from the party against whom the claim is asserted, which approval will not be unreasonably withheld.

6. TERMINATION

- (a) Notwithstanding the Term, either party may terminate this Agreement: (1) for cause by providing thirty (30) days written notice to the other Party if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice, (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 30 days, or (iii) in the event that Scoot fails to meet the Fill-Rate Requirement specified in section 6(d) below, with thirty (30) days notice of termination provided to Scoot; or (2) for convenience for any reason other than cause.
- (b) In the event Customer terminates this Agreement for convenience only, Customer shall pay the following to Scoot within thirty (30) days of the termination date all undisputed amounts due under the terms of this Agreement to the Company for services provided through the date of termination.
- (c) Continuing Obligations. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination.
- (d) Fill-Rate. Scoot represents and acknowledges that it maintains sufficient staff to fulfill the majority of Customer's teaching vacancies (as reported by Customer to Scoot). However, if during any consecutive four-week period between September 1 and May 30 of the Term, Scoot's ability to fulfill Customer's requirements falls below 75% during each of the four weeks (the "Fill-Rate Requirement"), then Customer, after providing written notice to Scoot of its

failure to satisfy the Fill-Rate Requirement, and, within five (5) days thereafter, such failure to is not cured, may elect to terminate this Agreement for cause pursuant to section 4(a) above.

7. No Limitation on Other Rights. The Parties agree that this section is not intended to in any way limit either Party's right to pursue other remedies, including actual damages and/or equitable relief.

8. NON-SOLICITATION

Unless otherwise agreed to in writing, neither party shall hire or solicit the employment of the other party's regular, full-time employees (i.e., not including substitute teachers) during the term of this Agreement and for a period of twelve (12) months thereafter.

9. MISCELLANEOUS

9.1 Notices

- i) Any notices or other communications under this Agreement must be in writing or sent by e-mail with a request for confirmation and must be clearly marked as a communication related to the terms of this Agreement. Addresses shall be:

For Customer: 398 B Street, South San Francisco, CA 94080

For Scoot: 5670 Wilshire Blvd, #1970, Los Angeles CA 90036

- ii) Unless otherwise stated in this Agreement, notices, consents or other communications will be deemed received (a) on the date delivered, if delivered personally or by e-mail; (b) on the next business day after mailing or deposit with an overnight air courier; or (c) three business days after being sent, if sent by registered or certified mail.

9.2 Severability; Waiver

The unenforceability of any part of this Agreement shall not render the remainder unenforceable. Any delay or waiver by a party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any future breaches or remedies.

9.3 Assignment

This Agreement may not be assigned without the prior written consent of the other party. This Agreement will be binding upon the parties hereto, and their successors, heirs and assigns.

9.4 Amendments

This Agreement may not be amended or supplemented in any way except in writing, dated and signed by authorized representatives of both parties except that special addenda for purposes of specific assignments may be adopted, as to that assignment, through the exchange of e-mails containing the agreed upon terms and a return e-mail clearly accepting such terms.

9.5 Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

9.6 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California without giving effect to any choice or conflict of law provision or rule.

9.7 Attorneys' Fees

In the event of any legal action (including arbitration) to enforce or interpret this Agreement, the non-prevailing Party shall pay the reasonable attorneys' fees and other costs and expenses (including expert witness fees) as allowed by law.

9.8 Entire Agreement

This Agreement, its Exhibits (and any job descriptions signed by the Customer) are the entire understanding and agreement between the parties with respect to the subject matter covered, and all prior agreements, understandings, covenants, promises, warranties and representations, oral or written, express or implied, not incorporated in this Agreement are superseded.

PART B – SUBSTITUTE TEACHER SERVICES

The provisions within this Part apply to the provision of temporary substitute teachers and should be read in conjunction with the relevant provisions of Part A.

1. SERVICES

Scout will assign to Customer temporary employees to perform services, typically as short or long-term substitute teachers (hereafter generally referred to as "Substitutes".) The Substitutes shall report to the sites requested by Customer and shall be under Customer's supervision while assigned. Any additional assignments to a Substitute must be agreed to between Scout and Customer in a written addendum to this Agreement.

2. SCOOT'S COMMITMENTS

- 2.1. Scout will use its best efforts to recruit, employ and assign qualified Substitutes for assignments as requested by Customer.
- 2.2. Scout will screen Substitutes before employing them to verify that all substitute teachers have submitted to a live-scan criminal history check via the DoJ and FBI with ongoing arrest notifications. Scout will ensure all Substitutes comply with the requirements of Education Code Section 45125.1 et seq. before they are permitted to perform services for the Customer. If Scout is

notified of any arrest or other similar infraction regarding an active Substitute, Scoot will immediately remove that Substitute from service and notify the Customer.

- 2.3. All Substitute Teachers must have a physician-signed chest x-ray or physician signed risk assessment form proving that no risk factors are present or proving a negative tuberculosis test result within 60 days of employment with Scoot Education or more recent.
- 2.4. Scoot will verify that all Substitutes are eligible to work in the United States.
- 2.5. Scoot will provide all Substitutes with a means to report their working time and shall pay all Substitutes their wages and provide them all benefits for which they are eligible as Scoot employees.
- 2.6. Scoot shall handle all payroll-related tax and other withholding, as appropriate and shall provide Workers' Compensation insurance for all Substitutes.
- 2.7. Scoot shall protect Customer's Confidential Information and the Confidential Information of Customer's pupils.
- 2.8. Scoot shall require all Substitutes comply with Customer's policies and procedures when the Substitute is on Assignment to the Customer and shall further comply with any reasonable requests by Customer for Substitutes to execute other documents such as documents Customer may require regarding any Intellectual Property a Substitute may develop while assigned to Customer.
- 2.9. Scoot shall be specifically responsible for the conduct of Substitutes with respect to confidential information and records of students and Customer's regular employees to which Substitutes have access during the assignment
- 2.10. Scoot shall comply with all applicable laws, regulations and ordinances applicable to it as a temporary staffing agency and as the employer of the Substitutes.

3. CUSTOMER COMMITMENTS

- 3.1. Customer shall provide Substitutes with a safe and suitable workplace including appropriate training regarding any special hazards, evacuation procedures, etc.
- 3.2. Customer shall provide Substitutes with an orientation regarding all other applicable workplace expectations including school rules, student discipline, grading and homework policies, etc.
- 3.3. Customer shall supply Substitute with appropriate lesson plans and educational materials as appropriate and will provide usual and customary supervision of Substitute while Substitute is on assignment to Customer.
- 3.4. Customer shall provide Scoot with a prompt notice of any injury or altercation involving a Substitute as well as any performance issue or complaint. Customer will permit Scoot to participate in any investigation should it so desire.

- 3.5. Customer shall be specifically responsible for the conduct of Substitute with respect to any keys, cash, and other Customer property to which Substitute has access during the assignment. Customer also assumes responsibility (except to the extent covered by Workers' Compensation) in connection with any use of Customer vehicles or equipment in connection with the assignment.
- 3.6. Customer agrees that unless separately set forth in an addendum to this Agreement, Customer shall not assign a Substitute sole custody of a single student, sole responsibility for supervising more than one classroom of students at a time, or administering or maintaining custody of any student medications.
- 3.7. Customer shall comply with all applicable laws, regulations and ordinances. No actions undertaken by Customer under this Agreement violate the terms of any other contract including any collective bargaining agreement.
- 3.8. Any qualifications or characteristics Customer requests for any assignment are based on essential bona fide occupational qualifications the determination of which is Customer's sole responsibility. Scoot is not responsible for screening Substitutes based on any qualifications or criteria which are not specifically disclosed by Customer.
- 3.9. Customer currently subscribes to CalSTRS.

4. BILLING & PAYMENT TERMS

4.1. Invoices

Scoot shall invoice Customer on a weekly basis which invoice is to be paid within thirty (30) days of receipt. The fee schedule is set forth in Exhibit A. Scoot reserves the right to issue an amended fee schedule (Exhibit A) at the commencement of each academic term. If you have any issue with an invoice, you agree to raise it specifically before the due date and to timely pay that portion of the invoice which is not questioned. Late charges will be imposed on any unpaid fees at the rate of eighteen (18%) per annum or the maximum amount allowable by applicable law, whichever is higher.

- 4.2. The rate of charge is set forth in Exhibit A. Scoot may provide an annual update to Exhibit A via e-mail; outside of this annual change, any modification to rates must be set forth in writing and accepted by both parties. An e-mail exchange agreeing to a rate change will be deemed sufficient evidence of such an agreement but it will only apply to the specific position under assignment.

4.3. Taxes

Any sales or use taxes that apply to sales to Customer will be added to Customer's invoices as a separate item. Scoot will pay for any taxes that apply to the services of or compensation paid to the Substitutes.

4.4. Expenses

Expenses incurred by Substitutes within the scope of their assignment (for example, mileage to attend meetings) will be charged to the Customer, passed through without mark up.

5. WORKERS' COMPENSATION AND LIABILITY INSURANCE

Scout will, at its own expense, provide and keep in full force and effect during the term of this Agreement the following kinds and minimum amounts of insurance:

5.1 Workers' Compensation

Workers' compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;

5.2 Commercial General Liability

Commercial general liability insurance with a \$2,000,000 combined single limit per occurrence / \$4,000,000 aggregate and includes contractual liability and personal injury coverage;

5.3 Automobile Liability

Hired and non-owned auto liability insurance with a \$1,000,000 combined single limit per occurrence;

5.4 Umbrella Insurance

Umbrella policy of \$5,000,000 providing excess limits over the primary policies described above;

5.5 Abusive Acts Coverage

Abusive Acts occurrence based liability insurance with a \$3,000,000 combined single limit per occurrence / \$3,000,000 aggregate;

Scout will provide Customer with a certificate of this insurance coverage upon request.

6. INDEMNIFICATION BY SCOUT

6.1. Scout will indemnify, defend and hold harmless Customer and its directors, officers, employees and agents, to the extent of the insurance limits set forth in Section 6, from and against all demands, claims, actions, losses, judgments, costs and expenses (including reasonable attorney fees) (collectively "Damages") imposed upon or incurred by Customer to the extent arising out of any of the following:

- i) Scout's failure to comply with its obligations under applicable employment-related laws, regulations or orders in Scout's capacity as the general employer of the Substitutes;
- ii) Scout's employees', including Educators', failure to comply with their obligations under applicable laws, regulations or orders in their capacity as the employee of Scout; and

iii) Breach of any obligation of Scoot contained in this Agreement.

7.2 Scoot's obligation to indemnify, defend and hold harmless will not apply to: (i) indirect, special or consequential Damages, (ii) the extent that Damages are due to Customer's failure to fulfill its duties, (iii) the extent that any Damages are the result of any negligent act or omission or intentional misconduct of Customer, its officers, employees or agents, or (iv) the extent that Customer is required to indemnify Scoot against such Damages under Section 7.

7. INDEMNIFICATION BY CUSTOMER

7.1 To the extent permitted by law, Customer will indemnify, defend and hold harmless Scoot and its directors, officers, employees and agents from and against all Damages imposed upon or incurred by Scoot other than for job-related bodily injury or death of a Substitute covered by Workers' Compensation, arising out of any of the following:

- i) Customer's failure to comply with its obligations under applicable laws, regulations, ordinances or other contracts;
- ii) Any claims asserted against Scoot or its Substitute by students, their parents or representatives, Customer personnel or business invitees, or other third parties arising from conduct of the Substitute while on assignment with Customer (except to the extent that such claim is determined to have been caused by the negligence of Scoot or the failure of Scoot full time staff personnel to reasonably fulfill their obligations regarding the recruitment, screening, and hiring of the Substitute); or
- iii) Breach of any obligation of Customer contained in this Agreement;

7.2 Customer's obligation to indemnify, defend and hold harmless will not apply (i) to indirect, special or consequential Damages or (ii) to the extent any Damages are caused by any negligent act or omission or intentional misconduct of Scoot, its officers, employees or agents.

8. SUBSTITUTE PLACEMENT FEE

Customer understands and agrees that Scoot employees are assigned to Customer to render temporary services and, absent a written agreement stating otherwise, are not assigned to become employed directly by Customer. Customer acknowledges the considerable expense incurred by Scoot to advertise, recruit, evaluate, train, and place its employees.

Customer agrees it will not, without prior written consent from Scoot, hire a Scoot employee, interfere with the employment relationship between Scoot and its employees, or directly or indirectly cause a Scoot employee to become employed by Customer or another temporary service provider.

If Customer, either directly or indirectly, solicits, offers employment, and/or hires a Scoot employee as an employee or consultant in any position, or utilizes the person's services through another temporary or outsourcing service company, or any person or entity affiliated with Customer refers a Scoot employee to any other employer and the employee becomes employed by that employer: (i) at any time from the date such employee is introduced to or placed with Customer by Scoot until six (6) months thereafter or (ii) within six (6) months after termination of employee's temporary assignment

through Scoot with Customer, whichever is later, Customer agrees to pay Scoot a placement fee as outlined in Exhibit A.

SIGNATORIES

DocuSigned by:
James Sanders
D032B886CDAA470...
James Sanders

Signed:

Name: James Sanders

Title: CEO

Date: 03/03/25 5/7/2025

Signed by:
Ted O, Assistant Superintendent of Business
E277E01E025D409...

Signed: _____

Ted O, Assistant Superintendent of Business
Name: _____

Assistant Superintendent, Business
Title: _____

Date: 5/6/2025

EXHIBIT A
FEES FOR SUBSTITUTES

This Exhibit A is incorporated and made part of the Agreement between Scoot and Customer. The pricing in Exhibit A is confidential and proprietary, to the extent allowable by applicable law. Customer agrees not to disclose the contents of Exhibit A to persons or entities not party to this Agreement without Scoot's written permission, to the extent allowable by applicable law.

Substitutes will be assigned to the following positions and at the following rates:

Bill rate*	Half-day rate (4 hours or less)	Half-day rate long-term (4 hours or less)	Short-term day rate	Long-term day rate#
Teaching Assistant (non-credentialed)	\$230	\$254	\$344	\$378
Teacher (Emergency 30-day substitute permit or California credential)	\$275	\$303	\$378	\$452
TeachStart Scholar	N/A	N/A	\$452	\$452
Special Education Credential in SpEd role	\$330	\$363	\$493	\$542

* Because Scoot Substitutes are non-exempt hourly employees, additional charges over and above the standard Bill rate will apply in the event that a Substitute is called upon to work overtime meaning a shift longer than eight and a half (8.5) hours, including a thirty (30) minute meal break, in a workday or more than (40) hours, excluding meal breaks, in a work week. Overtime is charged at 1.5x the prorated hourly bill rate according to the above table (e.g., overtime for a Teaching Assistant is charged at $\$344/8.5 \times 1.5$ per hour). Substitutes are instructed by Scoot that they should seek the approval of a duly designated supervisor at the Customer site before incurring overtime but, of course, the need to ensure proper supervision of pupils may necessitate a Substitute staying over even if the designated supervisor is not immediately available. Consistent with professional best practices, Scoot Substitutes are directed to maintain supervision over assigned students until they are relieved by appropriate school personnel.

A Substitute will be considered in long-term status if the same substitute has been scheduled at a Customer school for an assignment that is for more than 15 consecutive work days or an assignment has extended beyond 15 consecutive work days (half-days and full-days are counted the same) in the same academic year.

FEES FOR TEMP-TO-PERM

Scoot pricing for temp-to-perm placements is based upon the category of the Substitute, timing of hire, or number of days the Scoot employee has worked at the hiring school during a single school year:

TEMP TO PERM FEES FOR TEACHING ASSISTANTS AND TEACHERS (NON TEACHSTART FELLOWS)	
Days worked in school year	Fee[^]
1 - 90 days worked	10% of AGS to a minimum of \$5,000
91 - 180 days worked	5% of AGS to a minimum of \$2,500
180+ days worked	\$1,000

[^]Fee is based upon the total, annualized gross salary (AGS), including any additional allowances or benefits that can be monetized listed on contract between Customer and Scoot employee.

TEMP TO PERM FEES FOR TEACHSTART FELLOWS	
Hire date	Fee
September 1 to May 31	\$10,000
June 1 to August 31	\$1,000

**EXHIBIT B
SUBSTITUTE CANCELLATION POLICY**

Customer must cancel a substitute assignment no later than midnight before the assignment. If a cancellation is made before this time, no fee will be charged to the school. Cancellations made on the same day of the shift will result in a half-day charge according to the pricing in Exhibit A.

SCOOT GUARANTEE

Scoot stands behind the quality and appropriateness of any candidate we recommend or assign to Customer school. However, Scoot understands that at times unforeseen circumstances can deliver undesirable results.

SUBSTITUTE TEACHERS

Should a Scoot substitute not satisfy requirements of the assigned position within the first ninety (90) minutes of a half-day shift or the first four (4) hours of a full-day shift, there will be no fee charged to the school or Scoot will diligently work to replace the substitute as quickly as possible by another suitably skilled and qualified substitute teacher.

To avoid a charge, the school must:

- (a) Inform Scoot of the termination of the shift before the substitute leaves the school grounds
- (b) Allow Scoot a reasonable opportunity to resolve matters directly with the substitute teacher
- (c) The school must provide feedback on the reason(s) for the termination/cancellation

EXHIBIT C

"SSFUSD Data" means all information, including, but not limited to, business, administrative, financial, student, and personnel information, and work product or other intellectual property that is: (1) created by SSFUSD, its employees, contractors, agents, affiliates, students, parents, and users, or provided or otherwise made available to Scoot Education, its employees, agents, or subcontractors by SSFUSD, its employees, contractors, agents, affiliates, students, parents, and users through the Services or otherwise in connection with the Contract, or (2) gathered by Scoot Education, its employees, agents, or subcontractors through the Services or other means (e.g., Scoot Education technology) in connection with the Contract. SSFUSD Data includes, but is not limited to:

1. Personal identifiers such as name, address, phone number, date of birth, Social Security number, identification number, persistent unique identifiers, and the like;
2. Any personal information protected by law, including, but not limited to:
 - a. "personally identifiable information" and student "education records" as those terms are defined under the Family Educational Rights and Privacy Act, 20 USC 1232g, as amended ("FERPA");
 - b. "personal information" as that term is defined in the Children's Online Privacy Protection Act of 1998 ("COPPA");
 - c. "personal information" as that term is defined in the Protection of Pupil Rights Amendment ("PPRA");
 - d. "personally identifiable information" as that term is defined in the Individuals with Disabilities Education Act, as amended ("IDEA");
 - e. nonpublic personal information as that term is defined in the Gramm-Leach-Bliley Financial Modernization Act of 1999, 15 USC 6809 ("GLB");
 - f. credit and debit card numbers and/or access codes and other cardholder data and sensitive authentication data as those terms are defined in the Payment Card Industry Data Security Standards ("PCI-DSS");
3. Other financial account numbers, access codes, driver's license numbers;
4. State or federal identification numbers such as passport, visa or state identity card numbers;
5. Information that identifies an individual and relates to the physical or mental health or condition of the individual, the provision of health care to the individual, or payment for the provision of health care to the individual; and

SSFUSD Data does not include information that has been "de-identified" as that term is defined by the U.S. Department of Education Privacy Technical Assistance Center for purposes of FERPA.

"Mining SSFUSD Data" means to search through, access, manipulate, or extract SSFUSD Data for a purpose other than providing Work to SSFUSD for a School Purpose under the Contract.

"School Purpose" means a purpose that is directed by or customarily takes place at the direction of a school district, school campus, or teacher or assists in the administration of school activities, including instruction in the classroom or at home, administrative activities, and collaboration between students, school personnel, or parents, or is otherwise for the use and benefit of the school.

"Securely Destroy" means taking commercially reasonable actions that render data written on physical or electronic media unrecoverable, including, but not limited to, actions that meet or exceed those sections of the National Institute of Standards and Technology (NIST) SP 800-88 guidelines relevant to

data categorized as high security (provided that, in accordance with NIST 800-88r1 guidance, Scoot Education shall comply with the level "purge" with a Cryptographic Erase (i.e., not a simple delete/erase that leaves the previous contents available until overwritten through normal use) while the media is still in operation and under the physical control of Scoot Education and "destroy" only when the media has reached end of life (EOL) and/or will no longer be under the physical control of Scoot Education) or, when applicable, the DoD 5220.22-M (3 pass) data sanitization method.

"Security Incident" means an event in which SSFUSD Data is exposed to unauthorized disclosure, access, alteration, or use, or circumstances that are reasonably expected to have exposed SSFUSD Data to unauthorized disclosure, access, alteration, or use.

"Targeted Advertising" means presenting an advertisement to a student in which the advertisement is selected for the student based on information obtained or inferred over time from the student's online behavior, usage of applications, or covered information. The term does not include advertising to a student at an online location based on the student's visit to that location at that time, or in response to the student's request for information or feedback, without the retention of the student's online activities or requests over time for the purpose of targeting subsequent advertisements.

"Work" means the products and/or services provided to SSFUSD by Scoot Education in connection with the Contract.

Technical terms not defined herein that have a well-known technical or trade meaning, shall be held to have such recognized meaning.

Rights and License to SSFUSD Data

The Parties agree that, as between them, all rights in and to SSFUSD Data shall remain the sole and exclusive property of SSFUSD, and SSFUSD hereby authorizes the Scoot Education to access, maintain, use, and disclose SSFUSD Data, subject to the terms and conditions of this Contract, and applicable law, as reasonably necessary to provide the Work to SSFUSD for a School Purpose under this Contract. Scoot Education has no rights, implied or otherwise, to SSFUSD Data, except as expressly stated in this Contract.

Scoot Education's Use and Disclosure of SSFUSD Data

1. Scoot Education shall access, maintain, use, and disclose SSFUSD Data, subject to the terms and conditions of this Contract and applicable law, as reasonably necessary to provide Work to SSFUSD for a School Purpose under this Contract.
2. Scoot Education is prohibited from Mining SSFUSD Data unless such activity is permitted by law and expressly authorized by SSFUSD in advance in writing.
3. Except as expressly permitted under this Contract, Scoot Education will not disclose SSFUSD Data, including any goods, products, materials, documents, reports, writings, video images, photographs, papers, or software or computer images of any nature prepared by Scoot Education, its employees, agents, or subcontractors that incorporate SSFUSD Data, to any other person or entity.
4. Scoot Education shall, prior to disclosing SSFUSD Data, ensure that any Scoot Education employees, agents, and subcontractors who will have access to SSFUSD Data have, prior to any such access, undergone appropriate, commercially reasonable background screening and

other screening as required by law, and that any such employees, agents, and subcontractors possess all necessary qualifications and have read, understood, and received appropriate instruction as to how to comply with the requirements of this Contract and applicable law.

5. If, in connection with this Contract, the Scoot Education must create, obtain, transmit, use, maintain, process, or dispose of personal information that is protected by law or financial or business data that has been identified to the Scoot Education as having the potential to affect the accuracy of SSFUSD's financial statements, Scoot Education shall perform the following background checks on all employees, subcontractors, and agents that are reasonably expected to have access to such data in accordance with the Fair Credit Reporting Act: Social Security Number trace; seven (7) year felony and misdemeanor criminal records check of federal, state, or local records (as applicable) for job related crimes; Office of Foreign Assets Control List (OFAC) check; Bureau of Industry and Security List (BIS) check; and Office of Defense Trade Controls Debarred Persons List (DDTC).
6. Scoot Education will not otherwise access or use SSFUSD Data or share SSFUSD Data without the prior written consent of SSFUSD, except as required by law in accordance with Section XXXI.G.

FERPA Acknowledgements

1. Scoot Education acknowledges that, for purposes of this Contract, it will be designated a "school official" with "legitimate educational interests" in "personally identifiable information" and student "education records", as those terms have been defined under FERPA and its implementing regulations, and Scoot Education agrees to abide by the FERPA limitations and requirements imposed on school officials.
2. SSFUSD and Scoot Education expressly agree that: (1) the services/functions to be provided by Scoot Education are services/functions for which SSFUSD would otherwise use its own employees; (2) Scoot Education has been determined to meet the criteria set forth in SSFUSD's annual notification of FERPA rights for being a school official with a legitimate educational interest in "personally identifiable information" and student "education records" for purposes of the Work; (3) Scoot Education is under SSFUSD's direct control with respect to its access to, maintenance of, use of, and disclosure of "personally identifiable information" and student "education records"; and (4) unless Scoot Education has specific authorization from SSFUSD to do so and it is otherwise permitted by FERPA, Scoot Education will access and use "personally identifiable information" and student "education records" only for the purpose for which the disclosure was made and will not re-disclose "personally identifiable information" and student "education records" to other parties.
3. To the extent that students or parents/guardians are required to accept or are otherwise made subject to any separate terms of use, privacy policies, or other agreement(s) (e.g., click-through agreements) in connection with the Work or this Contract, Scoot Education shall ensure that no such agreement(s) require the student or parent/guardian to waive any rights or other protections to which he/she may be entitled under FERPA. Any provision in such agreement(s) to the contrary shall be null, void, and without effect.

Data Privacy and Security

1. SSFUSD Data, whether electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. Scoot Education will store and process SSFUSD Data in accordance with commercial best practices, including, but not limited to, implementing and maintaining appropriate administrative, physical, and technical safeguards and other security

procedures and practices designed to protect such data from unauthorized access, deletion, disclosure, modification, and use. Such measures will be no less protective than those used to secure Scoot Education's own data of a similar type, and in no event less than commercially reasonable in view of the type and nature of the data involved. These requirements shall be extended by contract to all subcontractors and agents used by Scoot Education.

2. Scoot Education will use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods in providing the Work under this Contract and accessing, using, and disclosing SSFUSD Data in connection therewith.
3. Without limiting the foregoing, Scoot Education agrees that Scoot Education, its agents, and subcontractors, as applicable, shall meet or exceed the following requirements in maintaining the privacy and security of SSFUSD Data in connection with the Contract:
 - a. PCI-DSS v3.2 requirements;
 - b. TIA 942 Class 4 Data Center Standards or a substantially similar standard;
 - c. All electronic SSFUSD Data will be encrypted in transmission using Transmission Layer Security (TLS) v1.2 or greater (including via web interface or equivalent); and
 - d. All electronic SSFUSD Data stored on a mobile device, laptop, desktop or any other device will be encrypted at no less than AES 256-bit level encryption.
4. Scoot Education shall, upon request, provide SSFUSD with a reasonably detailed written summary of the procedures Scoot Education, its agents, and subcontractors use to maintain and transmit SSFUSD Data.
5. SSFUSD Data shall not be stored outside the United States without SSFUSD's prior written consent.
6. Scoot Education will take commercially reasonable measures, including, but not limited to, audit trails, to protect SSFUSD Data from deterioration or degradation of data quality and authenticity.
7. Scoot Education will, at least daily, back up SSFUSD Data in a commercially reasonable manner and retain any such backups for a minimum of 12 months.

Security Incidents

1. Response. Upon becoming aware of a Security Incident, Scoot Education will immediately, and within the time reasonably necessary for the Parties to comply with applicable legal requirements: (i) notify SSFUSD's Assistant Supt of HR to begin remediation of compromised data, (ii) fully investigate the incident
2. Indemnification Related to Security Incidents. To the fullest extent permitted by law, and in addition to any other remedies available to SSFUSD under contract, law, or equity, to the extent that any Security Incident arises or results from Scoot Education's, its employee's, agent's, or subcontractor's failure to comply with any requirement of this Contract or applicable law, the Scoot Education hereby agrees to indemnify, hold harmless, and defend SSFUSD, its directors, agents, employees, contractors, and volunteers from and against any and all claims, demands, causes of action, liability, fines, penalties, costs, damages, losses, judgments, and expenses (including attorneys' fees), including, but not limited to: (1) all costs reasonably incurred by SSFUSD in connection with the investigation and remediation of such Security Incident; (2) the cost of providing notification to individuals or entities whose information was compromised and to regulatory agencies or other entities as required by law or contract; (3) providing one year of credit monitoring to affected individuals if personal information exposed during the incident could be used to commit identity theft; (4) all crisis management, regulatory response, and other privacy liability costs; and (5) the payment of legal fees, audit costs, fines, civil penalties, and other fees imposed against SSFUSD in connection with the Security Incident.

Response to Legal Orders, Demands, and Requests for Data

Except as expressly prohibited by law, Scoot Education will:

1. Immediately, and before disclosing any SSFUSD Data, notify SSFUSD, in writing, of any subpoenas, warrants, or other orders, demands or requests received by Scoot Education, its employees, agents, or subcontractors seeking SSFUSD Data;
2. Reasonably consult with SSFUSD regarding Scoot Education's response, which may include, but is not limited to, directing the requestor to seek the information directly from SSFUSD, as appropriate;
3. Cooperate with SSFUSD's reasonable requests in connection with efforts by SSFUSD to intervene and quash or modify the order, demand, or request; and
4. Upon SSFUSD's request, provide SSFUSD with a copy of its response.

Data Transfer/Destruction

1. Upon termination of this Contract, or as otherwise requested by SSFUSD in writing, Scoot Education shall ensure that all SSFUSD Data in Scoot Education's, its employees', agents', and subcontractors' possession, custody, or control is transferred to SSFUSD as reasonably directed by SSFUSD.
2. Transfer of SSFUSD Data to SSFUSD shall occur within ten (10) days following termination of this Contract or SSFUSD's written request. Scoot Education will use commercially reasonable efforts to ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of SSFUSD or its designated transferee, and to the extent reasonably technologically feasible, that SSFUSD will have access to SSFUSD Data during the transition.
3. If SSFUSD requests destruction of any SSFUSD Data at any time, not later than sixty (60) days after the date of SSFUSD's request, Scoot Education shall Securely Destroy all such SSFUSD Data in its possession, custody, or control and ensure that all SSFUSD Data in the possession, custody, or control of Scoot Education's employees, agents, and subcontractors is Securely Destroyed. Scoot Education agrees to provide documentation of data destruction to SSFUSD upon SSFUSD's reasonable request.
4. Scoot Education will promptly notify SSFUSD in writing of any change in Scoot Education's, its employee's, agent's, or subcontractor's business or other circumstances that Scoot Education reasonably determines may affect SSFUSD Data, including, but not limited to, any impending transfer or cessation of business or unlawful conduct. Scoot Education will reasonably cooperate with SSFUSD to minimize the effect of any such change in circumstances on SSFUSD, which may include, but is not limited to: (1) providing a full inventory of all SSFUSD Data in the Scoot Education's its employees', agents', and subcontractors' possession, custody, or control and the location of same; (2) providing SSFUSD access to any Scoot Education facility, or reasonably assisting SSFUSD in obtaining access to other facilities and systems, as necessary to remove and Securely Destroy SSFUSD Data or otherwise enforce SSFUSD's rights in and to SSFUSD Data; and (3) upon SSFUSD's request, promptly transferring or Securely Destroying SSFUSD Data, in whole or in part, as directed by SSFUSD.
5. Any permitted successor or assign of the Scoot Education shall agree in writing to assume all of the Scoot Education's rights, interests, duties, obligations, and liabilities under this Contract prior

to receiving access to SSFUSD Data, and Scoot Education shall take all necessary actions to ensure a smooth transition of Work and/or transfer of SSFUSD Data to such successor or assign.

Audits

1. SSFUSD reserves the right in its sole discretion to perform audits of Scoot Education, at SSFUSD's expense, to ensure compliance with the terms of this Contract and this section related to SSFUSD Data. Scoot Education shall reasonably cooperate, and shall ensure that any Scoot Education employees, agents and subcontractors reasonably cooperate, in the performance of such audits. Such audits shall only occur upon prior written notice to Scoot Education and in such a manner as to not unreasonably disrupt Scoot Education's operations.
2. Scoot Education, or the data center(s) where Scoot Education maintains its systems and/or SSFUSD Data, will, at Scoot Education's or such data center's expense, conduct or have conducted at least annually, a/an:
 - a. American Institute of CPAs Service Organization Controls (SOC) 2 Type II audit, or other commercially reasonable security audit, which attests the Scoot Education's or data center's security policies, procedures, and controls;
 - b. Commercially reasonable vulnerability scan of the Scoot Education's or data center's electronic systems and facilities that are used in any way to provide Work or process or maintain SSFUSD Data in connection with this Contract; and
 - c. Commercially reasonable formal penetration test of the Scoot Education's or data center's electronic systems and facilities that are used in any way to provide Work or process or maintain SSFUSD Data in connection with this Contract.
3. Additionally, the Scoot Education shall provide SSFUSD, upon request, commercially reasonable summary results of the above audits and promptly modify its security measures as reasonably necessary based on those results in order to meet its obligations under this Contract and applicable law. SSFUSD may require the Scoot Education to perform additional audits and tests, at SSFUSD's expense, based on reasonably agreed upon objectives, the results of which shall be provided promptly to SSFUSD.

Compliance

1. Except as otherwise specified in this Contract, Scoot Education agrees to use commercially reasonable efforts to assist SSFUSD as necessary to maintain the privacy and security of SSFUSD Data in accordance with this Contract and applicable law, as such law may be amended from time to time.
2. Scoot Education warrants that the Scoot Education and the Work shall be fully compliant, and will not adversely affect SSFUSD's compliance, with the relevant requirements of all state and federal laws, regulations, and guidance governing access to and use, maintenance, and disclosure of SSFUSD Data.
3. Scoot Education warrants that any employees, agents to provide the Work or otherwise fulfill Scoot Education's obligations under this Contract will be subject to and will comply with this Contract and applicable law in the same manner that Scoot Education itself is subject to the terms of this Contract and applicable law.
4. Upon the effective date of any amendment or issuance of laws, regulations, and guidance governing access to or use, maintenance, or disclosure of SSFUSD Data, this Contract shall automatically be amended to conform with such requirements. Any ambiguity in this Contract shall be resolved in favor of a meaning that permits SSFUSD and Scoot Education, and their

respective employees, subcontractors, and agents to comply with any such laws, regulations, and guidance.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B St. South San Francisco, CA 94080

(650) 877-8700

www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

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 - a. Using tech resources without appropriate permission or access
 - b. Intentionally damaging, degrading or wasting any tech resource
 - c. Using tech resources to harass, insult or attack others
 - d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
 - e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
 - f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
 - g. Disclosing someone else's home address, phone number or other personal information without his or her consent
 - h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
 - i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
 - j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
 - k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals*
Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
 - l. Using SSFUSD's tech resources for any illegal purpose
 - m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with



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school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law

- n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
 - o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
 - p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department
3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.
 4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violate these rules.
Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.
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James Sanders

CEO

Print Name

Job Title

Scoot Education

james.s@scoot.education

Location

Email Address

Gender for Infinite Campus account (only options available)

☐ Female

☒ Male

☐ Non-binary

DocuSigned by:

James Sanders

5/7/2025

Signature

Date

EID#:

To be completed by
Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign

Print

Department / Site Administrator Signature

All users who have a signed AUP on file will receive a username & password for their location(s) to access SSFUSD computers. Please check if this person also needs:

☐ Email

☐ Google Apps

☐ Zoom

☐ SIS access



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Ben Ochstein

Vice President

Print Name

Job Title

Ben Ochstein

Ben.O@scoot.education

Location

Email Address

Gender for Infinite Campus account (only options available)

☐ Female

☒ Male

☐ Non-binary

Signed by:

Ben Ochstein

Signature

Date

EID#:

To be completed by
Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

*Contractors/Volunteers must have department/site administrator signature to authorize account setup. The department/site is responsible for storing the ORIGINAL COPY of the AUP on file for this person.

Sign

Print

Department / Site Administrator Signature

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☐ Email

☐ Google Apps

☐ Zoom

☐ SIS access

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent, Human Resources

DATE: September 11, 2025

RE: Reach University Local Education Agency Agreement

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The District seeks Board-approval to enter into an agreement with Reach University with oversight from Alternatives in Action (AIA). Reach University is a non-profit university accredited by the WASC Senior College & University Commission (WSCUC). In addition to delivering undergraduate and graduate apprenticeship degrees, Reach University partners with AIA to prepare educators through Teacher Intern (both Multiple Subject and Single Subject) and Teacher Induction Pathways. Alternatives in Action is accredited by the California Commission on Teacher Credentialing (CCTC) to offer state-authorized educator preparation (certification) programs in California. AIA partners with Reach University to deliver credential pathway programming. AIA provides program oversight for Reach University's credential programming and recommends eligible candidates for the appropriate credentials. The purpose of this Agreement is to address South San Francisco Unified School District's workforce needs and provide opportunities for Reach University and Alternatives in Action candidates to complete job-embedded graduate degree or credentialing programs. These programs include, but are not limited to Reach University's Intern Teacher Credential and Master of Arts in Teaching (M.A.T.) Program and Teacher Induction Program.

FISCAL IMPLICATIONS:

There is no cost to the District associated with this MOU.

RECOMMENDATION:

SSFUSD staff recommends that the SSFUSD Board of Trustees approve the Reach University Local Education Agency Agreement Renewal, effective September 1, 2025 as presented to the Board.



Reach University

Local Education Agency Agreement

Graduate Programs

Local Education Agency (LEA): **South San Francisco USD**

Date:

Reach University is accredited by the WASC Senior College and University Commission. Alternatives in Action is accredited by the California Commission on Teacher Credentialing. Alternatives in Action provides the Teacher Credentialing programs for Reach candidates in California.

Learn more at reach.edu

1. Parties, Recitals & Purpose

This Agreement is entered into on the date listed above between the company named above ("Local Education Agency") and Reach University ("Reach University") with oversight from Alternatives in Action (hereinafter "AIA") for the joint exercise of their powers.

The purpose of this Agreement is to address the Local Education Agency's workforce needs and provide opportunities for Reach University and Alternatives in Action candidates to complete job-embedded graduate degree or credentialing programs. These programs include, but are not limited to: (a) the Intern Teacher Credential and Master of Arts in Teaching (M.A.T.) Program and (b) the Teacher Induction Program. Both programs offer an Early Completion Option (ECO) for qualified candidates.

This Agreement shall apply solely to a paid intern program, under which Reach University and AIA candidates are employed by the Local Education Agency while concurrently enrolled in the intern credential program. This Agreement shall not apply to unpaid interns or student teachers.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

2. Definitions

- Reach University: Reach University is a non-profit university accredited by the WASC Senior College & University Commission (WSCUC). In addition to delivering undergraduate and graduate apprenticeship degrees, Reach University partners with AIA to prepare educators through Teacher Intern (both Multiple Subject and Single Subject) and Teacher Induction Pathways.
- AIA: Alternatives in Action is accredited by the California Commission on Teacher Credentialing (CCTC) to offer state-authorized educator preparation (certification) programs in California. AIA partners with Reach University to deliver credential pathway programming. AIA provides program oversight for Reach University's credential programming and recommends eligible candidates for the appropriate credentials.
- Program(s): Refers to all degree programs and the CCTC-authorized educator preparation programs, including California Preliminary Single-Subject and Multiple-Subject Teaching Credential programs and/or Induction, the Clear Teaching Credential program.
- Intern Program: An alternative certification program. Intern teachers are employed as the teacher of record in a classroom while concurrently enrolled in the credential program.
- M.A.T.: Master of Arts in Teaching, a graduate degree that emphasizes both practical teaching skills and in-depth subject matter knowledge.
- TIP: Teacher Induction Program, a two-year job-embedded individualized induction program that is focused on assisting new teachers in transitioning into the profession and obtaining their California Clear Credential.
- Apprentice or Candidate: An individual enrolled in a degree or educator preparation program.

- **ILP:** Individual Learning Plan, a personalized plan designed to guide the professional growth and development of a candidate. The ILP addresses the California Standards for the Teaching Profession (CSTPs) as well as the Teacher Performance Expectations (TPEs). The ILP provides a roadmap for the candidate's work in their respective program. This plan is intended to be a living document, with opportunities to develop professional goals and measurable outcomes, plan, reflect on progress, and modify as needed in response to the authentic needs of the individual. The ILP is designed and implemented solely for the professional growth and development of the individual and not for evaluation for employment purposes.
- **LEA-Appointed University Contact:** (e.g., site principal or manager) Acts as a liaison to Alternatives in Action and the Reach Teachers College Division of Graduate Studies. This representative is required to meet regularly with Program staff to address candidate needs.
- **Local Education Agency Designee:** The primary contact responsible for facilitating communication between the Local Education Agency and Reach University.

3. Graduate Programs

INTERN TEACHER CREDENTIAL AND MASTER OF ARTS IN TEACHING PROGRAM

Description: Candidates work as intern teachers while pursuing a Preliminary California Teaching Credential and M.A.T. degree.

Intern candidates are novice teachers. They are employed as teachers of record while pursuing preliminary credentials. Each week, interns attend synchronous classes and engage in approximately 10 hours of independent studies, including academic coursework and job-embedded practice. Intern candidates engage in at least 5 hours of supervision with an onsite mentor/district-employed supervisor each week, and engage in biweekly one-on-one coaching with a Reach University-provided field supervisor. They also complete two cycles of the CalTPA, the state teaching performance assessment.

Participation in the Intern and M.A.T. Program is a significant workload beyond the responsibilities of a typical credentialed teacher. Employers are responsible for ensuring that candidates are supported to be successful both in the classroom and in their graduate credentialing coursework.

Program Components:

- **Preservice:** Candidates must complete Preservice in order to be eligible for an intern credential. At Reach University, Preservice is a three-unit (135 hour) graduate-level course. Once granted, intern credentials may be backdated by 90 calendar days (current CTC policy). Preservice for Single-Subject and Multiple-Subject candidates must include: General pedagogy including classroom management and planning, reading/language arts, subject-specific pedagogy, human development, and specific content regarding the teaching of English Learners, pursuant to California Code of Regulations §80033.
- **Fieldwork:** Employment as a teacher of record, where field work, practice, support and supervision, and application of coursework to teaching take place. The Local Education

Agency ensures candidates are placed in teaching assignments that match the credentials and subject areas in which the candidates are seeking their credentials for a minimum of 600 hours per year. A candidate's teaching position and intern programming go hand in hand. Any changes to their employment status may affect their program status, and vice versa.

- Onsite Mentor: Intern candidates must be assigned a district-employed supervisor, a role that supports intern candidates and referred to at AIA and Reach University as the onsite mentor. Onsite mentors must hold a Clear Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience. The onsite mentor must have demonstrated exemplary teaching practices as determined by the employer and the Program. Matching a candidate and an onsite mentor must be a collaborative process between the Local Education Agency and the Program. The Program provides onsite mentors with a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The Program ensures that onsite mentors remain current in the knowledge and skills for candidate supervision and program expectations. At a minimum, the onsite mentors provide five hours of support and guidance per week.
- Support and supervision are shared responsibilities between the Local Education Agency and the Program. Pursuant to California Code of Regulations §80033, participating institutions in partnership with employing districts shall provide 144 hours of support and supervision annually and 45 hours of support and supervision specific to teaching English learners. These hours are completed through a combination of support and supervision with the onsite mentor and the field supervisor.
- California Teaching Performance Assessment (CalTPA) support is provided by Reach University and is supplemented by onsite employer support. Passing the CalTPA is required in order for a candidate to be recommended for a preliminary teaching credential.
- Coursework: Key elements within the AIA/Reach Intern programs curriculum include typical and atypical child and adolescent growth and development; human learning theory; social, cultural, philosophical and historical foundations of education; subject-specific pedagogy; designing and implementing curriculum and assessments; understanding and analyzing student achievement outcomes to improve instruction; understanding of the range of factors affecting student learning such as the effects of poverty, race, and socioeconomic status; knowledge of the range of positive behavioral supports for students; and effective literacy instruction for all students. The program design also includes a coherent candidate assessment system to provide formative information to candidates regarding their progress towards the credential. The program's coursework provides multiple opportunities for candidates to learn, apply, and reflect on each Teaching Performance Expectation (TPE). As candidates progress through the program, pedagogical assignments are increasingly complex and challenging. The scope of the pedagogical assignments (a) addresses the TPEs as they apply to the subjects to be authorized by the credential, and (b) prepares the candidate for the teaching performance assessment (TPA) and other program-based assessments.

- M.A.T. candidates in the two-year pathway take two additional elective courses to obtain a master's degree.

Degree Earned: M.A. in Teaching

Credential Earned: CA Intern Teaching Credential and California Preliminary Single-Subject and Multiple-Subject Teaching Credential (upon successful completion of the Intern Teacher Credential Program and credentialing requirements).

Program Duration: Two years. Accepts up to 9 transfer credits.

Program Eligibility: The Intern Teacher Credential Program leads to a California Preliminary Single-Subject and Multiple-Subject Teaching Credential. WSCUC accredits the concurrent Master of Arts in Teaching Program. Admissions requirements can be found on Reach University's website.

To be recommended for an intern credential, and prior to enrolling in the Intern Teacher Credential Program, candidates must:

- Hold a baccalaureate degree or higher from a regionally accredited institution of higher education. Pursuant to Education Code Sections 44325, 44326, 44453.
- Demonstrate subject matter competence prior to being recommended for the intern credential.
- Provide all required enrollment documents established by the CCTC and by the Intern Teacher Credential Program.
- Complete the requisite hours of pre-service preparation established by the CCTC (the Reach 210 course meets this requirement).
- Have a qualified onsite mentor identified who meets the CCTC criteria for mentor eligibility.

Reach University, with oversight from AIA, reserves the right to determine admissions and continued enrollment. Once admitted, all two-year pathway candidates are eligible for Reach University's concurrent Master of Arts in Teaching Program.

TEACHER INDUCTION PROGRAM (TIP)

Program Description: Induction candidates are teachers who have attained their preliminary teaching credential and are seeking to attain their Clear Teaching Credentials. TIP provides job-embedded support and professional learning for induction candidates to obtain a Clear California Single-Subject or Multiple-Subject credential or Education Specialist Credential. TIP supports candidate development and growth in the teaching profession by building on the knowledge and skills they have gained during their preliminary preparation program through a robust mentoring system. Mentoring support includes both "just in time" and long-term analysis of their teaching practice to support candidates in developing enduring professional skills through cycles of inquiry. TIP serves to strengthen teachers' professional practice and contribute to their retention in the profession.

Credential Earned: CA Clear Teaching or Education Specialist Credential.

Program Duration: Two years. Transferred credits are not accepted.

Program Eligibility: To be recommended for a clear credential, candidates must: (a) meet with a mentor for a minimum of 30 hours per year and provide documentation, (b) complete an ILP including a CSTP co-assessment (between the candidate and mentor) and triad meeting (between a candidate, their mentor, and the school's administrator) within the first 60 days of enrollment, (c) successfully complete cycles of inquiry in collaboration with a mentor, and (d) satisfy all renewal requirements placed on their CA Preliminary Teaching or Education Specialist Credential by the CCTC.

Key Program Components – Mentorship and Fieldwork:

The Induction Teacher Credential Program requires each candidate to be assigned a qualified mentor who provides guidance and expectations for the mentoring experience. They will have their employment verified during the enrollment process and must meet all mentor requirements established by the CCTC. Qualifications for mentors will include, but are not limited to:

- Knowledge of the context and the content area of the candidate's teaching assignment
- Demonstrated commitment to professional learning and collaboration
- A Clear Teaching Credential
- Meet candidates' needs for support
- Have a minimum of 3 years of effective teaching experience

Mentors are expected to support teachers in the Program to the best of their abilities through various means, including but not limited to:

- Provide "just in time" support for candidates, in accordance with their ILP, in addition to providing support for the candidates in their cycles of inquiry
- Support candidate progress towards mastery of the California Standards for the Teaching Profession
- Facilitate candidate growth and development through modeling, guiding reflection on practice, and feedback on classroom instruction
- Connect candidates with available resources to support their professional growth and accomplishment of the ILP
- Periodically review the ILP with candidates and make adjustments as needed

The Program will provide ongoing training and support for mentors that includes, but is not limited to:

- Coaching and mentoring
- Goal setting
- Use of appropriate mentoring instruments
- Best practices in adult learning
- Support for individual mentoring challenges, reflection on mentoring practices, and opportunities to engage with mentoring peers in professional learning networks

- Processes designed to support candidates' growth and effectiveness

Fieldwork Provisions and Guidelines: For candidates in TIP, teaching assignments must include at least 1 class in the teacher's designated credential area (i.e., a single-subject science credentialed teacher must teach at least 1 science class). Candidates must be allowed to work with a group of students on an ongoing basis, including opportunities to plan, execute instruction, and analyze the resultant data representing student learning.

4. Collective Responsibilities

LOCAL EDUCATION AGENCY OBLIGATIONS

Pursuant to the terms of this agreement, the Local Education Agency shall:

1. Identify a Local Education Agency Designee who will verify the employment of candidates enrolled in Reach University Programs each term.
2. Assign an LEA-appointed University Contact (e.g., site principal or manager) to act as a liaison to AIA and Reach University. This representative is required to meet regularly with credential and degree program staff to address candidate needs.
3. Select placement sites that demonstrate commitment to collaborative evidence-based practices and continuous improvement, have partnerships with educational, social, and community entities that support teaching and learning, place students with disabilities in the Least Restrictive Environment (LRE), provide robust Programs and support for English learners.
4. Permit video capture for candidate field supervision, coursework, reflection, and state performance tasks such as the California Teacher Performance Assessment (TPA) completion and the Literacy Performance Assessment (LPA), including but not limited to having a recording policy in place to accommodate TPA video assessment. These videos will be for the sole purpose of enabling candidate field supervision, and will not be distributed by the Local Education Agency nor Reach University for any marketing or promotional purposes.
5. Ensure and verify all intern candidates are placed in a classroom designed to provide candidates with the most comprehensive clinical practice experiences possible with regard to literacy instruction for all students. Placements should provide candidates with opportunities to work with other education professionals and veteran practitioners as they work with students at risk for or with dyslexia or other literacy-related disabilities. Intern candidates must be at sites that allow the candidate to practice and implement screening and diagnostic techniques that inform teaching and assessment, and early intervention techniques.
6. Ensure and verify that intern candidates are placed in sites that provide ample opportunity to practice a strong literature, language, and comprehension component with a balance of oral and written literacy skills and the additional cross-cutting themes in literacy, especially in the literacy areas of making meaning, language development, and effective expression.

7. Site administrators who have mentors and/or candidates on staff, should be informed about program processes and materials and stay current with changing program requirements, including program alignment to the Literacy Standards and Teaching Performance Expectations (TPEs) in the Intern Program.
8. Coordinate recruitment efforts with Reach University in order to refer prospective candidates to Alternatives in Action Credentialing and Reach University Degree Programs. This includes, but is not limited to, the following collaborative recruitment strategies:
 - a. Promote Alternatives in Action/Reach University Programs by posting/distributing fliers, sharing Program information via email, and informing employees about virtual Information Sessions presented by Reach University.

REACH UNIVERSITY OBLIGATIONS

Pursuant to this Agreement, Reach University shall:

1. Comply and submit reports or other information on matters related to accreditation or program information related to program requirements and activities to AIA, the California Commission on Teacher Credentialing (CCTC), the California Department of Education (CDE), and Western Association of Schools and Colleges (WASC), as required.
2. Solicit feedback from stakeholders to guide the development and continuous improvement of processes and systems.
3. Facilitate program-specific advisory councils.
4. Share verifying information/recommendation with AIA on behalf of the candidate; AIA will recommend eligible candidates for the applicable CA Credential.
5. Establish effective and ongoing communication between the Local Education Agency or LEA-Appointed University Contact and Reach University to promote this agreement.
6. Provide orientation, professional development, and ongoing support for field supervisors, coaches, and mentors.
7. Communicate with candidates, LEA-Appointed University Contact, mentors, and program staff in a timely manner.
8. Communicate with AIA as needed, who will verify that the candidate has successfully completed all program and credential requirements.
9. Provide all CCTC required coursework aligned with the California Teaching Performance Expectations (TPEs) for the Intern Program and the California Standards for the Teaching Profession (CSTPs) for the Teacher Induction Program. Ensure intern candidates are prepared to teach and assess literacy skills (foundational, written, and oral) and work with students needing intervention when available.
10. Establishes a Partnership Advisory Committee, consisting of the superintendent or their designee from each partnering Local Education Agency, along with Reach University's Program Director and an Advisory facilitator from Alternatives in Action. Additional key stakeholders, including faculty/staff from other institutions of higher education and TK-12

practitioners, may also participate in meetings to provide leadership and oversight. The committee will convene regularly to gather feedback and insights for enhancing processes and systems within each Program, and to contribute to the development and oversight of new Programs.

11. Provide updated applicant and enrollment data information to partners consistent with the guidelines established by the Family Educational Rights and Privacy Act.

MUTUAL OBLIGATIONS

Pursuant to this Agreement, the parties shall each, in good faith:

1. Coordinate recruitment efforts in order to refer prospective candidates to AIA Credentialing and Reach University Degree Programs.
2. Actively participate in shared leadership for the collaboration by attending scheduled meetings to discuss recruitment, candidate success, program evaluation, and continuous improvement.
3. Local Education Agency and Reach University shall each, in good faith, direct respective employees to perform the obligations under this Agreement.

5. Terms

CONFIDENTIALITY

Candidate information will only be shared for the purpose of providing the services outlined in this Agreement. Confidential candidate information, as defined by state and federal regulations, will only be disclosed to the Local Education Agency when necessary to carry out the tasks described here, in compliance with the law, and subject to any Data Sharing, Enrollment, or Non-Disclosure Agreement which may exist between the parties.

INSURANCE

During the term of this Agreement, Reach University shall maintain insurance policies, including a standard comprehensive general liability insurance policy with the following coverage: \$1 million general liability, \$1 million personal injury, and \$2 million general aggregate; and educator's legal liability of \$1 million per occurrence and \$2 million aggregate.

LIABILITY INSURANCE & WORKERS' COMPENSATION

Reach University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), with extended reporting period of three (3) years, covering paid Interns. Further, Reach University agrees to maintain professional and comprehensive general liability insurance with no exclusion for molestation or abuse at a

minimum of \$1 million per occurrence and \$4 million in aggregate throughout the duration of this Agreement.

Reach University shall provide written notice should any of the above-described policies be cancelled before the expiration thereof; notice will be delivered in accordance with the policy provisions. Reach University also agrees to maintain statutory Workers' Compensation coverage on any individuals considered as employees of Reach University and instructors working at the Local Education Agency pursuant to this Agreement at all times during the course of this Agreement.

NAME AND LIKENESS

Reach University has the right to take photographs and make audio/video recordings of Reach University candidates at the Local Education Agency school site(s) for educational and training purposes. Such photographs and recordings may include Local Education Agency school site identification, Reach University candidates, faculty, and staff. No child's image or likeness will be used without explicit prior consent in accordance with the Local Education Agency's policies. Reach University shall work with the Local Education Agency to ensure full compliance with all applicable privacy regulations and parental consent requirements, unless ***Reach University violates the Local Education Agency's agreement.***

When recording for observation purposes, candidates and instructors will focus on their own instructional practice and licensure assessment purposes. If any students appear in video recordings, their images and likenesses will not be shared publicly and will only be used for internal instructional purposes. No child's image or likeness will be used without explicit prior consent in accordance with the Local Education Agency's policies. Reach University shall work with the Local Education Agency to ensure full compliance with all applicable privacy regulations and parental consent requirements.

TERMINATION

Except as otherwise provided, this Agreement may only be terminated by written notification from either party at least two months prior to the termination date. The parties agree to make their best efforts to ensure enough time for candidates enrolled in the teacher education program to graduate before the effective termination date. Upon termination, unless otherwise expressly provided, any property purchased in relation to this Agreement shall remain the property of the party that made the purchase.

6. Requirements

EMPLOYEE VERIFICATION

Each Program will verify employment during the enrollment process. Local Education Agencies agree to share the following information with Reach University to support this process:

- Site Administrator Name

- Title
- Work Phone
- Email Address

TUITION AND PAYMENT

A candidate's tuition can be paid by the candidate themselves, the school district, or any other party. By default, the candidate will receive the bill; however, some Local Education Agencies may cover all or part of the candidate's tuition. If there are any changes in the payment arrangements, please contact the Reach Bursar Office at bursar@reach.edu. If someone other than the candidate will be covering full or partial tuition, the Reach Bursar Office will need the following information:

- Billing Contact Person Name
- Billing Contact Email Address
- Billing Contact Phone Number
- Candidates' Name and Email Address
- Amount of tuition to be covered per candidate per term

7. Signatures

The undersigned confirms having read and understood the policies stated above and affirms possessing the authority to execute this document and engage in the activities outlined herein.

LOCAL EDUCATION AGENCY:

The signature below must be completed by the Local Education Agency representative authorized to sign this agreement on behalf of the Local Education Agency.

Local Education Agency (LEA)	South San Francisco USD
Authorized Representative	
Title	
Work Phone	
Email Address	
Signature	
Date	

Local Education Agency Primary Point of Contact (if different than above):

Name	
Title	
Work Phone	
Email Address	

ALTERNATIVES IN ACTION (AIA):

Authorized Representative	Daniel Zarazua
Title	Executive Director
Work Phone	(510) 748-4314
Email Address	dzarazua@alternativesinaction.org
Signature	
Date	

REACH UNIVERSITY:

Authorized Representative	Gene Lee
Title	Chief Operations Officer
Email Address	partnerships@reach.edu
Signature	
Date	

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: September 11, 2025

RE: Provisional Internship Permit for Keyry Velasquez - Extensive Support Needs, Junipero Serra Elementary School

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Provisional Internship Permit (PIP) allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found. Human Resources has been diligently seeking Special Education (Extensive Support Needs) teachers since February when the recruitment season started. The HR team has attended job fairs, we reached out to universities for possible interns, and we have recruited on EdJoin.

Ms. Velasquez is currently in Alliant's credentialing program and is completing the requirements to earn the Education Specialist credential. A PIP will allow Ms. Velasquez to meet the requirements necessary to earn the credential.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the PIP. There are no fiscal implications for the district.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the PIP for Keyry Velasquez, certificated employee at Junipero Serra.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: J. Marwan Hannon, Assistant Superintendent of Human Resources

DATE: September 11, 2025

RE: Provisional Internship Permit for Jessica Shnoudi - Multiple Subjects, Monte Verde Elementary School

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Provisional Internship Permit (PIP) allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found. Human Resources has been diligently seeking Multiple Subject teachers since February when the recruitment season started. The HR team has attended job fairs, we reached out to universities for possible interns, and we have recruited on EdJoin.

Ms. Shnoudi is currently in a credentialing program at San Francisco State University and is completing the requirements to earn the Multiple Subject credential. A PIP will allow Ms. Shnoudi to meet the requirements necessary to earn the credential.

FISCAL IMPLICATIONS:

It is the employee's responsibility to cover the expense of applying for the PIP. There are no fiscal implications for the district.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the PIP for Jessica Shnoudi, certificated employee at Monte Verde Elementary School.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student and Family Services

DATE: September 11, 2025

SUBJECT: Right At School Amendment to MOU for increased ELOP student caps

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

South San Francisco Unified School District (SSFUSD) currently partners with Right At School to provide Expanded Learning Opportunities Program (ELOP) after-school and intersession services at multiple school sites. During the 2025–26 school year, two schools, Los Cerritos Elementary and Skyline Elementary, had fewer ELOP after-school program options available compared to prior years, creating increased need for expanded capacity.

At Spruce Elementary, enrollment initially began at a lower level but, following targeted outreach and direct family engagement highlighting the benefits of after-school and ELOP participation, student demand has grown significantly. To better support students and families, Right At School is requesting an amendment to expand student enrollment caps at these school sites beginning in the 2025–26 school year.

FISCAL IMPLICATIONS:

The amendment adjusts Exhibit B (Payment Terms) of the existing agreement to reflect updated student enrollment numbers and associated costs from 100 students served at

a total cost of \$370,000 to an increase of “Not to Exceed 200 students” served at a total cost of “Not to Exceed \$740,000”:

- Minimum Enrollment (100 students districtwide)
 - Total Cost: \$370,000
 - \$278,000 for 180 after-school days (100 students at \$2,780 each)
 - \$92,000 for 30 non-instructional days (100 students at \$920 each)
- Maximum Enrollment (200 students districtwide)
Total Cost: \$740,000
 - Based on projected expanded enrollment at Los Cerritos, Skyline, and Spruce Elementary Schools
 - Intersession enrollment may increase up to 200 students at a rate of \$18,400 per group of 20 students

Funds to support this amendment are available and will be paid from categorical grant funding designated for Expanded Learning Opportunities (ELOP). Business Services has confirmed that sufficient funds are available to cover the projected maximum costs.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the **First Amendment to the Services Agreement** between South San Francisco Unified School District and Right At School for an amount not to exceed \$740,000. This amendment will expand student enrollment capacity at Los Cerritos Elementary, Skyline Elementary, and Spruce Elementary Schools to meet growing demand, while continuing to provide high-quality after-school and intersession programming.

By increasing capacity, the District ensures equitable access to safe, engaging, and enriching after-school opportunities for more families, furthering SSFUSD’s commitment to student and family support.

FIRST AMENDMENT TO SERVICES AGREEMENT

By and Between:

RIGHT AT SCHOOL, LLC

and

SOUTH SAN FRANCISCO USD

This SECOND AMENDMENT to the SERVICES AGREEMENT, (“Amendment”) is entered into this day of of 2025, by and between Right at School, LLC, a Delaware limited liability company (“Provider”), and SOUTH SAN FRANCISCO USD (“District”) (collectively the “Parties” or individually a “Party”).

RECITALS

A. The District and the Provider wish to enter into an agreement that defines their relationship, describes services that the Provider will provide for and on behalf of the District, and establishes the manner in which services will be provided.

B. The Provider has expertise in providing services of the type described in this Agreement and has the necessary knowledge, skill, and experience to provide those services for the District.

C. The District desires to retain the Provider to provide the services described in this Agreement at the Schools pursuant to Exhibit A (the “School(s)”).

NOW, THEREFORE, in consideration for the foregoing and mutual covenants contained in this Agreement, the Parties agree as follows:

NOW, THEREFORE, the Services Agreement is amended as follows:

AGREEMENT

EXHIBIT B PAYMENT TERMS is now amended to read:

School Year 2025/26

Summary:

Right At School will operate an after-school program from the end of the school day until 6pm at Los Cerritos Elementary, Skyline Elementary, Spruce Elementary, and Alta Loma Middle School between August 15th, 2025 - June 30th, 2026. The program will operate on the 180 academic school days and 30 non-instructional days and will be closed on federal holidays. The 30 non-instructional days will be held at no more than two school locations. The District will pay the tuition for a minimum of 25 TK/K- 5th students per elementary school, and 25 6th grade students per middle school to enroll in the 180 after school

days and 30 non-instructional days for a total **minimum guarantee** of 100 students **and a maximum cap of, and not to exceed, 200 students**

The cost per student from August 15th, 2025-June 30th, 2026, will be \$2,780 per student for 180 academic days and \$920 per student for the 30 non-instructional days.

Increments: By mutual agreement, the District may choose to pay the tuition for additional TK-6th grade students to attend the 180 academic days in groups of 20 at a cost of \$55,600 per group and 20 TK-6th grade students to attend the 30 non-instructional days, at a cost of \$18,400 per group. The same terms and procedure as above apply, including but not limited to calculation of the aggregate additional payment over the applicable term and payments monthly.

District Payments to Provider – Details:

Based on the District's **minimum enrollment of 100 students** the minimum cost from August 15th, 2025 - June 30th, 2026, will be \$370,000 (\$92,500 per school), broken down as follows:

- 100 students to enroll in the 180 after school days x \$2,780 = \$278,000
- 100 students to enroll in the 30 non-instructional days x \$920 = \$92,000

Based on the District's projected enrollment the maximum cost from August 15th, 2025 - June 20th, 2026, will not exceed \$740,000 broken down as follows:

- No more than 200 students to enroll in the 180 school days x \$2,780 = \$556,000
- No more than 200 students to enroll in the 30 non-instructional days x \$920 = \$184,000

The following payment schedule applies to the 2025-2026 academic school year, which is 180 days total, plus 30 intersession days.

Program	School	Hours	Grade Level	Minimum Enrollment per school	Cost per student
After School	Los Cerritos	Bell to 6:00PM	TK/K-5th	25	\$2,780
After School	Skyline	Bell to 6:0 PM	TK/K-5th	25	\$2,780
After School	Spruce	Bell to 6:00PM	TK/K-5th	25	\$2,780
After School	Alta Loma	Bell to 6:00PM	6th	25	\$2,780
Program	School	Hours	Grade Level	Minimum Enrollment	Cost per student
Intersession	TBD	8:00AM-5:00PM Or 8:30AM-5:30PM	TK/K - 6th	100	\$920
TOTAL Minimum Cost for After School & Intersession based on minimum ELOP enrollment of 100					

students = \$370,000

TOTAL Maximum Cost for After School & Intersession based on maximum ELOP enrollment of 200 students = \$740,000

Payments: The District is required to pay all bills within 45 days of receipt. Failure to do so may result in the reduction of services until the bill has been paid. By mutual agreement, the District and Provider may add additional dates of service, services, and rates to the Provider Fee Schedule.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

BY _____

ITS: _____

DATE: _____

RIGHT AT SCHOOL

BY _____

ITS: _____

DATE: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent - Business Services
Lori Shelton, Director of Bond Program

DATE: September 11, 2025

RE: Approval of Amendment No. 3 to the Agreement with ProTech Consulting and Engineering, Inc. for Hazardous Materials Consulting Services for the El Camino High School Central Kitchen and Cafeteria Project under the Measure T Bond Program

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Central Kitchen and Cafeteria facilities at ECHS are in need of significant upgrades in several areas in order to accommodate the increased demand for meals, including new breakfast programs, under the State's new mandated Universal Meals Program. Meals are prepared at this facility and distributed District-wide. There are a few code issues and health/safety issues with the current Central Kitchen facilities, which need to be addressed. In addition, the existing cafeteria serving areas are inadequate and poorly configured to meet the demands of the current food service program at the school.

On February 8, 2024, the Board of Trustees approved the independent consultant agreement with ProTech Consulting and Engineering, Inc. to provide hazardous materials consulting services for the Central Kitchen and Cafeteria located at El Camino High School.

The original scope assessed the conditions associated with asbestos-containing materials (ACM) and lead-based paint (LBP). Upon identification of hazardous materials,

ProTech provided a written abatement scope of work for incorporation into the Construction Contract Documents.

This agreement modification includes additional services related to unforeseen construction-phase asbestos and lead abatement testing and monitoring above the ceilings for the El Camino HS Central Kitchen and Cafeteria project.

FISCAL IMPLICATIONS:

The total cost of the additional services is \$19,200.00 This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Date	Total
Original Agreement	March 1, 2024	\$12,145.00
Amendment No. 1	April 29, 2024	\$1,900.00
Amendment No. 2	April 11, 2025	\$48,899.00
Amendment No. 3	September 11, 2025	\$19,200.00
Total Amended Compensation		\$ 82,144.00

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment No. 3 to the independent consultant agreement with ProTech Consulting and Engineering, Inc. for additional services related to unforeseen construction-phase asbestos and lead abatement testing and monitoring in the amount of \$19,200.00.

Change Order Proposal #1

July 15, 2025

Client

Lori Shelton
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

Proposal Delivery

Proposal No.: 2921-25gk_154-AG25_EWA

Via Email: lskelton@ssfusd.org
kbrown@kitchell.com

Pages: 02

Project

El Camino High School
1320 Mission Road
South San Francisco, California

Central Kitchen & Cafeteria Renovation

Summary of Additional Work

ProTech originally submitted a proposal to provide environmental monitoring services in support of the asbestos abatement project. At the time of our proposal, the final abatement scope and schedule had not yet been established. As such, our proposed budget—based on an estimated 25 monitoring shifts—was intended as a preliminary estimate only.

Due to the evolving nature of the project and the finalized scope of work exceeding initial expectations, we have now completed the originally estimated 25 shifts. Based on the current pace of work and remaining areas to be completed, we anticipate the need for an additional 10 to 20 shifts of environmental monitoring to support the remainder of the project.

This change order reflects the additional labor effort necessary to fulfill the monitoring needs through project completion.

Change Order Fees

Service	Unit Type	Initial Units Proposed	Units Used	Extra Units	Unit Fee	Total
Professional Services						
Project monitoring, inspections, field documentation, sample collection, sample processing	Shift	25	25	≤20	\$960.00	\$19,200.00
Total						\$19,200.00

Proposed Change Order Terms and Conditions

The proposed change order work is presented under the same limitations and conditions as outlined in our base proposal. This includes all previously agreed-upon contractual obligations, scope definitions, and service conditions. The additional work items are detailed below, with individual line-item pricing provided for review and approval. Any unforeseen conditions encountered during the execution of the change order work that may impact scope or cost will be communicated promptly for resolution.

We appreciate this opportunity to be of service to you. Please feel free to contact me at **(650) 569-4020** regarding any questions you may have concerning this proposal.

Proposed By

Accepted By

Glen Koutz

Glen Koutz, ProTech Consulting & Engineering

(Signature)

(Print Name)

(Title)

(Company)

**AMENDMENT NO. 3
TO
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT
FOR HAZARDOUS MATERIALS CONSULTING SERVICES
WITH
PROTECH CONSULTING & ENGINEERING, INC.
(Agreement # 24016)**

September 11, 2025

Amendment No. 3 to the Agreement for Hazardous Materials Consulting Services for El Camino HS Central Kitchen & Renovation Project as approved by the Board on February 8, 2024.

The work includes additional unforeseen construction-phase Hazardous Materials Observations and Testing for the El Camino HS Central Kitchen & Cafeteria Project.

Section 4 Compensation, compensation under section 4.0 is amended and summarized below to reflect the added construction-phase Hazardous Materials Observations services associated with the El Camino HS Central Kitchen & Renovation Project

District agrees to pay Consultant for services satisfactorily rendered pursuant to this Amendment a total fee not to exceed **Nineteen Thousand Two Hundred Dollars (\$19,200.00)**. District shall pay Consultant according to the following terms and conditions:

Change Order Fees						
Service	Unit Type	Initial Units Proposed	Units Used	Extra Units	Unit Fee	Total
Professional Services						
Project monitoring, inspections, field documentation, sample collection, sample processing	Shift	25	25	≤20	\$960.00	\$19,200.00
Total						\$19,200.00

Compensation under the Agreement as stated in Section 4.0; and is updated and summarized below.

Agreement	Date	Total
Contract Amount (2615-23g.R3)	January 15, 2024	\$12,145.00
Amendment No. 1 (2688-24gk.R1)	March 21, 2024	\$1,900.00
Amendment No. 2 (2838-25gk)	March 27, 2025	\$48,899.00
Amendment No. 3 (2921-25_EWA)	September 11, 2025	\$19,200.00
Total Amended Compensation		\$ 82,144.00

No other sections of the Independent Consultant Agreement are modified in any way.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment. This Amendment consists of 4 pages, with Consultant's Proposal attached.

By _____
Ted O
Assistant Superintendent - Business Services
South San Francisco Unified School District

Date

By  _____
Glen Kautz
Owner
Protech Consulting & Engineering

08-26-25

Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury - Director- Facilities and Safety

DATE: September 11, 2025

RE: Approval of Agreement for Professional Services with SIM Architects Inc. for Architectural & Engineering Services at Monte Verde Elementary School for New TK Classroom Building Project

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

There is a need for a new Transitional Kindergarten (TK) building at Monte Verde Elementary School to support early learning expansion and ensure age-appropriate, dedicated space for TK students. The existing campus does not have a permanent classroom facility specifically designed for the unique needs of TK instruction.

To help expedite delivery and ensure DSA compliance, the District plans to use a Pre-Checked (PC) modular building design. Facilities staff would like to engage SIM Architects, Inc., a local, pre-qualified firm, to provide architectural and engineering services for this project. The scope of work includes programing, preliminary design, contract documents, DSA Coordination, bidding, contract administration and DSA closeout services. The building will meet all applicable codes and serve as a permanent, high-quality addition to the Monte Verde Campus.

FISCAL IMPLICATIONS:

Facilities Fund 40: \$168,400

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve independent consultant agreement with SIM Architects Inc. for architectural & engineering services for the Monte Verde Elementary School TK Classroom Building Project.



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

August 23, 2025

Wazi Chowdhury
Director of Facilities, Maintenance and Operations
South San Francisco Unified School District (SSFUSD)
398 B St. South San Francisco, CA 94080

RE: ARCHITECTURAL/ ENGINEERING FEE PROPOSAL
Monte Verde Elementary School – New TK Prefabricated Classroom Building – 8' high CIP Retaining Wall
South San Francisco Unified School District, South San Francisco, California

Dear Wazi,

The following is our fee proposal for professional architectural/engineering services for the new TK Prefabricated Modular Classroom at Monte Verde Elementary School site for a **Stipulated Sum of \$168,400** (*One-Hundred Sixty-Eight Thousand and Four-Hundred Dollars*) based on our previous site visit meeting on August 20th and additional information provided by District.

SCOPE OF WORK:

- Provide Architectural/Engineering Services including Programming, Preliminary Design, Contract Documents, DSA Coordination, Bidding, Contract Administration/DSA Closeout services.
- The Owner's Program Requirements are as follows:
 - Provide new 30 x 45 TK Modular Classroom (DSA PC-certified JLM Modular for high seismic zone or equal).
 - Provide concrete foundation/slab on grade for building structure and cast-in-place (CIP) retaining wall.
 - Provide electrical, water, sewer, fire alarm connections as required.
 - Provide low voltage/IT, security, clocks/PA, WAP/data-drops to match SSFUSD Standards.
 - Provide site and accessibility POT improvements as required by DSA.
 - On-call/ as-needed Construction Admin services only (budgeted for 3-month construction duration; additional CA work beyond 3 months will be additional services.
 - Provide programming studies for 2 alternate locations of the new TK Modular Classroom. (*See EXHIBIT D, page 5*)

BASE FEE BREAKDOWN:

TOTAL FEE: \$168,400 (*See Page 3 for fee proposal details*)

Prior to commencing the project, we will need a signed Work Authorization for the architectural/engineering services. We intend to commence the project as soon as we receive your written authorization to do so and intend to work expeditiously on your behalf to complete the work.

We appreciate the opportunity to work with you on the important task of building a new TK Modular Classroom at the Monte Verde Elementary School. Please feel free to call me if you have any further questions related to this matter. We look forward to hearing from you soon.

Sincerely,

Eugene Sim, AIA
Principal Architect

Attachments: **EXHIBIT 'A', EXHIBIT 'B', EXHIBIT 'C', and EXHIBIT 'D'**

Page 1 of 5

PROPOSAL: Monte Verde ES, New Prefabricated TK Classroom Building
8 ft. high CIP Retaining Wall

September 11, 2025

Page 141
Action



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3875 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'A': PROJECT PROGRAM and other PROVISIONS:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall

August 23, 2025

1. District to supply a current soils/ geotechnical report, if required.
2. District to provide surveys for boundary, topography and underground utilities, if required.
3. District to provide prefab modular documents and specifications from manufacturer.
4. Scope of Services:
 - i) Meet with client to assess alternate placement locations for the new TK Modular Classroom Building.
 - ii) Perform additional programming studies to analyze options for District.
 - iii) Perform site investigation to determine areas where work is required.
 - iv) Provide construction contract drawings and specifications.
 - v) Submit plans for DSA approval in one increment.
 - vi) Assist the District with bid procurement.
 - vii) Provide construction administration services budgeted for 3 months construction duration only.
 - viii) Project closeout/ assist District with DSA Certification.

NOTE: Owner requested additional services to be billed on a Time and Material basis. See EXHIBIT 'C' for hourly rates.

5. **Assumptions/ Not Included:**

- Owner requested design changes after completion of the Prelim Design Phase documents will be considered as additional services.
 - Site topographic surveys to be directly contracted between the District and the Site Surveyor if additionally needed or required.
 - Fire water design for new fire sprinklers, fire hydrants & fire sprinkler system design.
 - Signage and striping plans beyond project scope areas.
 - Fire protection route or emergency access path.
 - C.3 Storm Water Calculations or Storm Water Management Plans.
 - Irrigation water and sewer lift station designs.
 - Structural/ retaining wall design for walls 4 feet or greater.
 - Storm drainage piping design.
 - Any additional backflow preventer for irrigation and domestic water.
 - Any refurbishment of sod and irrigation at fields.
 - Full ground-up "stick-frame" construction.
 - Construction Administration duration beyond 3 months.
6. Within ten calendar days of receipt, the Owner shall review and note exceptions and changes to drawings submitted at the conclusion of each design phase. If the Owner does not note exceptions and changes within ten business days, then the buildings are deemed approved and changes shall be incorporated into the drawings and specifications which shall then be submitted to the Owner for approval. Subsequent changes made after approval of the submitted drawings will constitute Additional Services. Similarly, ten calendar day approval periods will be in effect for additional revisions and any further changes shall be processed as noted above.
7. If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'B': Fee Proposal Breakdown, Payment Schedule and Tentative Project Schedule:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall

August 23, 2025

BASE FEE BREAKDOWN:

Note: The fee is based on a new (30 x 45) prefab TK classroom construction with 8' retaining wall and site work.

DESIGN SERVICES	Programming***	PD*	CD	Bid/Permit	CA/Closeout	Total
Architectural (SIM)	\$8,000	\$18,000	\$45,000	\$5,000	\$29,000	\$105,000
Architectural TOTAL:	\$8,000	\$18,000	\$45,000	\$5,000	\$29,000	\$105,000
<u>Structural Engineering**</u>						<u>\$12,000</u>
-Universal \$12,000	-	\$2,500	\$7,000	\$1,000	\$1,500	\$12,000
-ZFA \$14,500						
<u>Civil Engineering</u>						<u>\$30,000</u>
-Brio \$30,000	-	\$7,300	\$14,700	\$3,200	\$4,800	\$30,000
-U&R \$45,000						
<u>Electrical/Fire Alarm Engineering</u>						<u>\$15,000</u>
-Belden \$15,000	-	\$3,000	\$9,000	\$500	\$2,500	\$15,000
<u>Mechanical/Plumbing Engineering</u>						<u>\$6,400</u>
-H&M \$6,000	-	\$2,500	\$2,800	\$200	\$900	\$6,400
SUB-Consultant TOTAL:	-	\$15,300	\$33,500	\$4,900	\$9,700	\$63,400
TOTAL A/E FEES:	\$8,000	\$33,300	\$78,500	\$9,900	\$38,700	\$168,400
<u>Reimbursable Printing/Special Delivery Cost Allowance:</u>						<u>\$8,420</u>
- SIM (5%) \$8,420	-	-	-	-	-	\$8,420
<u>Owner's Contingency:</u>						<u>\$16,840</u>
- SIM (10%) \$16,840	-	-	-	-	-	\$16,840

Additional Owner's Consultants if required: (Note: Owner to retain the specialized consultants below if required for the project or by District. The Architect to coordinate these specialized consultants on behalf of the Owner as needed for the project.)
Geotechnical/Soils Reports; Site Topographic/Boundary/Underground Utility Surveys; Hazardous Material Report; Security Systems.

TENTATIVE PROJECT SCHEDULE:

- Programming/Stakeholder Meetings/Facilitation: 09/15/25 to 10/06/25. (3 weeks)
- Site Surveys, Utility Surveys, Geotech/Seismicity Report: 09/15/25 to 10/06/25. (3 weeks)
- Preliminary Design Phase: 10/07/25 to 12/10/25. (9 weeks)*
- Construction Document Phase: 12/11/25 TO 02/06/26. (8 weeks)
- DSA Submission anticipated by 02/03/26. (4 to 5 months of contingency for DSA Review due to potential DSA backlog)
- Bidding Phase anticipated from 05/14/26 to 06/12/26. (1 month)
- Construction Administration Phase anticipated from 06/15/26 to 08/31/26. (3 months)
- DSA/ Closeout Phase anticipated from 09/01/26 to 09/29/26. (1 month)

NOTE: * denotes Preliminary Design Phase – combined Schematic Design and Design Development Phases.

** denotes structural engineering scope only for the retaining walls and concrete foundation/slab at grade if the Modular manufacturer does not include the building concrete slab and/or footing design.

*** denotes Programming Phase to assess potential alternate locations for the new TK Modular Classroom building (See EXHIBIT D).

Page 3 of 5

PROPOSAL: Monte Verde ES, New Prefabricated TK Classroom Building
8 ft. high CIP Retaining Wall



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

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LAFAYETTE FAX 415-362-8082
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EXHIBIT 'C': HOURLY RATES:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall

August 23, 2025

HOURLY RATES:

SERVICE	2025 HOURLY RATES	2026 HOURLY RATES
SIM Architects, Inc.		
Principal Architect	\$260.00	\$265.00
Project Director	\$240.00	\$245.00
Senior Project Manager	\$220.00	\$225.00
Senior Architect/ QCQA	\$200.00	\$205.00
Senior Project Coordinator	\$180.00	\$185.00
Project Coordinator	\$160.00	\$165.00
Junior Drafter	\$140.00	\$140.00
Administrative Assistant	\$110.00	\$110.00
Printing & Special Delivery	Actual Cost (No Mark-up)	Actual Cost (No Mark-up)



INDEPENDENT CONSULTANT AGREEMENT FOR ARCHITECTURAL SERVICES

This Independent Consultant Agreement for ARCHITECTURAL Services ("Agreement") is made and entered into as of the 15th Day of September by and between the South San Francisco Unified School District, ("District") and SIM ARCHITECTS INC. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** Consultant shall provide Architectural/Engineering design services for the Monte Verde ES –TK Building Project, at 2551 St. Cloud Dr. San Bruno, CA 94066, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing services under this Agreement on **September 15th, 2025** and will diligently perform as required and complete performance by **June 15th, 2026** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Prevailing Wage Certification
<u> X </u>	Fingerprinting/Criminal Background Investigation Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> X </u>	W-9 Form
<u> </u>	Other: _____

4. **Compensation.** District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **One Hundred Sixty-Eight Thousand Four Hundred Dollars (\$168,400)**. District shall pay Consultant according to the following terms and conditions:
5. **Independent Contractor.** Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

6. Performance of Services.

- 6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
 - 6.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.
 - 6.3. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.
 - 6.4. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.
 - 6.5. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various Projects for District. Consultant shall obtain the approval of District prior to the commencement of a new Project.
7. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
8. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed

documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

9. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.
10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. Termination.

- 11.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three days after the day of mailing, whichever is sooner.
- 11.2. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 11.2.1. material violation of this Agreement by Consultant; or
 - 11.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12. Indemnification.

- 12.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.
- 12.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.
- 12.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

13. Insurance.

- 13.1. **Coverage.** Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance.**

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

13.1.2. **Workers' Compensation and Employer's Liability Insurance.**

Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

13.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

- 13.2. **Proof of Carriage of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

- 13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

- 13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 13.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
- 13.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.
- 13.3. **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 District.
- 13.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.
14. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.
- 14.1. **Labor Code Requirements:** Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with District.
- 14.1.1. **Registration:** If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

- 14.1.2. **Certified Payroll Records:** Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.
- 14.1.3. **Labor Compliance:** Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.
15. **Certificates/Permits/Licenses/Registrations.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.
16. **COVID-19 Requirements.** For all workers on District property, Consultant and Consultant's personnel shall comply with all applicable federal, state and local laws regarding COVID-19 including, without limitation, applicable terms in CDPH State Public Health Officer Orders.
17. **Anti-Discrimination.** It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).
18. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:
- 18.1. All site visits shall be arranged through District;
- 18.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;
- 18.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;
- 18.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;
- 18.5. Consultant and Consultant's employees shall not use student restroom facilities; and
- 18.6. If Consultant and Consultant's employees find themselves alone with a student,

Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

19. **Disabled Veteran Business Enterprises.** Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:
 - 21.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.
 - 21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
22. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
23. **Confidentiality.** Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
24. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
Email: tedo@ssfusd.org

Consultant:

SIM ARCHITECTS Inc.
3675 Mount Diablo Blvd Suite 300
Lafayette, CA 04549
Email: es@simarchitectsinc.com

25. **Assignment.** The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.
26. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
27. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.
28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
31. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
32. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
33. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
35. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
36. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.
37. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.
38. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 202__

Dated: _____, 202__

South San Francisco Unified School District

Signed By: _____

Signed By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Information regarding Consultant:

License No.: _____

Employer Identification and/or
Social Security Number

Address: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:

- ☐ Individual
☐ Sole Proprietorship
☐ Partnership
☐ Limited Partnership
☐ Corporation, State: _____
☐ Limited Liability Company
☐ Other: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

EXHIBIT A

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

[REMAINDER OF PAGE INTENTIONALLY BLANK; EXHIBIT FOLLOWS]



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'A': PROJECT PROGRAM and other PROVISIONS:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall
August 23, 2025

1. District to supply a current soils/ geotechnical report, if required.
2. District to provide surveys for boundary, topography and underground utilities, if required.
3. District to provide prefabricated modular documents and specifications from manufacturer.
4. Scope of Services:
 - i) Meet with client to assess alternate placement locations for the new TK Modular Classroom Building.
 - ii) Perform additional programming studies to analyze options for District.
 - iii) Perform site investigation to determine areas where work is required.
 - iv) Provide construction contract drawings and specifications.
 - v) Submit plans for DSA approval in one increment.
 - vi) Assist the District with bid procurement.
 - vii) Provide construction administration services budgeted for 3 months construction duration only.
 - viii) Project closeout/ assist District with DSA Certification.

NOTE: Owner requested additional services to be billed on a Time and Material basis. See EXHIBIT 'C' for hourly rates.

5. **Assumptions/ Not Included:**
 - Owner requested design changes after completion of the Prelim Design Phase documents will be considered as additional services.
 - Site topographic surveys to be directly contracted between the District and the Site Surveyor if additionally needed or required.
 - Fire water design for new fire sprinklers, fire hydrants & fire sprinkler system design.
 - Signage and striping plans beyond project scope areas.
 - Fire protection route or emergency access path.
 - C.3 Storm Water Calculations or Storm Water Management Plans.
 - Irrigation water and sewer lift station designs.
 - Structural/ retaining wall design for walls 4 feet or greater.
 - Storm drainage piping design.
 - Any additional backflow preventer for irrigation and domestic water.
 - Any refurbishment of sod and irrigation at fields.
 - Full ground-up "stick-frame" construction.
 - Construction Administration duration beyond 3 months.
6. Within ten calendar days of receipt, the Owner shall review and note exceptions and changes to drawings submitted at the conclusion of each design phase. If the Owner does not note exceptions and changes within ten business days, then the buildings are deemed approved and changes shall be incorporated into the drawings and specifications which shall then be submitted to the Owner for approval. Subsequent changes made after approval of the submitted drawings will constitute Additional Services. Similarly, ten calendar day approval periods will be in effect for additional revisions and any further changes shall be processed as noted above.
7. If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

Page 2 of 5

PROPOSAL: Monte Verde ES, New Prefabricated TK Classroom Building
8 ft. high CIP Retaining Wall

EXHIBIT B

FEE PROPOSAL BREAKDOWN, PAYMENT SCHEDULE and TENATIVE PROJECT SCHEDULE

[REMAINDER OF PAGE INTENTIONALLY BLANK; EXHIBIT FOLLOWS]



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'B': Fee Proposal Breakdown, Payment Schedule and Tentative Project Schedule:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall

August 23, 2025

BASE FEE BREAKDOWN:

Note: The fee is based on a new (30 x 45) prefab TK classroom construction with 8' retaining wall and site work.

DESIGN SERVICES	Programming***	PD*	CD	Bid/Permit	CA/Closeout	Total
Architectural (SIM)	\$8,000	\$18,000	\$45,000	\$5,000	\$29,000	\$105,000
Architectural TOTAL:	\$8,000	\$18,000	\$45,000	\$5,000	\$29,000	\$105,000
Structural Engineering**						\$12,000
-Universal	\$12,000	-	\$2,500	\$1,000	\$1,500	\$12,000
-ZFA	\$14,500					
Civil Engineering						\$30,000
-Brlo	\$30,000	-	\$7,300	\$3,200	\$4,800	\$30,000
-U&R	\$45,000					
Electrical/Fire Alarm Engineering						\$15,000
-Belden	\$15,000	-	\$3,000	\$500	\$2,500	\$15,000
Mechanical/Plumbing Engineering						\$6,400
-H&M	\$6,000	-	\$2,500	\$200	\$900	\$6,400
SUB-Consultant TOTAL:	-	\$15,300	\$33,500	\$4,900	\$9,700	\$63,400
TOTAL A/E FEES:	\$8,000	\$33,300	\$78,500	\$9,900	\$38,700	\$168,400
Reimbursable Printing/Special Delivery Cost Allowance:						\$8,420
- SIM (5%)	\$8,420	-	-	-	-	\$8,420
Owner's Contingency:						\$16,840
- SIM (10%)	\$16,840	-	-	-	-	\$16,840

Additional Owner's Consultants if required: (Note: Owner to retain the specialized consultants below if required for the project or by District. The Architect to coordinate these specialized consultants on behalf of the Owner as needed for the project.)
Geotechnical/Soils Reports; Site Topographic/Boundary/Underground Utility Surveys; Hazardous Material Report; Security Systems.

TENTATIVE PROJECT SCHEDULE:

- Programming/Stakeholder Meetings/Facilitation: 09/15/25 to 10/06/25. (3 weeks)
- Site Surveys, Utility Surveys, Geotech/Seismicity Report: 09/15/25 to 10/06/25. (3 weeks)
- Preliminary Design Phase: 10/07/25 to 12/10/25. (9 weeks)*
- Construction Document Phase: 12/11/25 TO 02/06/26. (8 weeks)
- DSA Submission anticipated by 02/03/26. (4 to 5 months of contingency for DSA Review due to potential DSA backlog)
- Bidding Phase anticipated from 05/14/26 to 06/12/26. (1 month)
- Construction Administration Phase anticipated from 06/15/26 to 08/31/26. (3 months)
- DSA/ Closeout Phase anticipated from 09/01/26 to 09/29/26. (1 month)

NOTE: * denotes Preliminary Design Phase – combined Schematic Design and Design Development Phases.

** denotes structural engineering scope only for the retaining walls and concrete foundation/slab at grade if the Modular manufacturer does not include the building concrete slab and/or footing design.

*** denotes Programming Phase to assess potential alternate locations for the new TK Modular Classroom building (See EXHIBIT D).

Page 3 of 5

PROPOSAL: Monte Verde ES, New Prefabricated TK Classroom Building
8 ft. high CIP Retaining Wall

EXHIBIT C

HOURLY RATES

[REMAINDER OF PAGE INTENTIONALLY BLANK; EXHIBIT FOLLOWS]



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EXHIBIT 'C': HOURLY RATES:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall
August 23, 2025

HOURLY RATES:

SERVICE	2025 HOURLY RATES	2026 HOURLY RATES
SIM Architects, Inc.		
Principal Architect	\$260.00	\$265.00
Project Director	\$240.00	\$245.00
Senior Project Manager	\$220.00	\$225.00
Senior Architect/ QCQA	\$200.00	\$205.00
Senior Project Coordinator	\$180.00	\$185.00
Project Coordinator	\$160.00	\$165.00
Junior Drafter	\$140.00	\$140.00
Administrative Assistant	\$110.00	\$110.00
Printing & Special Delivery	Actual Cost (No Mark-up)	Actual Cost (No Mark-up)

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 provides, in relevant part:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

**PREVAILING WAGE AND
RELATED LABOR REQUIREMENTS CERTIFICATION**

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours' notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

- The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.
- Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code Section 45122.1.

A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

- Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code Section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name: _____

Title: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O - Assistant Superintendent - Business Services
Wazi Chowdhury – Director - Facilities and Safety

DATE: September 11, 2025

RE: Approval of Agreement with SIM Architects Inc. for Architectural & Engineering Services at El Camino High School Athletic Field for a Stadium Restroom Building

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

There is a need for permanent restroom facilities at the El Camino High School to ensure that student athletes, spectators, and community visitors have access to running water and hygienic restroom systems during events and regular campus use. The current reliance on temporary or portable restrooms does not meet the long-term needs of the site or the standards expected for a modern high school athletic complex.

Facilities staff have engaged SIM Architects, Inc., a local, pre-qualified firm to provide full architectural and engineering services for the design of a Restroom Building by the athletic field. The scope of work includes programing, preliminary design, contract documents, DSA coordination, bidding, contract administration and DSA closeout services. The building will be constructed with durable materials suitable for high-traffic public use and exposure to the local marine-layer climate. This project represents a long-term investment in the usability and dignity of the athletic facility.

FISCAL IMPLICATIONS:

Facilities Fund 40: \$168,000

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve independent consultant agreement with SIM Architects Inc. for architectural & engineering services for the El Camino High School athletic field Stadium Restroom Building.



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

August 22, 2025

Wazi Chowdhury
Director of Facilities, Maintenance and Operations
South San Francisco Unified School District (SSFUSD)
398 B St. South San Francisco, CA 94080

RE: ARCHITECTURAL/ ENGINEERING FEE PROPOSAL
El Camino High School New Restroom Pavilion at the Athletic Field - **Cast-in-Place (CIP) Concrete Building**
South San Francisco Unified School District, South San Francisco, California

Dear Wazi,

The following is our fee proposal for professional architectural/engineering services for the New Restroom Pavilion at the athletic fields of El Camino High School campus for a **Stipulated Sum of \$168,000** (*One-Hundred Sixty-Eight Thousand Dollars*) based on our previous site meeting on August 13th; and additional follow-up project information from District.

SCOPE OF WORK:

- Provide Architectural/Engineering Services including Programming, Preliminary Design, Contract Documents, DSA Coordination, Bidding, Contract Administration/DSA Closeout services.
- The Owner's Program Requirements are as follows:
 - Provide programming studies to determine the appropriate building system (**CIP structure**).
 - Provide concept studies to determine the most appropriate location for the New Restroom Pavilion.
 - Provide new restroom facility with 5 plumbing fixtures for Boys and another 5 plumbing fixtures for Girls.
 - Provide 2 single-use, all-gender restrooms; and custodial/janitor's closet.
 - Provide a new wheelchair-accessible drinking fountain as required by CBC/DSA.
 - Provide site and accessibility POT improvements as required by DSA.
 - Provide power, fire alarm and low voltage security alarm systems as required.
 - On-call/as-needed Construction Admin services only. CA work beyond 3 months shall be additional services.

BASE FEE BREAKDOWN:

TOTAL FEE: \$168,000 (See *Page 3* for fee proposal details).

Prior to commencing the project, we will need a signed Work Authorization for the architectural/engineering services. We intend to commence the project as soon as we receive your written authorization to do so and intend to work expeditiously on your behalf to complete the work.

We appreciate the opportunity to work with you on the important task of building a New Restroom Pavilion at the El Camino High School Athletic Field using the CIP building approach. Please feel free to call me if you have any further questions related to this matter. We look forward to hearing from you soon.

Sincerely,

Eugene Sim, AIA
Principal Architect

Attachments: **EXHIBIT 'A', EXHIBIT 'B', EXHIBIT 'C', and EXHIBIT 'D'**

September 11, 2025

PROPOSAL for El Camino HS New Restroom Pavilion at Athletic Field
CIP Concrete Building Approach

Page 1 of 4
Page 168
Action



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

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EXHIBIT 'A': PROJECT PROGRAM and other PROVISIONS:

El Camino High School New Restroom Pavilion at the Athletic Field - **Cast-in-Place (CIP) Concrete Building Approach**
August 22, 2025

1. District to supply a current soils/ geotechnical report, if required.
2. District to provide surveys for boundary, topography and underground utilities, if required.
3. Scope of Services:
 - i) Meet with client to assess alternate placement locations for the New Restroom Pavilion.
 - ii) Perform additional programming studies to analyze options for District.
 - iii) Perform site investigation to determine areas where work is required.
 - iv) Provide construction contract drawings and specifications.
 - v) Submit plans for DSA approval in one increment.
 - vi) Assist the District with bid procurement.
 - vii) Provide construction administration services budgeted for 3 months construction duration only.
 - viii) Project closeout/ assist District with DSA Certification.

NOTE: Owner requested additional services to be billed on a Time and Material basis. See EXHIBIT 'C' for hourly rates.

4. **Assumptions/ Not Included:**

- Owner requested design changes after completion of the Prelim Design Phase documents will be considered as additional services.
 - Site topographic surveys to be directly contracted between the District and the Site Surveyor if additionally needed or required.
 - Fire water design for new fire sprinklers, fire hydrants & fire sprinkler system design.
 - Signage and striping plans beyond project scope areas.
 - Fire protection route or emergency access path.
 - C.3 Storm Water Calculations or Storm Water Management Plans.
 - Irrigation water and sewer lift station designs.
 - Structural/ retaining wall design for walls 4 feet or greater.
 - Storm drainage piping design.
 - Any additional backflow preventer for irrigation and domestic water.
 - Any refurbishment of sod and irrigation at fields.
 - Prefabricated restroom building approach.
 - Construction Administration during beyond 3 months.
5. Within ten calendar days of receipt, the Owner shall review and note exceptions and changes to drawings submitted at the conclusion of each design phase. If the Owner does not note exceptions and changes within ten business days, then the buildings are deemed approved and changes shall be incorporated into the drawings and specifications which shall then be submitted to the Owner for approval. Subsequent changes made after approval of the submitted drawings will constitute Additional Services. Similarly, ten calendar day approval periods will be in effect for additional revisions and any further changes shall be processed as noted above.
 6. If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

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EXHIBIT 'B': Fee Proposal Breakdown, Payment Schedule and Tentative Project Schedule:

El Camino High School New Restroom Pavilion at the Athletic Field - Cast-in-Place (CIP) Concrete Building Approach
August 22, 2025

BASE FEE BREAKDOWN:

Note: The fee is based on a new 900 sf. restroom structure using Cast-in-Place (CIP) concrete building approach and site work

DESIGN SERVICES	Programming**	PD*	CD	Bid/Permit	CA/Closeout	Total
Architectural (SIM)	\$8,000	\$25,000	\$42,000	\$5,000	\$28,000	\$108,000
Architectural TOTAL:	\$8,000	\$25,000	\$42,000	\$5,000	\$28,000	\$108,000
<u>Structural Engineering</u>						\$12,500
-Universal \$12,500	\$500	\$2,500	\$7,000	\$1,000	\$1,500	\$12,500
-ZFA \$18,250						
<u>Civil Engineering</u>						\$22,000
-BKF \$22,000	-	\$7,000	\$12,500	\$500	\$2,000	\$22,000
-U&R \$25,750						
<u>Electrical Engineering</u>						\$15,000
-Belden \$14,000	-	\$4,000	\$8,000	\$600	\$2,400	\$15,000
<u>Mechanical Engineering</u>						\$10,500
-H&M \$10,500	-	\$3,500	\$5,500	\$500	\$1,000	\$10,500
SUB-Consultant TOTAL:	\$500	\$17,000	\$33,000	\$2,600	\$6,900	\$60,000
TOTAL A/E FEES:	\$8,500	\$42,000	\$75,000	\$7,600	\$34,900	\$168,000
<u>Printing Cost Allowance:</u>						\$8,200
-SIM (5%) \$8,200	-	-	-	-	-	\$8,200
<u>Owner's Contingency:</u>						\$16,400
-SIM (10%) \$16,400	-	-	-	-	-	\$16,400

Additional Owner's Consultants if required: (Note: Owner to retain the specialized consultants below if required for the project or by District. The Architect to coordinate these specialized consultants on behalf of the Owner as needed for the project.)
Geotechnical/Soils Reports; Site Topographic/Boundary/Underground Utility Surveys; Hazardous Material Report; Security Systems.

TENTATIVE PROJECT SCHEDULE:

- Programming/Stakeholder Meetings/Facilitation: 09/12/25 to 09/26/25. (2 weeks)
- Site Surveys and Utility Surveys: 09/12/25 to 10/03/25. (3 weeks)
- Schematic Design Phase: 10/06/25 to 10/31/25. (4 weeks)*
- Design Development Phase: 11/03/25 to 12/05/25. (5 weeks)*
- Construction Document Phase: 12/08/25 TO 01/23/26. (7 weeks)
- Design Drawings anticipated from 10/06/25 to 01/23/26. (4 months)
- DSA Submission anticipated by 01/26/26. (4 to 5 months of contingency for DSA Review due to potential DSA backlog)
- Bidding Phase anticipated from 01/26/26 to 05/30/26. (4 months)
- Construction Administration Phase anticipated from 06/01/26 to 09/01/26. (3 months)

NOTE: (*) denotes Preliminary Design Phase – combined Schematic Design and Design Development Phases.
(**) denotes Programming Phase to assess potential alternate locations for the placement of the New Restroom Pavilion.



SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

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EXHIBIT 'C': HOURLY RATES:

El Camino High School New Restroom Pavilion at the Athletic Field - **Cast-in-Place (CIP) Concrete Building Approach**
August 22, 2025

HOURLY RATES:

SERVICE	2025 HOURLY RATES	2026 HOURLY RATES
SIM Architects, Inc.		
Principal Architect	\$260.00	\$265.00
Project Director	\$240.00	\$245.00
Senior Project Manager	\$220.00	\$225.00
Senior Architect/ QCQA	\$200.00	\$205.00
Senior Project Coordinator	\$180.00	\$185.00
Project Coordinator	\$160.00	\$165.00
Junior Drafter	\$140.00	\$140.00
Administrative Assistant	\$110.00	\$110.00
Printing & Special Delivery	Actual Cost (No Mark-up)	Actual Cost (No Mark-up)

INDEPENDENT CONSULTANT AGREEMENT FOR ARCHITECTURAL SERVICES

This Independent Consultant Agreement for ARCHITECTURAL Services ("Agreement") is made and entered into as of the 15th Day of September by and between the South San Francisco Unified School District, ("District") and SIM ARCHITECTS INC. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services.** Consultant shall provide Architectural/Engineering Design services for El Camino HS – RESTROOM PAVILLION PROJECT, at 1320 Mission Rd., South San Francisco CA 94080, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").
2. **Term.** Consultant shall commence providing services under this Agreement on September 15th 2025 and will diligently perform as required and complete performance by June 15th, 2026 ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.
3. **Submittal of Documents.** Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

<u> X </u>	Signed Agreement
<u> X </u>	Workers' Compensation Certification
<u> X </u>	Prevailing Wage Certification
<u> X </u>	Fingerprinting/Criminal Background Investigation Certification
<u> X </u>	Insurance Certificates and Endorsements
<u> X </u>	W-9 Form
<u> </u>	Other: _____

4. **Compensation.** District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **One Hundred Sixty-Eight Thousand Dollars (\$168,000)**. District shall pay Consultant according to the following terms and conditions:
5. **Independent Contractor.** Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

6. Performance of Services.

- 6.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
 - 6.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.
 - 6.3. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.
 - 6.4. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.
 - 6.5. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various Projects for District. Consultant shall obtain the approval of District prior to the commencement of a new Project.
7. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
8. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed

documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

9. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.
10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. Termination.

- 11.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three days after the day of mailing, whichever is sooner.
- 11.2. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - 11.2.1. material violation of this Agreement by Consultant; or
 - 11.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12. Indemnification.

- 12.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.
- 12.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.
- 12.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

13. Insurance.

- 13.1. **Coverage.** Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

13.1.1. **Commercial General Liability and Automobile Liability Insurance.**

Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

13.1.2. **Workers' Compensation and Employer's Liability Insurance.**

Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

13.1.3. **Professional Liability (Errors and Omissions).** Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

- 13.2. **Proof of Carriage of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

- 13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

- 13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- 13.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
- 13.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.
- 13.3. **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 District.
- 13.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.
14. **Compliance with Laws.** Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.
- 14.1. **Labor Code Requirements:** Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars (\$1,000). Copies of the prevailing rate of per diem wages are on file with District.
- 14.1.1. **Registration:** If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

- 14.1.2. **Certified Payroll Records:** Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.
- 14.1.3. **Labor Compliance:** Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.
15. **Certificates/Permits/Licenses/Registrations.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.
16. **COVID-19 Requirements.** For all workers on District property, Consultant and Consultant's personnel shall comply with all applicable federal, state and local laws regarding COVID-19 including, without limitation, applicable terms in CDPH State Public Health Officer Orders.
17. **Anti-Discrimination.** It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).
18. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:
- 18.1. All site visits shall be arranged through District;
- 18.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;
- 18.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;
- 18.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;
- 18.5. Consultant and Consultant's employees shall not use student restroom facilities; and
- 18.6. If Consultant and Consultant's employees find themselves alone with a student,

Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

19. **Disabled Veteran Business Enterprises.** Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:
 - 21.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.
 - 21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).
22. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
23. **Confidentiality.** Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
24. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
Email: tedo@ssfusd.org

Consultant:

SIM ARCHITECTS Inc.
3675 Mount Diablo Blvd Suite 300
Lafayette, CA 04549
Email: es@simarchitectsinc.com

25. **Assignment.** The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.
26. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
27. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.
28. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
29. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
31. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
32. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
33. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
35. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
36. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.
37. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.
38. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 202__

Dated: _____, 202__

South San Francisco Unified School District

Signed By: _____

Signed By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Information regarding Consultant:

License No.: _____

Employer Identification and/or
Social Security Number

Address: _____

Telephone: _____

Facsimile: _____

E-Mail: _____

Type of Business Entity:

- ☐ Individual
☐ Sole Proprietorship
☐ Partnership
☐ Limited Partnership
☐ Corporation, State: _____
☐ Limited Liability Company
☐ Other: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

EXHIBIT A

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

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SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'A': PROJECT PROGRAM and other PROVISIONS:

El Camino High School New Restroom Pavilion at the Athletic Field - Cast-in-Place (CIP) Concrete Building Approach
August 22, 2025

1. District to supply a current soils/ geotechnical report, if required.
2. District to provide surveys for boundary, topography and underground utilities, if required.
3. Scope of Services:
 - i) Meet with client to assess alternate placement locations for the New Restroom Pavilion.
 - ii) Perform additional programming studies to analyze options for District.
 - iii) Perform site investigation to determine areas where work is required.
 - iv) Provide construction contract drawings and specifications.
 - v) Submit plans for DSA approval in one increment.
 - vi) Assist the District with bid procurement.
 - vii) Provide construction administration services budgeted for 3 months construction duration only.
 - viii) Project closeout/ assist District with DSA Certification.

NOTE: Owner requested additional services to be billed on a Time and Material basis. See EXHIBIT 'C' for hourly rates.

4. Assumptions/ Not Included:

- Owner requested design changes after completion of the Prelim Design Phase documents will be considered as additional services.
 - Site topographic surveys to be directly contracted between the District and the Site Surveyor if additionally needed or required.
 - Fire water design for new fire sprinklers, fire hydrants & fire sprinkler system design.
 - Signage and striping plans beyond project scope areas.
 - Fire protection route or emergency access path.
 - C.3 Storm Water Calculations or Storm Water Management Plans.
 - Irrigation water and sewer lift station designs.
 - Structural/ retaining wall design for walls 4 feet or greater.
 - Storm drainage piping design.
 - Any additional backflow preventer for irrigation and domestic water.
 - Any refurbishment of sod and irrigation at fields.
 - Prefabricated restroom building approach.
 - Construction Administration during beyond 3 months.
5. Within ten calendar days of receipt, the Owner shall review and note exceptions and changes to drawings submitted at the conclusion of each design phase. If the Owner does not note exceptions and changes within ten business days, then the buildings are deemed approved and changes shall be incorporated into the drawings and specifications which shall then be submitted to the Owner for approval. Subsequent changes made after approval of the submitted drawings will constitute Additional Services. Similarly, ten calendar day approval periods will be in effect for additional revisions and any further changes shall be processed as noted above.
 6. If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

Page 2 of 4

PROPOSAL for El Camino HS New Restroom Pavilion at Athletic Field
CIP Concrete Building Approach

EXHIBIT B

FEE PROPOSAL BREAKDOWN, PAYMENT SCHEDULE and TENATIVE PROJECT SCHEDULE

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SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'B': Fee Proposal Breakdown, Payment Schedule and Tentative Project Schedule:

Monte Verde ES – New TK Prefabricated Classroom, SSFUSD – 8 ft. high retaining wall

August 23, 2025

BASE FEE BREAKDOWN:

Note: The fee is based on a new (30 x 45) prefab TK classroom construction with 8' retaining wall and site work.

DESIGN SERVICES	Programming***	PD*	CD	Bid/Permit	CA/Closeout	Total
Architectural (SIM)	\$8,000	\$18,000	\$45,000	\$5,000	\$29,000	\$105,000
Architectural TOTAL:	\$8,000	\$18,000	\$45,000	\$5,000	\$29,000	\$105,000
Structural Engineering**						\$12,000
-Universal \$12,000	-	\$2,500	\$7,000	\$1,000	\$1,500	\$12,000
-ZFA \$14,500						
Civil Engineering						\$30,000
-Brio \$30,000	-	\$7,300	\$14,700	\$3,200	\$4,800	\$30,000
-U&R \$45,000						
Electrical/Fire Alarm Engineering						\$15,000
-Belden \$15,000	-	\$3,000	\$9,000	\$500	\$2,500	\$15,000
Mechanical/Plumbing Engineering						\$6,400
-H&M \$6,000	-	\$2,500	\$2,800	\$200	\$900	\$6,400
SUB-Consultant TOTAL:	-	\$15,300	\$33,500	\$4,900	\$9,700	\$63,400
TOTAL A/E FEES:	\$8,000	\$33,300	\$78,500	\$9,900	\$38,700	\$168,400
Reimbursable Printing/Special Delivery Cost Allowance:						\$8,420
- SIM (5%) \$8,420	-	-	-	-	-	\$8,420
Owner's Contingency:						\$16,840
- SIM (10%) \$16,840	-	-	-	-	-	\$16,840

Additional Owner's Consultants if required: (Note: Owner to retain the specialized consultants below if required for the project or by District. The Architect to coordinate these specialized consultants on behalf of the Owner as needed for the project.)
Geotechnical/Soils Reports; Site Topographic/Boundary/Underground Utility Surveys; Hazardous Material Report; Security Systems.

TENTATIVE PROJECT SCHEDULE:

- Programming/Stakeholder Meetings/Facilitation: 09/15/25 to 10/06/25. (3 weeks)
- Site Surveys, Utility Surveys, Geotech/Seismicity Report: 09/15/25 to 10/06/25. (3 weeks)
- Preliminary Design Phase: 10/07/25 to 12/10/25. (9 weeks)*
- Construction Document Phase: 12/11/25 TO 02/06/26. (8 weeks)
- DSA Submission anticipated by 02/03/26. (4 to 5 months of contingency for DSA Review due to potential DSA backlog)
- Bidding Phase anticipated from 05/14/26 to 06/12/26. (1 month)
- Construction Administration Phase anticipated from 06/15/26 to 08/31/26. (3 months)
- DSA/ Closeout Phase anticipated from 09/01/26 to 09/29/26. (1 month)

NOTE: * denotes Preliminary Design Phase – combined Schematic Design and Design Development Phases.

** denotes structural engineering scope only for the retaining walls and concrete foundation/slab at grade if the Modular manufacturer does not include the building concrete slab and/or footing design.

*** denotes Programming Phase to assess potential alternate locations for the new TK Modular Classroom building (See EXHIBIT D).

Page 3 of 5

PROPOSAL: Monte Verde ES, New Prefabricated TK Classroom Building
8 ft. high CIP Retaining Wall

EXHIBIT C

HOURLY RATES

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SIM ARCHITECTS INC

ARCHITECTURE PLANNING INTERIORS

3675 MOUNT DIABLO BLVD, SUITE 310 TEL 415-362-8081
LAFAYETTE FAX 415-362-8082
CALIFORNIA 94549 www.simarchitectsinc.com

EXHIBIT 'C': HOURLY RATES:

El Camino High School New Restroom Pavilion at the Athletic Field - Cast-in-Place (CIP) Concrete Building Approach
August 22, 2025

HOURLY RATES:

SERVICE	2025 HOURLY RATES	2026 HOURLY RATES
SIM Architects, Inc.		
Principal Architect	\$260.00	\$265.00
Project Director	\$240.00	\$245.00
Senior Project Manager	\$220.00	\$225.00
Senior Architect/ QCQA	\$200.00	\$205.00
Senior Project Coordinator	\$180.00	\$185.00
Project Coordinator	\$160.00	\$165.00
Junior Drafter	\$140.00	\$140.00
Administrative Assistant	\$110.00	\$110.00
Printing & Special Delivery	Actual Cost (No Mark-up)	Actual Cost (No Mark-up)

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 provides, in relevant part:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

**PREVAILING WAGE AND
RELATED LABOR REQUIREMENTS CERTIFICATION**

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours' notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name and Title: _____

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

- The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.
- Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code Section 45122.1.

A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

- Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code Section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: _____

Name of Consultant: _____

Signature: _____

Print Name: _____

Title: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury – Director - Facilities and Safety

DATE: September 11, 2025

RE: Approval of Amendment #1 with 19Six Architects, Inc. to Incorporate Additional Architectural and Engineering Services Required by DSA During Plan Review of the Renovation of Two Special Education Classrooms at South San Francisco High School

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On December 12, 2024, the Board of Trustees approved an agreement with 19Six Architects, Inc. for design and engineering services to renovate Special Education Classrooms C3 and C4 at South San Francisco High School.

Following Division of the State Architect (DSA) review, additional accessibility and code compliance items were identified outside the original scope. DSA mandated remediation and design for four additional areas: (1) bus shelter and path of travel improvements; (2) parking lot accessibility upgrades; (3) staff restroom modifications; and (4) overall path-of-travel corrections to provide a continuous, compliant route.

Amendment 1 with 19Six Architects is for the additional architectural and engineering services as required by DSA.

FISCAL IMPLICATIONS:

Facilities Fund 40: \$59,450

RECOMMENDATION:

It is recommended that the Board of Trustees approve Amendment No. 1 to the agreement with 19Six Architects for additional architectural and engineering services as required by DSA for the two Special Education Classroom Renovation at South San Francisco High School.

OWNER/ARCHITECT CONTRACT AMENDMENT # 01

Date: August 21, 2025

Project: So. San Francisco USD
South San Francisco High School
Special Ed. Classrooms C3 & C4 Conversion
19six #: 24411.01

Description: Added Miscellaneous Corrective Scope

Contract No.: 251927

Contract Date: January 10, 2025

Dear Mr. Chowdhury:

Based on DSA's requests to complete the approval of the Special Ed. classrooms C3 and C4 project in SSFHS, we have studied the existing conditions and prepared a strategy for the corrective work.

Thank you for joining us on the site walk and being part of the strategy development. The following is a summary of the contract modifications as reviewed during our 07/07/2025 meeting and further detailed in the attached SOW Exhibit.

Modifications to the Contract Include:**1. AREA 1**

Site Improvements to provide corrective work at the bus shelter and related POT. We will adjust the POT routing in this area to minimize the extent of work.

2. AREA 2

Asphalt striping in the parking area and site improvements to provide a second van-accessible stall and bring slopes, ramps, an access aisle, and signage up to code.

3. AREA 3

Building alterations to the staff restrooms, which currently do not meet accessibility requirements. The work will include expanding the entryway to provide floor clearances and turning radius compliance. We must prepare foundation and roof framing plans for the building, structural calculations, and structural details. We must perform enough seismic design to justify or revise the existing shear walls.

During our early investigations, we understand that the adjacent elevator does not rely on the shear walls we will alter. This proposal does not include the calculations/reinforcement of the elevator.

Additionally, the concrete walkway in this area exceeds the acceptable slopes. We will specify rebuilding this concrete with the needed guardrails at level changes.

4. AREA 4

Regrading and repaving of a portion of the concrete walkway as needed to comply with POT requirements and door threshold at Classroom C3.

The additional work entails the following tasks:

- Additional existing conditions investigation and research, with multiple site visits.
- Extended design time.
- Additional architectural and structural coordination as needed to accommodate built-out entry at staff restrooms.
- Restroom finishes at the revised wall
- Additional details and sheets to the previously submitted DSA set of documents
- Revise plans for backcheck to DSA with target approval by the fall
- Second backcheck round
- General coordination and Extended CA time.
- Fee adjustment to construction from 2025 to 2026.

Notes:

The owner understands that an updated topographic survey has not been provided to us and that we will base our work on site observations and basic measurements.

The owner also understands that 19six Architects will not engage a civil engineer for this corrective work. Should DSA request additional site improvements beyond our observations and interpretation, we will engage an engineer and present an Add-Service Proposal to include the new scope.

Similarly, due to the lack of a current topographic survey, the contractor may encounter challenges chasing grade, and the project might be subject to Change Orders based on the builder's survey.

This proposal is for professional services from

- Architectural
- Structural Engineering

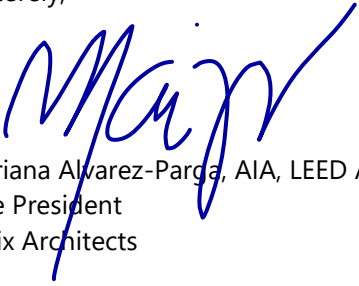
The revised fee and payment schedule for Miscellaneous Improvements at SSFHS is as follows **(updated fees in bold)**:

<u>Phase/Description</u>	<u>Original Fee</u>	<u>Amendment #1</u>	<u>Revised Fee</u>
Schematic Design	\$ 12,700	\$ -	\$ 12,700
Design Development	\$ 25,700	\$ -	\$ 25,700
Construction Documents	\$ 31,450	\$ -	\$ 31,450
Agency Approval	\$ 11,850	\$ -	\$ 11,850
Bidding	\$ 4,250	\$ -	\$ 4,250
Construction Administration	\$ 19,600	\$ -	\$ 19,600
Amend #1 - Assessment & Scoping	\$ -	\$ 6,350	\$ 6,350
Amend #1 - A/E & DSA	\$ -	\$ 37,050	\$ 37,050
Amend #1 - Construction Admin	\$ -	\$ 16,050	\$ 16,050
	\$ 105,550	\$ 59,450	\$ 165,000

As discussed, we have started with this work to avoid impact on the project schedule.

We remain committed to this project and to providing you with high-quality work.

Sincerely,


Mariana Alvarez-Parga, AIA, LEED AP
Vice President
19six Architects

Accepted by:

Signature

Name (printed)

Title

Date

**AMENDMENT #1
TO
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT
FOR PROFESSIONAL SERVICES
WITH 19SIX ARCHITECTURE
RENOVATION OF TWO SPECIAL EDUCATION CLASSROOMS
DATED: SEPTEMBER 10, 2025**

Amendment No. 1 for the renovation of Special Education Classrooms C3 and C4 at South San Francisco High School.

Following review of by Division of State Architects, additional scope was identified to address accessibility and code compliance in the following four areas: Bus Shelter, Parking Lot Accessibility Upgrades, Staff Restrooms Modifications and Path of Travel Corrections at C3 Entry.

Compensation under the Independent Consultant Agreement is summarized below:

19Six Architecture	Date	Total
C3 and C4 Renovations (Base)	December 14 th 2024	\$ 105,550
Amendment No.1 (DSA Added Scope)	September 11 th 2025	\$ 59,450
ADJUSTED TOTAL:		\$ 165,000

TOTAL AMENDED COMPENSATION \$ 165,000

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: September 11, 2025

RE: Adopt Resolution No. 25-54, Certifying the Actual Gann Limit for 2024-25 and Estimated Gann Limit for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Education Code Section 42132 requires that, on or before September 15 of each year, the governing board of each school district adopt a resolution to identify the estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal. This resolution must be adopted at a regular or special meeting of the governing board.

The Gann Limit (named for Paul Gann, the author of Proposition 4, which amended the State Constitution to establish this limit) is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in expenditures to changes in inflation (represented by per capita personal income) and population (represented by average daily attendance (ADA) for schools). Established in 1979 following the enactment of Proposition 13 and subsequently amended by Proposition 111, the Gann Limit has become a largely pro forma calculation that no longer constrains governmental expenditures. This is because the limit has grown significantly faster than appropriations subject to the limit.

The state's Standardized Account Code Structure (SACS) software includes the Gann Limit calculation. The software includes the statewide factor for per capita personal income change, but each district will have to enter the workload factor, which is the

change in ADA from prior year to current year. The combination of these factors yields the change in the district's Gann Limit.

Perhaps the easiest way to understand this calculation is to envision the dollar amount of the district's Gann Limit as a box. For example, if the current year Gann Limit is \$50 million, picture a box that can hold \$50 million. First, put into this box local property taxes that count toward the Local Control Funding Formula (LCFF) sources, as well as an appropriate portion of the district's interest income. Next, pour all of the district's unrestricted state aid into this box. Under state law, the amount of state aid that fills up the box counts toward the district's Gann Limit, which the amount that overflows the box counts toward the state's Gann Limit (Government Code Section (G.C.) 7906). In addition, all state aid for categorical programs always counts toward the state Gann Limit.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATION:

Staff recommends that the Board of Trustees adopt Resolution No. 25-54, certifying the actual GANN Limit for 2024-25 and the estimated GANN Limit for 2025-26.

RESOLUTION FOR ADOPTING THE “GANN” LIMIT
#25-54
South San Francisco Unified School District

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2024-25 fiscal year and a projected Gann Limit for the 2025-26 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law; and,

WHEREAS, Government Code Section 7902.1 provides that school districts may increase their Gann Limits under specified circumstances;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2024-25 and 2025-26 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this board does provide public notice that the attached calculations and documentation of the Gann Limits for the 2024-25 and 2025-26 fiscal years include an increase of \$2,845,695.35 to the 2024-25 Gann Limit pursuant to the provisions of Government Code Section 7902.1;

AND BE IT FURTHER RESOLVED that the Superintendent notifies the Director of the State Department of Finance of the increase to the 2024-25 Gann Limit;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2024-25 and 2025-26 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

REGULARLY passed and adopted this 11th day of September, 2025.

AYES _____ NOES _____ ABSENT _____ ABSTAINED _____

Secretary

President

Date Approved/Filed