SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
A G E N D A A N D O R D E R O F B U S I N E S S – REGULAR MEETING
Thursday, January 22, 2026

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 January 22)

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

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

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

OPEN SESSION — 6:30 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:30 p.m.

1. Superintendent evaluation.

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by South San Francisco High School senior and ASB President, Jamielyn Ochoa.

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. January 5th Staff Development

b. SMCOE Acknowledgement (2025 Career & College ePortfolios Competition Awardees)

c. Curriculum Implementation Walks

d. Recognition for outgoing Student Trustee Ochoa

e. Other

L. STUDENT TRUSTEE REPORTS

1. Jaimelyn Ochoa, Fall Student Trustee and ASB President SSFHS
2. Isabelle "Izzy" 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 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:
South San Francisco High School

Principal Sharimar Manalang Balisi will share, with the Board, educational priorities and programs at South San Francisco High School.

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2. BUSINESS SERVICES

a. Annual Audit Report for the Fiscal Year Ended June 30, 2025 1

A representative from EideBailly, CPAs, will present the District's annual audit report for the fiscal year ended June 30, 2025.

b. Measure J/Bond Audit for the Fiscal Year Ended June 30, 2025 2

A representative from EideBailly, CPAs, will present the Measure J Bond financial and performance audit for the fiscal year ended June 30, 2025.

c. Measure T/Bond Audit for the Fiscal Year Ended June 30, 2025 3

A representative from EideBailly, CPAs, will present the Measure T Bond financial and performance audit for the fiscal year ended June 30, 2025.

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. ADMINISTRATION

a. SSFUSD Strategic Plan Progress Update

Superintendent Dr. Moore will present updates on the District's progress towards goals outlined in the Strategic Plan.

ACTION

PAGE

1. ADMINISTRATION

a. Approval of the District's Strategic Plan 2029 Targets and Measures 4 – 5

Staff recommends the approval of the SSFUSD Strategic Plan 2029 Targets and Measures.

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

		PAGE
1. ADMINISTRATION		
a.	Permission for Trustee Lam to attend the Chamber San Mateo County Progress Seminar in Santa Rosa, CA, April 17 – 19, 2026.	6 – 7
b.	Minutes of the December 11, 2025 Regular Board meeting.	8 – 46
2. TEACHING & LEARNING		
a.	Permission for SSFHS Wrestling Team students to travel to Anderson, CA January 1 – 3, 2026.	47
b.	Permission for Skyline Elementary 5th Grade students to extend the school day from 7:30 a.m. to 4:00 p.m. to travel to Monterey Bay Aquarium, February 13, 2026.	48
c.	Permission for staff to attend the SCOE CRAN-ference in Mather, CA, February 17, 2026.	49 – 50
d.	Permission for SSFHS Wrestling Team students to travel to Watsonville, CA February 20 – 21, 2026.	51
e.	Permission for Sunshine Gardens Elementary staff to attend the Growing School Gardens Summit in Phoenix, AZ, February 19 – 22, 2026.	52 – 53
f.	Permission for SSFHS Wrestling Team students to travel to Bakersfield, CA February 25 – March 1, 2026.	54
g.	Permission for ECHS staff to attend the California Association of Directors of Activities (CADA) Conference in Reno, NV on March 3 – 6, 2026.	55 – 56
h.	Permission for SSFHS Wrestling Team students to travel to Fresno, CA March 6 – 8, 2026.	57
i.	Permission for staff to attend CSEA's 2026 Paraeducator Conference in Ontario, CA, March 10 – 12, 2026.	58

j. Permission for staff to attend the Standards Institute Conference in Atlanta, GA, March 16 – 19, 2026. 59 – 60

k. Permission for Westborough Middle School Honor Society Students to travel to Yosemite National Park California, April 29 – May 3, 2026. 61 – 62

l. Approval of the 2024 – 2025 School Accountability Report Cards (SARCs). 63 – 64

m. Permission for staff to attend the Foundational Elementary Science Inquiry Institute NGSS Workshops at the Exploratorium in San Francisco, CA, March 5 – 6, 2026. 65 – 66

3. HUMAN RESOURCES

a. Certificated Personnel Assignment Order. 67

b. Approval of the Williams Uniform Complaints for the 2nd Quarter ending 12/31/2025 per Education Code Section 35186. 68 – 69

c. Approval of the Student Teacher MOU with San Francisco State University for the 2025 – 2030 school years. 70 – 77

4. BUSINESS SERVICES

a. Purchase Order Listing, November 2025. 78 – 85

b. Warrant Register, November 2025. 86 – 102

c. Cash Receipts, November 2025. 103 – 114

d. Gifts to the District, December 2025. 115 – 117

e. Fundraising events for the 2025-26 school year. 118 – 122

f. Professional services agreements under $25,000. 123 – 126

PUBLIC HEARING

In accordance with Education Code Sections 45245, 45246, (b) (2), 45247, and 45248. 88065, 88066(b) (2), 88067, in any school district which has a three-member Personnel Commission, one member of the Commission shall be appointed by the Governing Board of the district. A Board meeting shall be held no sooner than thirty (30) days and no later than forty-five (45) days following the public announcement of the candidate. During this meeting, the Board will conduct a public hearing to provide the public, employees, and employee organizations the opportunity to express their views regarding the qualifications of the individual recommended for appointment.

A Public Hearing will provide an opportunity for members of the public to comment on the recommended Personnel Commission appointment.

INFORMATION/DISCUSSION

PAGE

1. **BUSINESS SERVICES**

   a. **Update on Governor's 2026-27 Budget Proposal** 127

      Staff will share, with the Board, information on Governor Newsom's proposed State budget for the upcoming fiscal year as well as any potential implications to the District.

ACTION *(continued)*

1. **ADMINISTRATION *(continued)***

   b. **Resolution No. 26-01: African American History Month** 128

      Staff recommends the adoption of Resolution #26-01: Honoring African American History Month, February 2026.

   c. **Resolution No. 26-02: School Counseling Week** 129

      Staff recommends the adoption of Resolution #26-02: Honoring School Counselors, February 2 – 6, 2026.

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2. TEACHING & LEARNING

a. Approval of the California State Preschool Program (CSPP) Continued Funding Application (CFA) and adoption of Resolution No. 26-03 130 – 131

Staff recommends approval of the California Department of Education CSPP application and adoption of Resolution #26-03: Authorizing CFA and delegation of signature authority for the 2026-27 school year.

b. Resolution No. 26-04: Authorization of Child Care and Development Services Contract with the California Department of Social Services (CDSS) 132 – 133

Staff recommends the adoption of Resolution #26-04: Authorization of Child Care and Development Services Contract with CDSS for the 2026-27 school year.

c. Approval to Reallocate Special Education Department Budget 134 – 135

Staff recommends approval for the Special Education Department to reallocate budget expenses from one publisher to another in order to better meet the curricular and coursework needs of students with Individualized Education Programs (IEPs).

3. HUMAN RESOURCES

a. Approval of Agreements for United States Citizenship and Immigration Services (USCIS) Nonimmigrant O-1A Teacher Visa Petitions 136 – 143

Staff recommends approval of agreements with Corpuz and Associates, P.C. to provide legal services for USCIS Nonimmigrant O-1A teacher visa petitions, and with the following teachers: Zaldy Alima, Revitche Quijano, and Maria Jessica Roa.

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b. Approval of Agreement with New Direction Solutions, LLC (d/b/a ProCare Therapy) 144 – 152

Staff recommends approval of an agreement with New Direction Solutions, LLC (d/b/a ProCare Therapy) to support with certificated and classified substitute staffing for the 2025–26 school year.

4. STUDENT & FAMILY SERVICES

a. Approval of the Updated Multilingual Learner (ML) Master Plan 153 – 160

Staff recommends approval of the ML Master Plan with the proposed updates and changes.

b. Approval of the Service Proposal with Young Audiences of Northern California (YANC) 161 – 167

Staff recommends approval of the Service Proposal with YANC to provide 2026 STEAM Summer School services, in an amount not to exceed $345,000.

c. Approval of the MOU with Silicon Valley Education Foundation (SVEF) 168 – 180

Staff recommends approval of the MOU with SVEF to implement the Elevate Math Summer 2026 program, in the amount of $155,600.

d. Approval of Amendment to the Agreement with Daybreak Health PC 181 – 204

Staff recommends approval of the amendment to the 2025-26 agreement with Daybreak Health PC which allows the provider to continue delivering Medi-Cal-covered mental health and substance use disorder services to students through the CYBHI program, with the State reimbursing providers directly.

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5. BUSINESS SERVICES

a. Approval of Amendment No. 1 with SIM Architects, Inc. for Monte Verde ES Modernization Project 205 – 251

Staff recommends approval of Amendment No. 1 with SIM Architects, Inc. for design and construction administrative services for the Monte Verde ES Modernization Project in the amount of $1,334,735.

b. Approval of Amendment No. 1 with DSK Architects, Inc. for Spruce ES Modernization Project 252 – 295

Staff recommends approval of Amendment No. 1 with DSK Architects, Inc. for design and construction administrative services for the Spruce ES Modernization Project in the amount of $1,854,334.

c. Approval of Amendment No. 2 with Multistudio Architects for El Camino HS Modernization Project 296 – 343

Staff recommends approval of Amendment No. 2 with Multistudio Architects for design and construction administrative services for the El Camino HS Modernization Project in the amount of $3,736,924.

d. Approval of Amendment No. 3 with Atlas Technical Consultants, LLC for Westborough MS Field & Pavement Improvement Project 344 – 352

Staff recommends approval of Amendment No. 3 with Atlas Technical Consultants, LLC for geotechnical and geological hazard evaluation services for the Westborough MS Field and Pavement Improvement Project, in the amount of $62,638.75.

e. Resolution No. 26-05 and Agreement with ProCore Technologies, Inc. for Measure T Bond Program 353 – 379

Staff recommends adoption of Resolution No. 26-05 and approval of a 5-year agreement with ProCore Technologies, Inc. for project management software and services for the Measure T Bond Program, in the amount of $320,583.18.

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f. Approval of Change Order No. 3 with Zone 4 Construction for District Office Accessibility Project 380 – 406

Staff recommends approval of Change Order No. 3 with Zone 4 Construction for additional construction services for the District Office Accessibility Improvements Project, in the amount of $45,608.59.

g. Approval of Change Order No. 2 with Zone 4 Construction for Parkway Heights MS Building D Alteration Services 407 – 414

Staff recommends approval of Change Order No. 2 with Zone 4 Construction for Building D Alteration Services at Parkway Heights MS, resulting in a credit of $22,536.

h. Approval of Change Order No. 1 with CWS Construction Group, Inc. for Spruce ES Security Gate & Fencing Project 415 – 425

Staff recommends approval of Change Order No. 1 with CWS Construction Group, Inc. for the new security gate and fencing project at Spruce ES, resulting in a credit of $12,484.77.

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

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

February 12, 2026

- Presentation Teaching and Learning – Spruce Elementary
- Presentation (SSFHS Student) – Athletics and P.E. Credits
- Presentation Performance Management – Multilingual Language Learners
- Report on Expanded Learning Opportunities Program (ELOP)
- Introduction of new Spring Student Trustee Ruiz
- Approval of DTS contract for 2026-27

February 26, 2026

- Presentation Teaching and Learning – Alta Loma Middle School
- Presentation Teaching and Learning – Special Education
- Presentation Teaching and Learning – LCAP Mid-Year Updates
- Resolution for Women’s History Month (March)
- Resolution for Red Cross Month (March)

- 2026 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2026-27

March 12, 2026

- Presentation Teaching and Learning – Skyline Elementary
- Presentation Teaching and Learning – Junipero Serra
- Presentation on Counseling
- Presentation on Structured Literacy Block
- Presentation and approval of Second interim budget report "positive certification"
- Approval of recommended dates for 2026-27 LCAP and budget hearings and adoptions

March 26, 2026

- Presentation Teaching and Learning – Westborough MS
- Presentation on Nutrition Services
- Presentation on Induction
- Resolution for Child Abuse Prevention Awareness Month (April)
- Resolution for Autism Awareness Month (April)
- Approval of LCFF supplemental funded positions
- Resolutions for retirees

April 9, 2026

- Presentation Teaching and Learning – Buri Buri ES
- Presentation Performance Management – NGSS/Genentech
- Williams report for 3rd quarter ending 3/31/26
- Resolution for Earth Day (April 22)
- Approval of LCFF supplemental funded positions
- Approval of Skyline Middle College MOU for 2026-27
- Resolution for Day of the Teacher (5/5/2026)
- Resolution for Classified School Employee Week (5/17/23-5/23/26)

April 23, 2026

- Presentation Teaching and Learning – Monte Verde ES
- Approval of designated representatives to CIF (California Interscholastic Federation)
- Approval of SPSAs
- Resolution honoring Asian Pacific American Heritage Month (May)

May 2, 2026 – Special Meeting/Board Workshop (*District Office*)

- Board Workshop

May 7, 2026

- Recognition for outgoing Student Trustee Ruiz
- Presentation Teaching and Learning – El Camino HS
- Approval of the Board meeting calendar for the 2026-27 school year
- Approval for 5th graders to attend SMCOE Outdoor Education
- Approval of Graduates and Certificates of Completion - Baden HS, ECHS, SSFHS, and Adult Education
- Resolution for Fund 11 and Fund 14 account balances
- Resolution – Reappointment of CBOC members
- Approval of All City agreement for crossing guards for 2026-27
- Approval of MOU with Legarza Sports for 2026-27

May 21, 2026

- Presentation Teaching and Learning - Baden HS/ Adult Education
- Presentation on the Facilities Department
- Approval of the Children's Center Program annual self-evaluation reports
- Approval for destruction of Disposable Class 3 records
- Approval of updated Board Governance Handbook
- Approval of the agreement with SMCOE for Center for Learning Data Sharing
- Information on May revision of the Governor's 2026-27 budget
- Approval of Bill Saving Facilities Consulting agreement for 2026-27
- Resolution in support of LGBTQ+ Pride Month (June)

SUMMARY OF BOARD DIRECTIVES

GOOD AND WELFARE

- Comments from Board Members and Superintendent

ADJOURNMENT

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

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: January 22, 2026

RE: Review of the 2024-25 Annual Audit

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Education Code 41020.3 states that:

"By January 31 of each year, the governing body of each local education agency shall review, at a public meeting, the annual audit of the local education agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or management letter issue. This review shall be placed on the agenda of the meeting pursuant to Section 35145."

The District's independent auditor, EideBailly, has conducted an audit of the district's financial statement and records for fiscal year 2024-25. The results of the audit and expressed opinion of EideBailly are provided in the attached audit report.

EideBailly issued an "Unmodified Opinion" report for the district. An "Unmodified Opinion" means that the financial statements are presented fairly, in all material respects, and in accordance with the applicable financial reporting framework.

A representative from EideBailly will be present virtually at the meeting to provide an overview of the audit report. Copies of the Audit Report are available to the public upon request and the report is also located on the District website.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

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: January 22, 2026

RE: Review Measure J Bond Audit for Fiscal Year 2024-25

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On November 2, 2010, the voters of South San Francisco Unified School District approved the $162 million Measure J general obligation bond initiative, under the requirements of Proposition 39 (2000), the School Facilities Local Vote Act.

Pursuant to Proposition 39, the district must "conduct an annual, independent financial and performance audit of the proceeds from the sale of the bonds until all of the proceeds have been expended for the school facilities projects."

In the auditor's opinion, the financial statements of Measure J present fairly, in all material respects, the financial position of the bond funds as of June 30, 2025.

A representative from EideBailly will be present virtually at the meeting to provide an overview of the audit report.

Copies of the Audit Report are available to the public upon request and the report will also be located on the District website.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

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: January 22, 2026

RE: Review Measure T Bond Audit for Fiscal Year 2024-25

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On November 8, 2022, the voters of South San Francisco Unified School District approved the $436 million Measure T general obligation bond initiative, under the requirements of Proposition 39 (2000), the School Facilities Local Vote Act.

Pursuant to Proposition 39, the district must "conduct an annual, independent financial and performance audit of the proceeds from the sale of the bonds until all of the proceeds have been expended for the school facilities projects."

In the auditor's opinion, the financial statements of Measure T present fairly, in all material respects, the financial position of the bond funds as of June 30, 2025.

A representative from EideBailly will be present virtually at the meeting to provide an overview of the audit report.

Copies of the Audit Report are available to the public upon request and the report will also be located on the District website.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: January 22, 2026

RE: Approval of the SSFUSD Strategic Plan 2029 Measures/Targets

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

As part of our ongoing commitment to our Board-adopted Strategic Plan (February 2024), I respectfully submit for your review and approval the updated Strategic Plan Targets and Measures for the 2025–2026 school year and beyond.

During the first year of implementation (2024–2025), our focus was on launching key initiatives aligned with our Strategic Priorities, including the development of an instructional vision and further embedding our Portrait of a Graduate across the district.

This year, Cabinet undertook a thorough review of the illustrative measures originally included in the Strategic Plan. In aligning these measures with our new data dashboard and reflecting on our progress, we identified opportunities to refine certain targets to better reflect our vision, priorities, and available data sources.

The presentation details the proposed updated measures and multi-year targets for each of our five Strategic Priorities:

1. Exceptional Instruction
2. Engaged Students
3. Purposeful Partnerships
4. Empowered Educators
5. Equity-Centered Systems

These revisions ensure that our metrics are meaningful, measurable, and aligned with our long-term vision for student success. They will be monitored regularly through our new Dashboard and report to the Board as part of our ongoing progress updates.

We are now seeking formal Board approval of these updated Strategic Plan Targets and Measures to guide our ongoing improvement efforts and ensure transparency in tracking progress toward our 2029 goals.

FISCAL IMPLICATIONS:

None at this time.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the SSFUSD Strategic Plan 2029 Measures/Targets.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: January 22, 2026

RE: Approval for Trustee Lam to Attend the 2026 Progress Seminar in Santa Rosa, CA April 17–19, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Progress Seminar is an annual conference of business, government, labor, and education leaders from all communities of San Mateo County. Hosted by Chamber San Mateo County, the 2026 Progress Seminar will take place the weekend of April 17-19, 2026 at the Hyatt Regency Sonoma Wine Country in Santa Rosa, CA.

Progress Seminar is San Mateo County's opportunity to evaluate regional challenges, surface mutually-beneficial and sustainable solutions, and strengthen connections that lead to common understanding and mutual respect to move San Mateo County forward. This seminal program convenes the region's thought leaders and decision-makers to tackle some of the community's lasting problems and explore possibilities to harness eminent opportunities to continue to make San Mateo County a great place to work, live and visit.

A robust program of thought-provoking and timely topics is being developed and will be announced soon. Past topics include the impact of national politics, policies and personalities; climate resiliency and local impacts of climate change; preparing for changing economic conditions; and evolving the state through engagement and action.

Trustee Amy Lam has requested to attend this conference. Key benefits of attending this conference include professional development on policy and decision-making with a focus on issues that impact San Mateo County. Trustee Lam plans to attend sessions on topics that align with the District's goals and interests. This conference will also provide opportunities for networking, advocacy, and relationship building with business, government, labor, and education leaders throughout San Mateo County.

At their April 13, 2023 meeting, Trustees approved the following: The Board creates a space for activities that might involve out-of-state travel or professional learning that aligns with District goals and it will be brought before the Board, and that Trustees also follow the Board policy so they are in alignment with the same rules that they are expecting of staff. Trustees may want to discuss and determine if this conference focuses on specific items for which the Board wants to advocate.

If approved, Trustee Lam will be invited to share information on conference discussions and her professional learning experience to benefit the Board and community at a future Board meeting.

The conference registration fee is $1,196.00, which grants access to all general sessions, breakout sessions, receptions, and dinners. All meals, snacks, and registration materials are included with the registration fee.

FISCAL IMPLICATIONS:

Estimated costs are:

Conference Registration:	$1,196.00
TOTAL:	$1,196.00

Funds will be paid from the Trustee professional development and travel allowance as provided under Board Bylaw 9250 – *Remuneration, Reimbursement and Other Benefits*. The expenditure is within the annual allowance amount and does not impact the District's general operating budget beyond that allocation.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Trustee Lam's request to attend the 2026 Progress Seminar in Santa Rosa, CA April 17–19, 2026.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Minutes of the Board of Trustees' Regular Meeting of December 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.

OPEN SESSION — 7:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

Board Members: Ms. Amanda Anthony – Present
Mrs. Amy Lam – Present
Dr. Chialin Hsieh – Absent
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 was led by Sunshine Gardens ES 5th grader Kaliyah Poythress. Principal Gonzalez shared comments from Kaliyah's fifth grade teacher, Mrs. Cairo, highlighting Kaliyah as an exceptional and motivated student who embraces challenges, works well with peers, and contributes to the school community through volunteering and mentorship. Kaliyah enjoys learning, values her friendships, participates in softball and volleyball, and comes from a large, active family.

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. REVIEW OF AGENDA – None

F. PTA COUNCIL REMARKS

Allyson Santa Maria, PTA president at Sunshine Gardens, highlighted her work improving communication and community engagement. She created a monthly newsletter and updated the PTA website for easy access to information and donations. She shared recent fundraisers, including restaurant takeovers, a Halloween event at Chuck E. Cheese, a K-pop movie singalong, and a Halloween festival that raised approximately $1,500. Upcoming events include the school's first family dance, a Jollibee restaurant fundraiser in January, and the ongoing holiday shop, allowing students to shop for their families while supporting the school.

President Anthony thanked Allyson Santa Maria for her time and for organizing the Sunshine Gardens events.

G. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

South San Francisco Federation of Adult Educators – Elizabeth Bales, President of South San Francisco Federation of Adult Educators, addressed the board remotely to request approval of the tentative agreement, thanking Nathan Sundaram and Marwan Hannon for facilitating her participation and acknowledging support from CTA and CSEA. She noted the challenging national climate for education and described the bargaining process, highlighting a constructive dialogue that resulted in a three-year salary increase. Bales expressed appreciation for Principal Prasad and Assistant Superintendent Hannon's collaboration. She also shared that Adult Ed held its first schoolwide holiday event, the World Tree of Hope, where students wrote wishes on paper dove ornaments and enjoyed refreshments. She concluded by wishing everyone a happy holiday season and a strong start to 2026.

President Anthony thanked Ms. Bales and commented that the holiday tree sounded lovely.

South San Francisco Classroom Teachers Association – Shari Giusti, President of SSFCTA provided updates from Martin and El Camino High School. She reported strong participation in events such as Trunk or Treat, Ruby Bridges Day, Balloons Over Broadway, and the Turkey Trot, and noted that Martin's new lunchtime waste system is working well, with 100% CTA membership participation. El Camino High School is hiring additional counselors. Giusti raised concerns about unclear roles for wellness counselors and emphasized that

certificated job responsibilities, salaries, and stipends must be negotiated with SSFCTA. She also mentioned sending three cease and desist letters recently, highlighting instances where sites made decisions affecting teachers' working conditions without consulting SSFCTA. While she acknowledged that communication between SSFCTA and the district cabinet has improved overall, she noted that some areas still make educators feel excluded. Giusti concluded by reporting that SSFCTA held a winter party for approximately 60 members, funded by the Bay Ed Fund for four years, featuring a gingerbread house contest won by Westborough teachers with the theme "Tis the Season of Academic Discourse," and she wished everyone happy holidays.

California School Employees Association Chapter 197 – None

H. PERSONNEL COMMISSION

Mr. Hannon announced that the next Personnel Commission meeting will be held on January 12, 2026, at 5:00 p.m. in the District Office boardroom.

I. ITEMS FROM THE BOARD – None

J. SUPERINTENDENT'S REPORT

a. **Holiday Greetings** – Dr. Moore expressed her gratitude to students, teachers, staff, administrators, and families for their hard work, resilience, and commitment throughout the year. She reflected on the importance of slowing down during the winter break to recharge, strengthen human connections, practice self-care, and appreciate time with loved ones. Dr. Moore concluded by wishing the entire South San Francisco community a joyful, peaceful, and restorative holiday break and formally concluded her report.

b. **CSBA Annual Conference** – Dr. Moore shared that she attended the California School Boards Association conference in Sacramento alongside all five trustees. She noted that sessions covered a wide range of topics, including legal and legislative updates, facilities and bonds, support for multilingual learners and Special Ed programs, effective governance, student voice, attendance, and artificial intelligence. She stated that the conference provided meaningful opportunities for reflection on the District's work, affirmed areas of strength, and highlighted opportunities for continued growth.

c. **Strategic Plan Priorities Update** – Dr. Moore mentioned that a more formal report on the strategic plan priorities will be presented in January. She shared that the District is advancing its student-centered commitment through quarterly step-backs, with the first held in November involving principals, district leaders, and educators. Participants reviewed data

aligned to the annual priorities of student belonging and well-being, academic discourse, and math, using learning walk data, belonging survey results, and early implementation data from the new math curriculum.

Dr. Moore highlighted key themes, including differences between student and teacher perceptions of belonging, with fewer than 40 percent of students reporting that an adult at school knows them well, compared to about 90 percent of teachers reporting intentional efforts to build connections. She also shared findings from learning walks that showed strong examples of academic discourse, alongside opportunities to make these practices more consistent across schools. She noted that the January 5 professional learning day will focus on strategies to enrich student talk and provide additional training on the Illustrative Math curriculum for both elementary and secondary educators. Dr. Moore emphasized that the data are intended to inform systemwide improvement, support students and staff, and strengthen the District as a learning organization through transparency, continuous improvement, and celebration of effective practices.

d. Student Roundtables Update – Dr. Moore shared an update on the launch of student roundtables as part of the District's communications initiative to create two-way dialogue between students and district leadership. She noted that the District will visit every middle and high school this year, beginning with Parkway in October and El Camino in November. Early feedback showed students expressed pride in their schools, appreciation for caring adults and extracurricular opportunities, and also shared honest concerns about academic challenges, belonging, and classroom management. Dr. Moore stated that these insights will inform staff development and future planning, and expressed gratitude to students and schools for their openness in sharing their experiences.

e. Other – None

K. STUDENT TRUSTEE REPORTS

1. Jaimelyn Ochoa, Fall Student Trustee and ASB President SSFHS shared that ASB students spread holiday cheer through campus caroling and announced the sale of holiday grams to boost student morale. She highlighted a recent quad gingerbread house competition and noted preparations for the spring semester, including Culture Week from January 19–23 and Culture Fest on January 24, which will replace Winter Ball. Ochoa also outlined plans for a winter-themed spirit week, shared updates on the spring musical *Ride the Cyclone*, and celebrated the success of the winter concert. She reported the start of winter sports, announced a peer-led pet therapy event to support students during finals, and concluded by wishing students success on exams and the community a happy holiday break.

Trustee Richardson asked for clarification about the puppies participating in the pet therapy event. Student Trustee Ochoa explained that the peer leader adviser, Miss O, coordinated the activity through her connections with the organization. When asked whether the puppies were from a local humane society, Student Trustee Ochoa stated she was not sure, and Trustee Richardson commented on the warmth the event would bring.

2. Isabelle “Izzy” Ruiz, Spring Student Trustee and ASB President ECHS reported on the successful fall musical *Once Upon a Mattress* and winter spirit week leading into the winter rally, which recognized small sports teams and featured student MCs and performances by jazz band, drama, cheer, and dance. She recognized junior Dylan Bullentini for representing El Camino at the CIF State lacrosse meet and noted the presentation of Colt Awards to student-athletes. Ruiz also described student support activities during finals, including Link Crew’s Coco and Cram event for freshmen and ASB’s breakfast-for-dinner study hall for all grades. She highlighted the winter concert series, the start of winter sports, and announced the upcoming winter ball on January 10. Ruiz concluded by congratulating student trustee Ochoa on a successful semester and wishing the community a safe and restful holiday break.

L. PUBLIC COMMENTS

Megan Connery, El Camino math teacher, thanked the board and Genentech for supporting nearly 20 math educators’ attendance at the CMC North Math Conference. She shared that the conference strengthened her instruction and professional learning, highlighting keynotes on teaching as activism, reframing real-world math, and designing collaborative learning environments to deepen student understanding. Speaking also as a union representative, Connery raised concerns that some teachers have been discouraged from contacting district office staff due to unclear communication pathways. She noted the district has not provided an updated organizational chart, making it difficult for staff to know whom to contact, and requested that an updated chart and job responsibilities be shared with all staff to support effective communication and avoid misunderstandings.

M. INFORMATION ONLY PRESENTATIONS

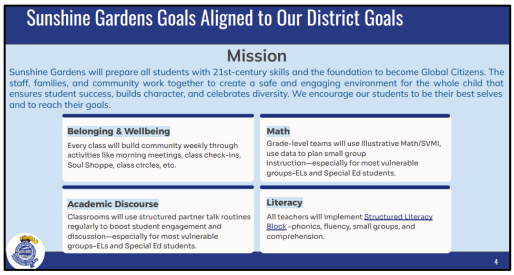
1. TEACHING & LEARNING

a. Teaching and learning presentation: Sunshine Gardens Elementary School

Dr. Campbell introduced Principal Leticia Gonzalez who presented the educational priorities and programs at Sunshine Gardens Elementary School.

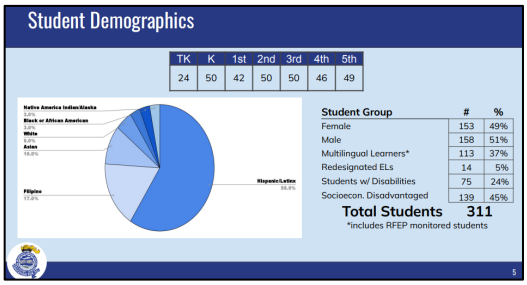
Introduction

Principal Leticia Gonzalez introduced herself and shared that this is her fifth year leading Sunshine Gardens Elementary. She described the school as a supportive learning community where students feel valued and empowered. She explained that their work is guided by the district's Portrait of a Graduate, core values, and strategic priorities. Sunshine Gardens focuses on belonging, academic discourse, math, and literacy to help students grow as curious learners, critical thinkers, and compassionate citizens.



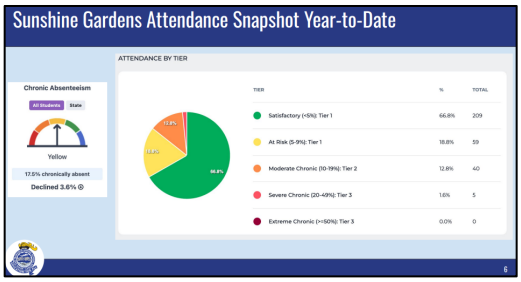
Student Demographics

Principal Gonzalez shared that Sunshine Garden is a Title I school serving a diverse population, including 37% multilingual learners, 24% students with disabilities, and 45% who are socioeconomically disadvantaged.



Attendance

Sunshine Gardens continues to closely monitor attendance and regularly remind families about the importance of students being at school every day and on time.

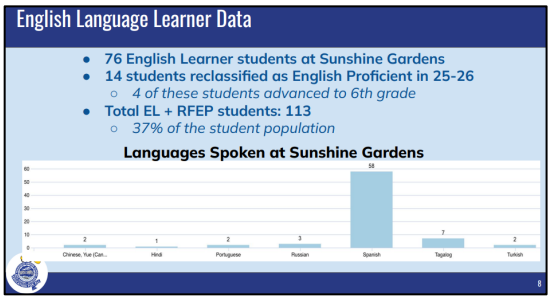


Principal Gonzalez added that they are seeing positive attendance trends, supported by consistent communication from the front office and teachers, and by fostering student belonging through welcoming routines and strong classroom communities.

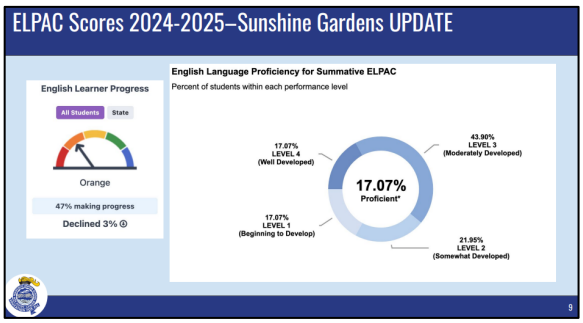


Multilingual Language Learners/ ELPAC

The multilingual learner population continues to grow, with 14 students expected to be reclassified as fluent English proficient this spring. ELPAC scores from 2024-25 contributed to a slight decline on the California Dashboard released in November.

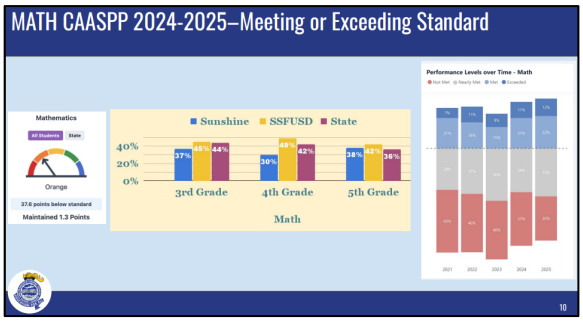


Principal Gonzalez shared that the school is actively strengthening language support through designated ELD, targeted newcomer support using the LOOK newcomer curriculum provided by two teachers, phonics intervention from reading specialists, and support from a bilingual paraprofessional. Additionally, UFLI phonics instruction for kindergarten through second grade, while not exclusively for multilingual learners, provides structured literacy and phonemic foundations that directly benefit English language learners.

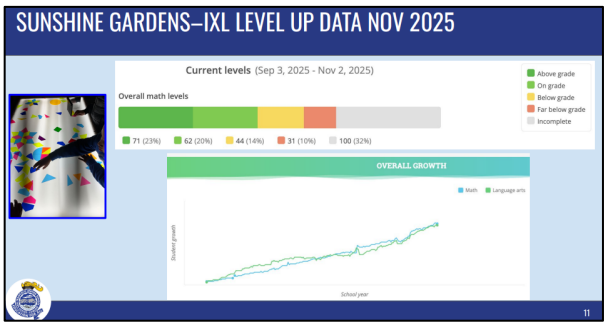


CAASPP

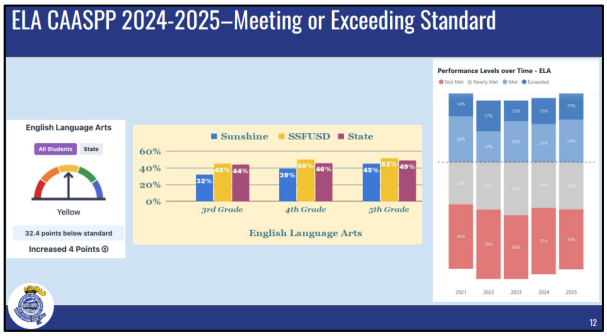
Following the May 2025 CAASPP administration, Sunshine Gardens maintained its overall mathematics performance level on the California Dashboard. Five-year trend data from the Open Architect system shows steady positive growth in math achievement. Implementation of Illustrative Math in grades 3 through 5 has strengthened instruction, with teachers effectively engaging students in real-world problem solving and promoting academic discourse through structured math talk.



Sunshine Gardens continues to use Math IXL to monitor student progress, with November data showing steady growth. This data is analyzed to provide targeted support for students needing extra help. Title One funds support students through a dedicated math interventionist and six teachers who staff math academic centers before and after school, expanding practice and assisting those who need it most.

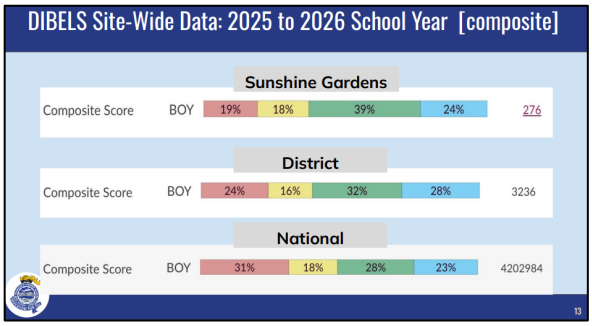


Principal Gonzalez shared that Sunshine Gardens' California Dashboard data shows improvement in English Language Arts, with the open architect trend line reflecting steady progress. To further strengthen achievement, the school is prioritizing academic discourse and partner talk strategies to deepen comprehension and boost student engagement.



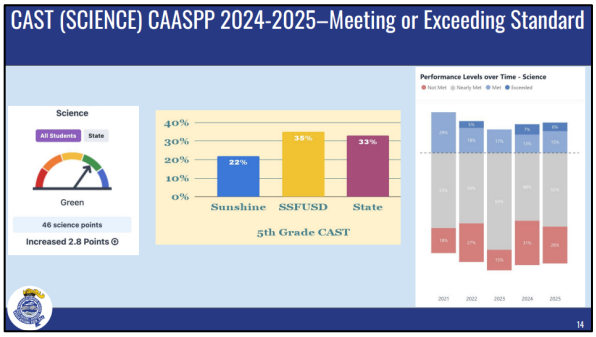
DIBELS

Sunshine Gardens' DIBELS results for Trimester 1 show that 63% of students are reading at or above grade level, outperforming both district and state averages. Teachers are supporting students needing extra practice through UFLI small group phonics instruction and targeted reading interventions.



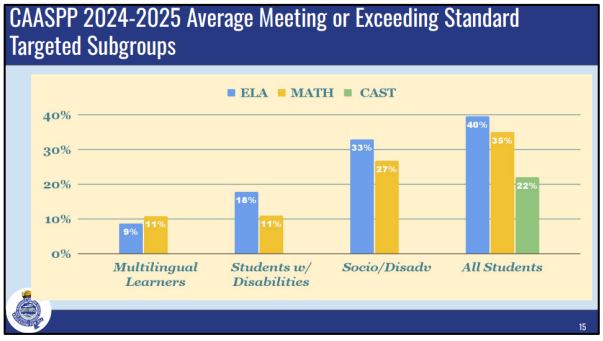
CAST

22% of Sunshine Gardens' fifth grade students met or exceeded standards on the science assessment, with the California Dashboard showing an upward trend in science performance. Students continue to engage in hands-on, inquiry-based science instruction that incorporates academic discourse to strengthen critical thinking and collaboration.



CAASPP Targeted Subgroups

Sunshine Gardens continues to closely monitor progress for multilingual learners, students with disabilities, and socioeconomically disadvantaged students as outlined in the SPSA. By using data to guide decisions and maintaining a culture of continuous improvement, the school remains on track to closing achievement gaps and ensuring success for all students.



Belonging

Principal Gonzalez shared that this year, Sunshine Gardens expanded support for student growth, ensuring every child feels a sense of belonging. Opportunities in theater, art, gardening, recycle club, and music continue to foster a strong community. The school is one of four with a full-time wellness counselor focused on tier one support. This month, students are participating in a kindness activity by writing cards on Wednesday, supporting the character focus and promoting

empathy, gratitude, and positive interactions across campus.



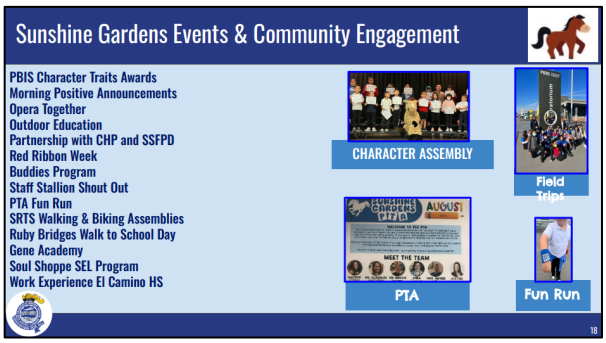
Partnerships

Sunshine Gardens' partnerships and events continue to enhance students' academic and social growth. Over 150 students participate in after-school programs through Boys and Girls Club and Leo J. Ryan. Music for Minors provides arts instruction, while Legarza PE offers creative physical and expressive outlets that complement core learning. Collaboration with Genentech Gene Academy provides mentorship and hands-on STEM activities for fourth and fifth graders. Additionally, work with partners in school innovation and the instructional leadership team has refined data-driven goals, strengthened peer observations, and deepened teacher collaboration, building stronger systems for reflection, shared leadership, and schoolwide improvement.



Community

Sunshine Gardens thrives both in and out of the classroom, with the PTA playing a key role in supporting students and teachers. They organize events and help families stay connected to the school, fostering strong community bonds that enrich the student experience.



Appreciation

Principal Gonzalez expressed deep appreciation for Sunshine Gardens' teaching staff and classified front office team, recognizing their daily commitment to student learning, social-emotional growth, and family support. She highlighted a productive instructional leadership team retreat with Spruce Elementary and shared excitement for planned initiatives through April that will benefit the entire school community. She emphasized the privilege of working alongside such dedicated, kind, and joyful educators and staff.



Volunteers

Principal Gonzalez also extended heartfelt appreciation to parent volunteers. She acknowledged the contributions of El Camino's Foster the Future Club, who helped with earlier PTA events, noting their energy and enthusiasm. Many of these volunteers are former Sunshine Gardens students, making their involvement especially meaningful and reflecting the strong sense of community that makes the school so special.



Trustee Richardson praised Principal Gonzalez's report and asked about the Prop 28 funding for Music for Minors. Principal Gonzalez explained that the program provides music instruction, including learning instruments and music theory, for TK through fourth grade. Fifth grade students participate in the district's existing music program. She noted that the Music for Minors director is a local parent, keeping the program connected to the community. Trustee Richardson appreciated the program, highlighting how music helps students build confidence and achieve success in other areas.

Trustee Lam thanked Principal Gonzalez for her detailed report and appreciated the combination of data and specific strategies to support student growth. She shared her positive experience visiting the school and noted the joy and passion she observed in students and educators. She asked about the school's approach to early literacy alongside the emphasis on math.

Principal Gonzalez explained that the school year began with reading specialists supporting K–2 teachers in implementing the UFLI curriculum. While literacy has been a focus since her arrival, this year they continued it alongside the district priorities, planning to refine and adjust it in future years.

Trustee Lam noted her interest in hearing more updates as the year progresses.

Trustee Murray also thanked Principal Gonzalez, praising the school community and congratulating them on strong DIBELS results.

President Anthony highlighted the school's improved attendance, noting its impact on student learning, and expressed appreciation for the community-building efforts at

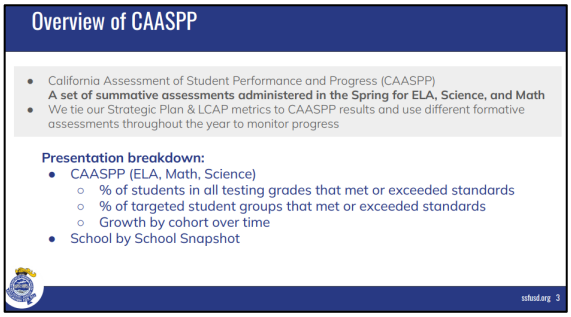
Sunshine Gardens. Principal Gonzalez thanked the board and acknowledged her staff, students, and community.

b. Performance Management – CAASPP

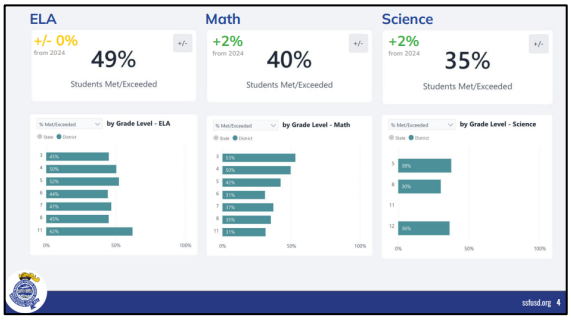
Dr. Moore introduced Assistant Superintendent Dr. Campbell who presented information on the District's overall performance on the 2024-25 CAASPP results.

Dr. Campbell greeted the board, Superintendent Dr. Moore, Cabinet, and the community. She shared that the review is grounded in the district's core values, strategic plan priorities, and LCAP goals. She highlighted that the focus is on the Portrait of a Graduate, ensuring students learn, impact, navigate, and thrive.

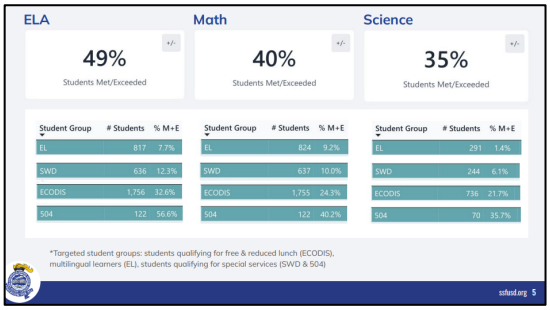
She noted that her presentation will include overall CAASPP results, percentages of students meeting or exceeding proficiency, and data on targeted student groups to monitor equity. It will also show growth over time within cohorts and a school-by-school snapshot of performance.



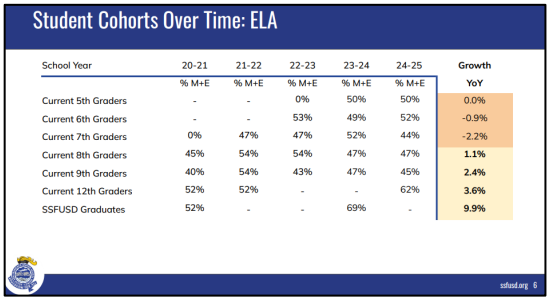
Dr. Campbell began by sharing the district average scores to give context. She noted whether results remained the same as the previous year or improved. This year, the district showed a 2% increase in both math and science proficiency.



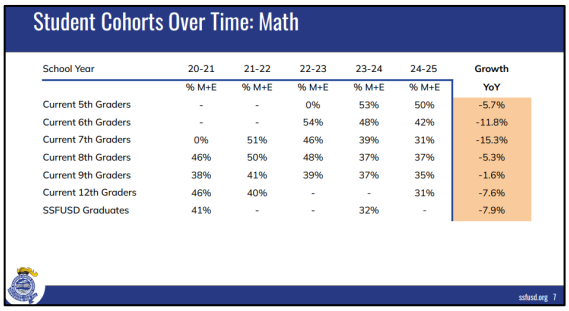
Dr. Campbell reviewed proficiency rates by student subgroup and highlighted the opportunity gaps between each subgroup and the overall student population. She pointed out that the slide shows how much each group met or exceeded standards in ELA, math, and science, making it easier to see where gaps in performance exist and where equity work is needed.



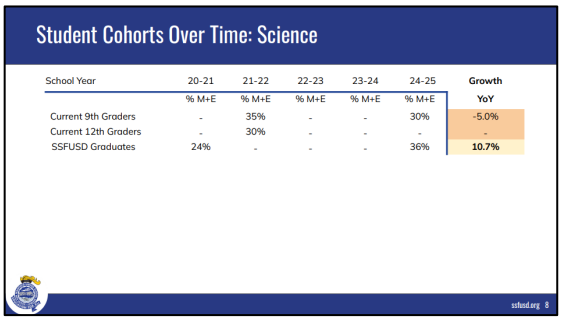
Dr. Campbell shared cohort data, showing how the same groups of students performed over time. The slide focused on ELA, comparing fifth grade results to their sixth grade results the following year and whether those cohorts showed academic growth or remained flat year to year.



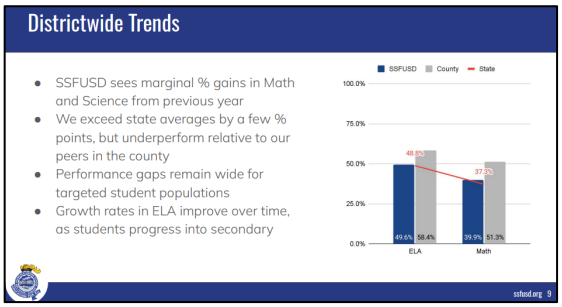
Dr. Campbell then presented the same cohort view for math. She noted that the data strongly suggested a need for higher-quality mathematics curricular resources in the district, which aligns with the recent adoption of new materials.



She also shared the cohort data for science.



Dr. Campbell reviewed district-wide trends, showing how South San Francisco Unified compares to the county and the state. She noted that the district is trending in the same direction.



Dr. Campbell then shifted to school-by-school snapshots, noting that each campus has a unique context, including differences in Title I status and student demographics. She emphasized that the most important lens is growth, since the district must meet students where they are while maintaining a steady trajectory toward proficiency.



<u>Elementary – Snapshots</u>
She highlighted each school's year-over-year gains in ELA, math, and science, and pointed out subgroup performance in relation to the general education population to monitor equity. Early examples included Buri Buri, which showed 2% growth in ELA, 8% in math, and 15% in science, followed by similar

profiles for Junipero Serra (4%, 12%, 12%), and then Los Cerritos, Martin, Monte Verde, Ponderosa, Skyline, Spruce, and Sunshine Gardens.



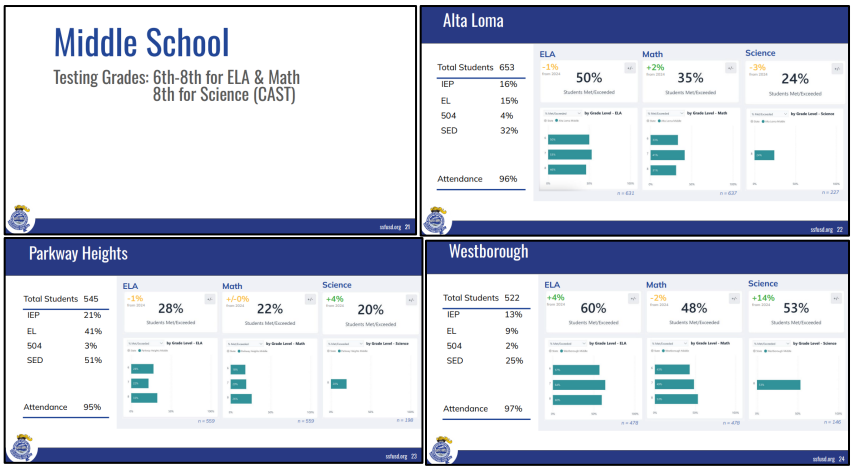
Middle School – Snapshots

Before transitioning to middle school data, Dr. Campbell explained that while quantitative metrics are essential, they are only part of the picture. This year, the district has increased its focus on what she called “experiential data” by conducting classroom walks with district and school teams. These visits are non-evaluative and meant to simply observe everyday instruction. The goal is to understand what learning looks like for students, identify areas where practice can be strengthened, and align professional learning to actual

classroom needs.

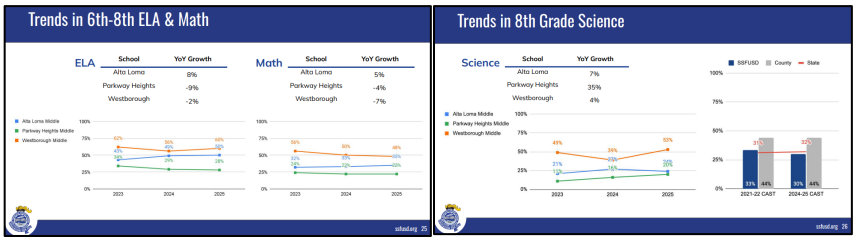
She emphasized that pairing assessment data with experiential observations and survey feedback allows the district to zoom out and determine priorities more effectively. She also noted the launch of a principal PLC, where site leaders bring problems of practice to collectively analyze and problem-solve to better serve their communities.

Dr. Campbell then reviewed middle school CAASPP snapshots for Alta Loma Middle School, Parkway Heights, and Westborough, highlighting overall performance trends, growth, and subgroup comparisons for each site.

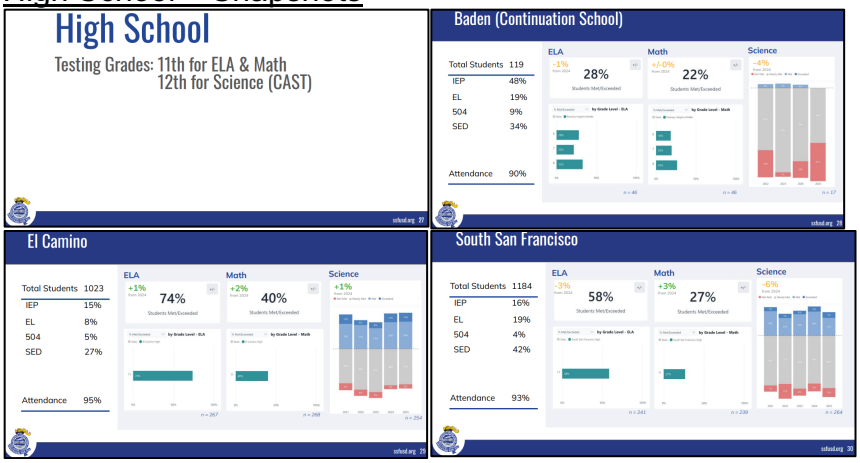


Middle School – Trends

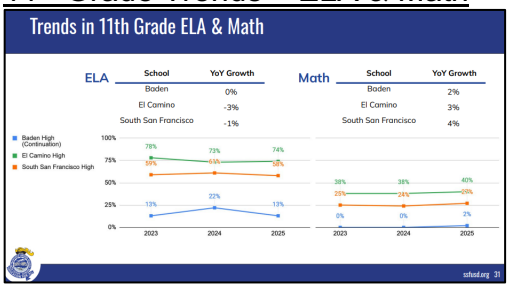
For middle schools, Dr. Campbell presented trend data showing how student performance has shifted year to year in both ELA and mathematics. She highlighted that looking at cohorts over time allows the district to see how students progress as they move through grade levels, rather than only comparing isolated snapshots. She also shared similar cohort trend data in science, noting how student outcomes change as they advance through the middle grades.



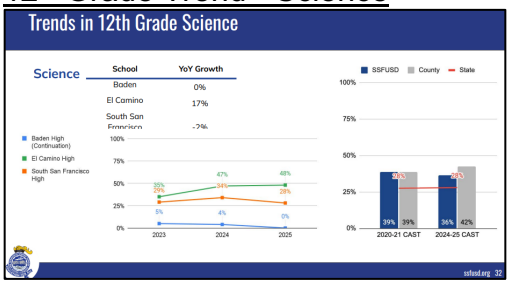
High School – Snapshots



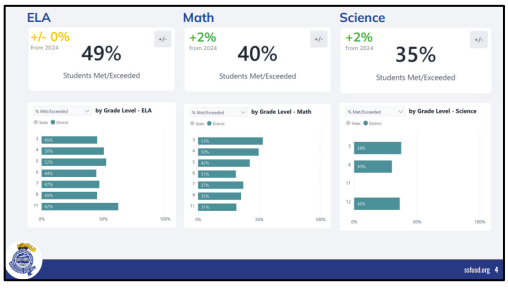
11th Grade Trends – ELA & Math



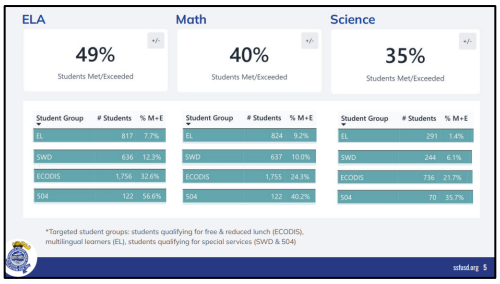
12th Grade Trend - Science



Dr. Campbell concluded the presentation by returning to the district-wide trends and offering reflections as the new Assistant Superintendent for Teaching and Learning.



She emphasized that although the district saw growth in math and science, overall proficiency rates still indicate that less than half of students are meeting expectations in some areas. She highlighted the importance of examining not just averages, but how the 40–60% of students who are not meeting standards are experiencing school, especially the most vulnerable subgroups whose performance remains significantly below the general population.



She also noted that CAASPP is a long-cycle assessment that provides an annual snapshot, but does not guide instruction throughout the year. The district has identified a need for more short- and mid-cycle assessments, such as quarterly and formative assessments, to help teachers and leaders adjust instruction in real time rather than waiting for summative results. Work is already underway, with a committee meeting with school leaders to identify tools and approaches that will strengthen continuous monitoring and support instructional improvement.

Trustee Richardson began by noting the level of detail in the presentation and voiced a concern regarding how students with IEPs are incorporated into district achievement data. She asked how students with IEPs are grouped when comparing performance to general education students, whether those comparisons are appropriate, and whether including students with IEPs could lower district averages. She explained that students with IEPs may require different instructional materials, which raises questions about how meaningful the comparison is. She also wondered whether the district would ever realistically reach parity with state performance expectations. She referenced a past school visit where a parent shared that their child had graduated but could not read, an experience that has remained on her mind.

Dr. Campbell responded by explaining that students who qualify for special services generally pursue the same

diploma as their peers unless they are on an alternate pathway. Because of this, including them in data reporting with the general student population is appropriate. She emphasized that all students learn differently and the district has a responsibility to meet individual needs regardless of whether a student has an IEP. Regarding comparisons with the state, she noted that the strategic plan includes illustrative measures and that the superintendent has implemented strategic shifts in hiring and organizational alignment to allow the system to focus more effectively on instruction. She clarified that the district's goal is not only to meet state performance levels but ultimately to exceed them.

Trustee Richardson thanked Dr. Campbell for the response and clarified that her concern stems from a genuine worry about students exiting the school system without foundational skills such as literacy. She affirmed that she understands the complexity of the work and appreciates the attention to detail being shown, but that the issue continues to weigh on her.

Dr. Moore added further clarification by explaining that not all students with IEPs take the CAASPP assessment. If an IEP team determines that a student should take an alternate assessment, that student participates in the California Alternate Assessment instead. The type of assessment a student takes must be written into their IEP and students assessed through the alternate assessment are measured using a different tool aligned to their individualized goals rather than the CAASPP.

Trustee Lam thanked Dr. Campbell for the presentation and acknowledged that the data was extensive. She appreciated the explanation of opportunity gaps and emphasized that closing achievement gaps for underserved subgroups is essential. She noted that CAASPP is an end-of-year measure and does not help monitor progress during the year. She shared that at the CSBA conference she learned about districts using more granular early literacy data to monitor cohorts and intervene sooner. She supported the district's efforts to adopt similar tools and commented that, with the new strategic plan and priorities, this year feels like a new beginning. She asked how to interpret the CAASPP results within that context.

Dr. Campbell responded that ideally long-cycle data presentations would occur in August so schools could use the

results immediately. She explained that the district currently lacks short and mid-cycle assessments that correlate to CAASPP, which makes it difficult to gauge trends during the year. She noted that academic discourse data shows frequency of discourse but does not yet connect to summative outcomes. She highlighted mathematics curriculum implementation as a promising area because teachers are using updated, standards-aligned materials, supported by ongoing professional development. She also pointed to belonging as a critical priority that influences learning because students perform better when they feel believed in and supported. She affirmed that the district's current priorities are the right ones and that belonging will remain foundational.

Trustee Lam agreed and described these efforts as strengthening the instructional foundation by ensuring psychological safety. She thanked Dr. Campbell for the clarification.

Trustee Murray thanked Dr. Campbell for the report, noting appreciation for the emphasis on both the rationale behind the work and the data itself. She stated that this approach will serve the district well.

President Anthony then added that the way the data was presented over time felt new and made it easier to understand progress. She said she is looking forward to seeing the continued impact of stronger instruction, while also pointing out that many factors affecting student performance occur outside the classroom and require attention as well.

N. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

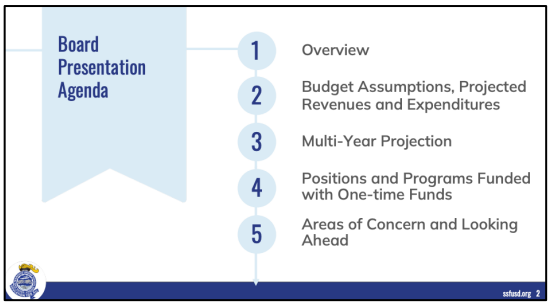
1. BUSINESS SERVICES

a. First Interim Financial Report

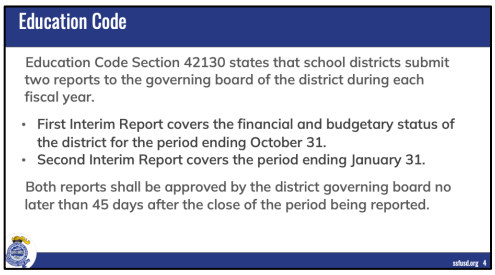
Dr Moore introduced Assistant Superintendent Ted O who presented the 2025-26 First Interim Financial Report, for the period ending October 31, 2025.

Mr. O began by greeting President Anthony, the board, Dr.

Moore, Cabinet, staff, and the community. He stated that he would be presenting the 2025–26 First Interim Financial Report. He explained that the presentation would include an overview of the report, the budget assumptions used, projected revenues and expenditures for the First Interim, the multi-year projection, positions and programs supported with one-time funds, areas of concern, and items to be aware of moving forward.

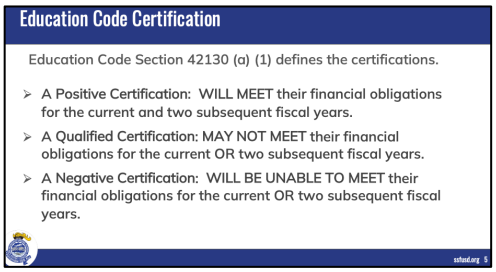


Mr. O explained that the Education Code requires school districts to submit two financial reports to their governing board each year. These reports provide a snapshot of the district's financial position at specific points in time. The First Interim report reflects financials through October 31st, and the Second Interim report reflects financials through January 31st. He noted that both reports must be approved by the board within forty-five days after the close of their respective reporting periods.



Mr. O stated that the Education Code also requires school districts to certify each report based on their ability to meet financial obligations. A positive certification means the district will be able to meet its financial obligations for the current year and the following two fiscal years. A qualified certification means the district may not be able to meet those obligations for the current or the next two fiscal years. A negative certification indicates the district will be unable to meet its financial obligations for that period. He noted that this evening the district will be asking the board to approve a

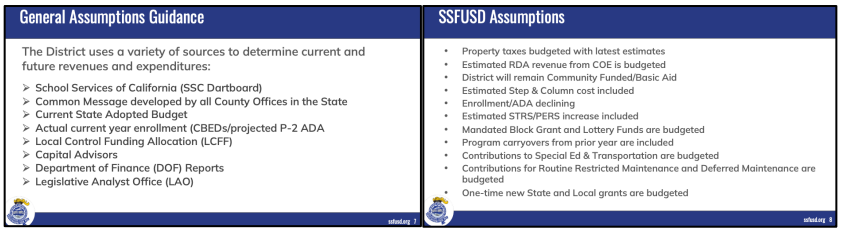
positive certification report.



General and SSFUSD Assumptions

Mr. O noted that multiple sources of information are used when preparing the district's financial reports. He shared the slide for the board's awareness, explaining that it outlines where key financial data comes from.

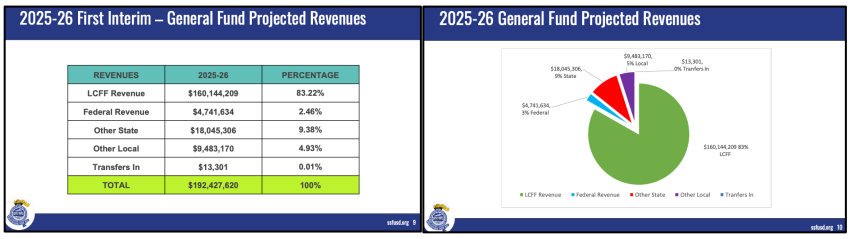
He added that developing financial reports also requires establishing a set of underlying budget assumptions. He stated that the slide shows some of the assumptions applied when preparing this First Interim report.



2025-26 First Interim – General Fund Projected Revenues

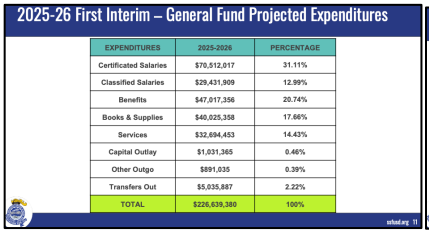
The school districts and county offices of education are required to organize revenues into standardized statewide categories that include both restricted and unrestricted funds.

He stated that total projected revenue is $192.4M, with most of it attributed to LCFF revenue. He clarified that this is expected because the district is a Basic Aid or Community Fund district, meaning that the majority of its unrestricted General Fund revenue comes from property taxes.



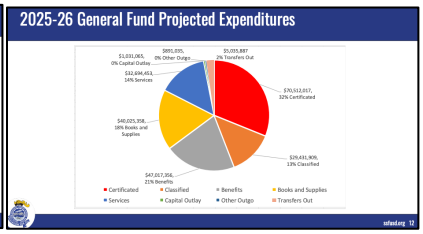
2025-26 General Fund Projected Expenditures

Mr. O explained that total projected expenditures at First Interim are $226.6M. He noted that districts must categorize expenditures according to statewide reporting requirements, and that this total includes both restricted and unrestricted funds. He also clarified that the expenditures incorporate program carryover amounts from the previous year, which are funds not fully spent that are permitted to roll into the current year.



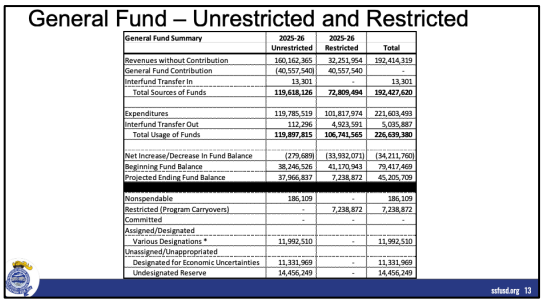
2025-26 First Interim – General Fund Projected Expenditures

EXPENDITURES	2025-2026	PERCENTAGE
Certificated Salaries	$70,512,017	31.11%
Classified Salaries	$29,431,909	12.99%
Benefits	$47,017,356	20.74%
Books & Supplies	$40,025,358	17.66%
Services	$32,694,453	14.43%
Capital Outlay	$1,031,365	0.46%
Other Outgo	$891,035	0.39%
Transfers Out	$5,035,887	2.22%
TOTAL	$226,639,380	100%



General Fund – Unrestricted and Restricted

Mr. O explained that the General Fund is divided into Unrestricted and Restricted portions, with restricted funds required to be used for specific program purposes. The projected Unrestricted ending balance is $38M, including small non-spendable amounts, district designations, the State-required reserve, and $14.5M undesignated for future budget needs. The Restricted ending balance is $7.2M, made up of categorical funds that must be spent on their intended programs, most of which support facility needs.

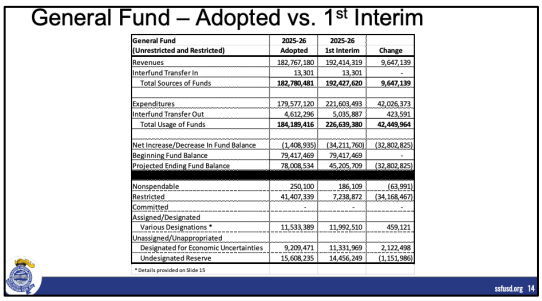


General Fund – Unrestricted and Restricted

General Fund Summary	2025-26 Unrestricted	2025-26 Restricted	Total
Revenues without Contribution	160,162,365	32,251,954	192,414,319
General Fund Contribution	(40,557,540)	40,557,540	-
Interfund Transfer In	13,301	-	13,301
Total Sources of Funds	**119,618,126**	**72,809,494**	**192,427,620**
Expenditures	119,785,519	101,817,974	221,603,493
Interfund Transfer Out	112,296	4,923,591	5,035,887
Total Usage of Funds	**119,897,815**	**106,741,565**	**226,639,380**
Net Increase/Decrease In Fund Balance	(279,689)	(33,932,071)	(34,211,760)
Beginning Fund Balance	38,246,526	41,170,943	79,417,469
Projected Ending Fund Balance	37,966,837	7,238,872	45,205,709
Nonspendable	186,109	-	186,109
Restricted (Program Carryovers)	-	7,238,872	7,238,872
Committed	-	-	-
Assigned/Designated			
Various Designations *	11,992,510	-	11,992,510
Unassigned/Unappropriated			
Designated for Economic Uncertainties	11,331,969	-	11,331,969
Undesignated Reserve	14,456,249	-	14,456,249

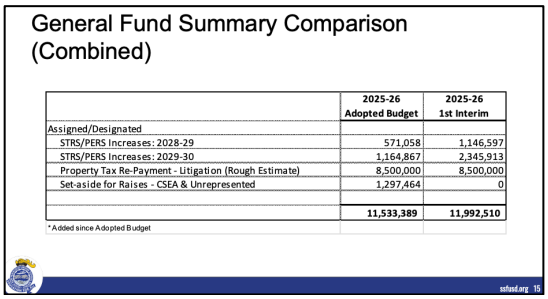
General Fund – Adopted vs. 1st Interim

Mr. O showed a comparison between the Adopted Budget from May 2025 and the newly prepared First Interim. Revenues increased by about $9.6M, while expenditures increased by about $42.4M. As a result, the projected ending fund balance declined by $32.8M before applying State-required and district designations. He noted that the following slides would explain these changes in more detail.



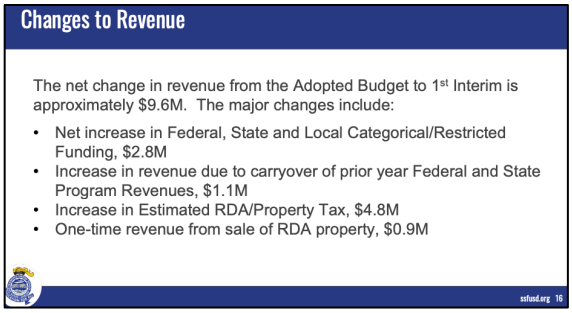
General Fund Summary Comparison (Combined)

Mr. O provided a comparison of the district's set-asides, explaining that this breakdown accounts for the $12M district designation that appears in the ending fund balance. He noted that contributions to STRS and PERS are expected to rise in future years, and the set-aside for employee raises has been removed because negotiations are now settled and the cost is included directly in the budget.



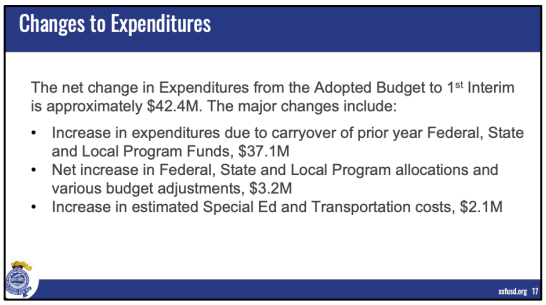
Changes to Revenue

The net revenue change from the Adopted Budget to 1st Interim is about $9.6M, driven mainly by a $2.8M increase in Federal, State, and Local restricted funds, $0.3M in Federal and State carryover, an estimated $4.8M increase in RDA/Property tax revenue, and $0.9M in one-time revenue from the sale of RDA property



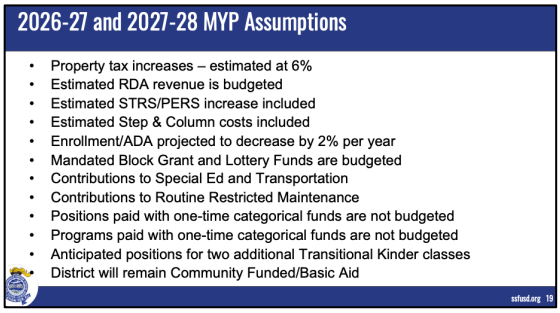
Changes to Expenditures

The total net change in expenditures is about $42.4M. Most of this, $37.1M, comes from the carryover of unspent Federal, State, and Local program funds from the prior year, including multi-year stimulus grants. An additional $3.2M reflects increases in program allocations and other budget adjustments, and $2.1M is for higher estimated Special Ed and Special Ed Transportation costs.



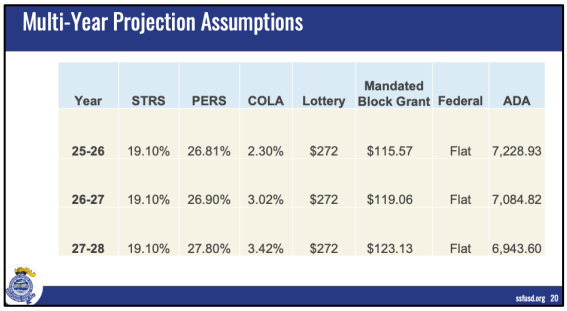
2026-27 and 2027-28 MYP Assumptions

When preparing interim financial reports, the State requires the district to balance the budget for the current year and the next two years. This is called the Multi-Year Projection. Like the current year, assumptions are made for the two future years.



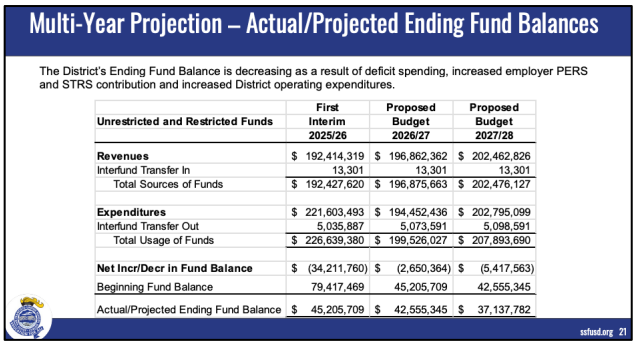
Multi-Year Projection Assumptions

Mr. O shared additional budget assumptions.



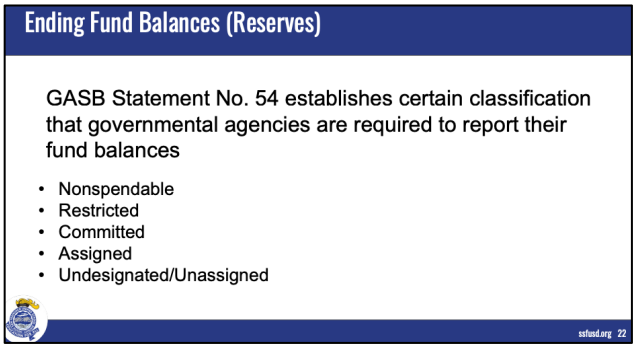
Multi-Year Projection – Actual/Projected Ending Fund Balances

Mr. O provided a high-level summary of the Multi-Year Projection. It shows the projected ending fund balance for the current and next two years before State-required and District designations. The ending balance is decreasing each year due to projected deficit spending, and these amounts may change by the 2nd Interim Financial Report.



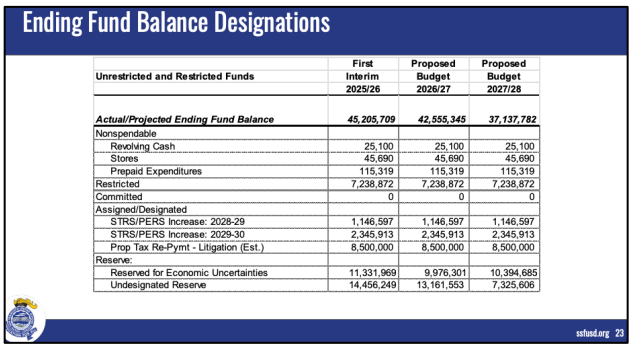
Ending Fund Balances (Reserves)

The State requires districts to divide their ending fund balance into five categories to ensure consistency across all districts.



Ending Fund Balance Designations

Mr. O noted that the designations for the three years are based on the five required categories. Some are mandated by the State, while others are District designations under "Assigned/Designated." Using these reserves, the District is able to balance its budget for all three years.



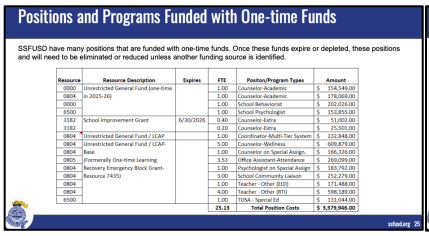
Ending Fund Balance Designations

Unrestricted and Restricted Funds	First Interim 2025/26	Proposed Budget 2026/27	Proposed Budget 2027/28
Actual/Projected Ending Fund Balance	*45,205,709*	*42,555,345*	*37,137,782*
Nonspendable			
Revolving Cash	25,100	25,100	25,100
Stores	45,690	45,690	45,690
Prepaid Expenditures	115,319	115,319	115,319
Restricted	7,238,872	7,238,872	7,238,872
Committed	0	0	0
Assigned/Designated			
STRS/PERS Increase: 2028-29	1,146,597	1,146,597	1,146,597
STRS/PERS Increase: 2029-30	2,345,913	2,345,913	2,345,913
Prop Tax Re-Pymt - Litigation (Est.)	8,500,000	8,500,000	8,500,000
Reserve:			
Reserved for Economic Uncertainties	11,331,969	9,976,301	10,394,685
Undesignated Reserve	14,456,249	13,161,553	7,325,606

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Positions and Programs Funded with One-time Funds

For positions and programs funded with one-time dollars, there approximately 25.13 full-time equivalent positions funded this way. District programs funded with one-time money total about $2.4M. Combined, the total for positions and programs is roughly $5.7M. To maintain them next year, the District will need additional funding or use reserves; otherwise, some positions or programs may need to be reduced or eliminated.

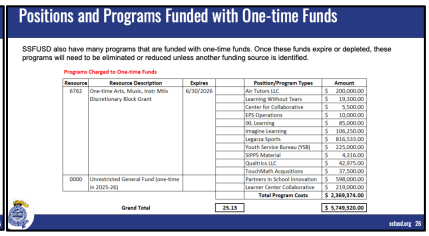


Positions and Programs Funded with One-time Funds

SSFUSD have many positions that are funded with one-time funds. Once these funds expire or depleted, these positions and will need to be eliminated or reduced unless another funding source is identified.

Resource	Resource Description	Expires	FTE	Poston/Program Types	Amount
0000	Unrestricted General Fund (one-time in 2025-26)		1.00	Counselor-Academic	$ 154,549.00
0804			1.00	Counselor-Academic	$ 178,069.00
0000			1.00	School Behaviorist	$ 202,026.00
6500			1.00	School Psychologist	$ 153,855.00
3182	School Improvement Grant	6/30/2026	0.40	Counselor-Extra	$ 51,002.00
3182			0.20	Counselor-Extra	$ 25,501.00
0804	Unrestricted General Fund / LCAP		1.00	Coordinator-Multi-Tier System	$ 232,848.00
0804	Unrestricted General Fund / LCAP-		5.00	Counselor-Wellness	$ 609,879.00
0804	Base		1.00	Counselor on Special Assign.	$ 166,329.00
0805	(Formerally One-time Learning		3.53	Office Assistant-Attendance	$ 269,099.00
0804	Recovery Emergency Block Grant-		1.00	Psychologist on Special Assign	$ 183,792.00
0804	Resource 7435)		3.00	School Community Liaison	$ 252,279.00
0804			1.00	Teacher - Other (ELD)	$ 171,488.00
0804			4.00	Teacher - Other (RTI)	$ 598,189.00
6500			1.00	TOSA - Special Ed	$ 133,044.00
			25.13	Total Position Costs	$ 3,379,946.00

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Positions and Programs Funded with One-time Funds

SSFUSD also have many programs that are funded with one-time funds. Once these funds expire or depleted, these programs will need to be eliminated or reduced unless another funding source is identified.

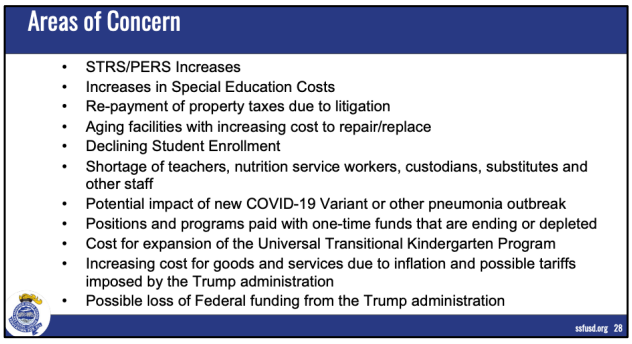
Programs Charged to One-time Funds

Resource	Resource Description	Expires	Position/Program Types	Amount
6762	One-time Arts, Music, Instr Mtls Discretionary Block Grant	6/30/2026	Air Tutors LLC	$ 200,000.00
			Learning Without Tears	$ 19,300.00
			Center for Collaborative	$ 5,500.00
			EPS Operations	$ 10,000.00
			IXL Learning	$ 85,000.00
			Imagine Learning	$ 106,250.00
			Legacia Sports	$ 816,533.00
			Youth Service Bureau (YSB)	$ 225,000.00
			SIPPS Material	$ 4,116.00
			Qualtrics LLC	$ 42,975.00
			TouchMath Acquisitions	$ 37,500.00
0000	Unrestricted General Fund (one-time in 2025-26)		Partners in School Innovation	$ 598,000.00
			Learner Center Collaborative	$ 219,000.00
			Total Program Costs	$ 2,369,174.00
	Grand Total		25.13	$ 5,749,320.00

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Areas of Concern

Mr. O provided a list of Areas of Concern.



Areas of Concern

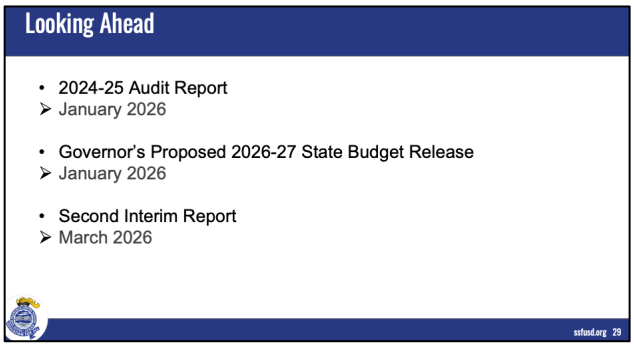
- STRS/PERS Increases
- Increases in Special Education Costs
- Re-payment of property taxes due to litigation
- Aging facilities with increasing cost to repair/replace
- Declining Student Enrollment
- Shortage of teachers, nutrition service workers, custodians, substitutes and other staff
- Potential impact of new COVID-19 Variant or other pneumonia outbreak
- Positions and programs paid with one-time funds that are ending or depleted
- Cost for expansion of the Universal Transitional Kindergarten Program
- Increasing cost for goods and services due to inflation and possible tariffs imposed by the Trump administration
- Possible loss of Federal funding from the Trump administration

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Looking Ahead

Mr. O concluded by sharing that the 2024-25 Audit Report had just been completed and will be presented to the board in January 2026. At the same time, the Governor will release the proposed 2026-27 state budget, which staff will review and share with the board. The 2nd Interim Financial Report

will then be presented for board approval in March 2026.



Trustee Richardson asked about one-time funds, noting that the district always receives them. Mr. O explained that recent one-time funds were largely pandemic-related, including mental health support, and that only a portion remains for next year. Trustee Murray thanked Mr. O and his staff for their detailed work. President Anthony also expressed appreciation.

The Board recessed at 8:27 p.m. and reconvened at 8:37 p.m.; Student Trustee Ochoa left the meeting at 8:27 p.m.

ACTION

PAGE

5. BUSINESS SERVICES

a. Approval of the First Interim Financial Report and Positive Certification of Financial Condition 1

MOTION #104 (Richardson/Lam) to approve the 1st Interim Financial Report and positive certification of financial condition for FY 2025-26, declaring that the SSFUSD will be able to meet its financial obligations for the current year and subsequent two fiscal years, as presented to the Board. Motion Carried. (Unanimous)

O. CONSENT AGENDA:

MOTION #105 (Murray/Lam) to approve items: 1a. Minutes of the November 13, 2025 Regular Board meeting; 2a. Permission for ECHS Wrestling Team students to travel to Clovis, CA December 19 – 20, 2025; 2b. Permission for ECHS Wrestling Team students to travel to Chico, CA, January 2 – 3, 2026; 2c. Permission for staff to attend the California Teacher Induction conference in Sacramento, CA, January 11 – 13, 2026; 2d. Permission for SSFHS Cheerleading Team to travel to Las Vegas, NV, February 18 – 22, 2026; 2e. Permission for staff to attend the California All Titles conference in Los Angeles,

CA, March 25 – 26, 2026; 2f. Permission for ECHS staff and students to travel to Greece, March 26 – April 6, 2026; 3a. Certificated Personnel Assignment Order; 4a. Purchase Order Listing, October 2025; 4b. Warrant Register, October 2025; 4c. Cash Receipts, October 2025; 4d. Gifts to the District, November 2025; 4e. Fundraising events for the 2025-26 school year; 4f. Professional services agreements under $25,000. Motion Carried. (Unanimous)

INFORMATION/DISCUSSION

1. ADMINISTRATION

a. Board Reorganization Meeting

Dr. Moore reminded the community that the annual reorganization meeting will occur on December 16, 2025, at 6:00 p.m. President Anthony confirmed the location as Baden High School.

2. HUMAN RESOURCES

a. Personnel Commission Appointment

Assistant Superintendent Hannon explained the statutory process for appointing or reappointing members to the three-member personnel commission, noting that Commissioner Reem Nasrah's term expired on December 1, 2025, and that a public hearing and final appointment are scheduled for the January 22, 2026, board meeting. Trustee Richardson asked about the current number of commission members, and Mr. Hannon confirmed there are two members with one additional seat to be filled by the commission. Trustee Murray recommended reappointing Reem Nasrah, and President Anthony confirmed the board is naming her as the intended appointee. She also expressed interest in understanding the qualifications for the vacant commission seat to which Mr. Hannon responded he would share at a later time.

3. STUDENT & FAMILY SERVICES

a. Summer School Programs 2026

Assistant Superintendent Dr. Garcia presented an overview of the district's five core summer programs. The BLIS program for rising K–3 students will be offered at two sites, continuing previous years' formats. The STEAM program for rising grades 3–8 students and the Elevate math intervention program for rising grades 3–9 students will also continue,

along with the high school credit recovery program at El Camino. All programs will run 20 days from June 11 through July 11 and will integrate the district's Extended School Year (ESY) program. Programs will be held across six sites: BLIS at Martin and Los Cerritos, STEAM at Alta Loma, Elevate math at Buri Buri, and high school credit recovery at El Camino.

Trustee Richardson commended Dr. Garcia for providing a thorough breakdown by school, noting it helped the board understand the variety of learning opportunities available for students.

ACTION *(continued)*

1. ADMINISTRATION

a. Resolution No. 25 – 65: School Board Recognition Month

The resolution was read by Trustee Richardson.

MOTION #106 (Murray/Richardson) to approve the adoption of Resolution #25-65: To acknowledge the SSFUSD school board and its role in supporting student achievement. (AYES: Richardson, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

b. Resolution No. 25 – 66: Trustee Compensation

MOTION #107 (Murray/Richardson) to approve the adoption of Resolution #25-66 and a waive of the reading: To allow stipend payment for Trustee Hsieh who was absent from the October 23, 2025 Community Forum. (AYES: Richardson, Lam, Murray, Anthony; NOES: None). Motion Carried. (Unanimous)

2. TEACHING & LEARNING

a. Approval of the Agreement with Adventus Education LLC DBA HarperRand

Trustee Richardson asked whether the courses were new additions to the adult education program, noting she did not recall seeing them before. President Anthony confirmed that while the District previously partnered with JobTrain for a medical assisting program, the courses presented were

new. Trustee Richardson highlighted the importance of these offerings for students who are not pursuing middle college pathways and benefit from accessible, targeted post–high school options. President Anthony noted the courses align with high-need professions and expressed appreciation for the program.

MOTION #108 (Richardson/Lam) to approve the agreement with HarperRand to support South San Francisco Adult Education in the development and administration of one or more of the following Career Technical Education (CTE) programs for the 2025–26 school year: Phlebotomy Technician (CPT1), Pharmacy Technician (PT), Electrocardiography Technician (EKG), and Billing and Coding Specialist (CBCS). Motion Carried. (Unanimous)

b. Approval of the Agreement with Precita Eyes Muralists Association, Inc.

Trustee Lam expressed her appreciation for Precita Murals and their well-known artwork throughout the Bay Area, and shared her enthusiasm for the project and its opportunity to engage the student community.

MOTION #109 (Richardson/Lam) to approve the Mural Project Agreement with Precita Eyes Muralists Association, Inc. for Baden High School. Motion Carried. (Unanimous)

3. HUMAN RESOURCES

a. Adoption of the Tentative Agreement Between SSFUSD and SSFFAE

President Anthony expressed her appreciation for Ms. Bales, noting that she consistently recognizes and uplifts her union colleagues across other unions. She thanked Ms. Bales for her kindness and strong community-driven approach.

MOTION #110 (Murray/Anthony) to approve the Tentative Agreement between the South San Francisco Unified School District (SSFUSD) and the South San Francisco Federation of Adult Educators (SSFFAE) for the 2025–2028 term. Motion Carried. (Unanimous)

4. STUDENT & FAMILY SERVICES

a. Approval of the MOU with NAMI San Mateo Count

President Anthony expressed excitement about the partnership with NAMI, noting their prior participation in Community Learning Exchange events and recalling learning about their teen programs the previous year. She shared her appreciation that the District is now formally partnering with them and offered thanks.

MOTION #111 (Murray/Richardson) to approve the MOU with NAMI San Mateo County to provide mental health education, support, and resources for students through the "Uplift Teen Group" and "Ending the Silence" programs. Motion Carried. (Unanimous)

b. Approval of the MOU with Friends for Youth

MOTION #112 (Murray/Lam) to approve the MOU with Friends for Youth, a school-based group mentoring program, which provides weekly SEL-focused sessions led by trained staff and volunteers to support student connection, resiliency, and academic success. Motion Carried. (Unanimous)

5. BUSINESS SERVICES *(continued)*

b. Approval of Amendment No. 1 with ISI Inspection Services, Inc.

MOTION #113 (Lam/Richardson) to approve Amendment No. 1 with ISI Inspection Services, Inc. for additional special inspection services for the El Camino High School Central Kitchen and Cafeteria project in the amount of $14,980.90. Motion Carried. (Unanimous)

c. Approval of Agreement with Hohbach-Lewin, Inc. for ECHS Modernization Project

MOTION #114 (Murray/Richardson) to approve the agreement with Hohbach-Lewin, Inc. for Phase II design surveying and topographic services for the El Camino High School Modernization project in the amount of $59,400.00. Motion Carried. (Unanimous)

d. Approval of Agreement with Cornerstone Earth Group, Inc. for ECHS Modernization Project

MOTION #115 (Murray/Ricardson) to approve the agreement with Cornerstone Earth Group, Inc. for geotechnical and geological hazard evaluation services for the El Camino High School Modernization Project in the amount of $111,580.00. Motion Carried. (Unanimous)

e. Approval of Agreement with Hohbach-Lewin, Inc. for Monte Verde ES Modernization Project

President Anthony commented she found it interesting there are separate agreements with HohBach-Lewin for each school and Mr. O confirmed this is for tracking and accounting purposes.

MOTION #116 (Lam/Murray) to approve the agreement with Hohbach-Lewin, Inc. for utility surveying and topographic services for the Monte Verde Elementary School Modernization Project in the amount of $44,000.00. Motion Carried. (Unanimous)

f. Approval of Agreement with Cornerstone Earth Group, Inc. for Monte Verde ES Modernization Project

MOTION #117 (Lam/Murray) to approve the agreement with Cornerstone Earth Group, Inc. for geotechnical and geological hazard evaluation services for the Monte Verde Elementary School Modernization Project in the amount of $50,170.00. Motion Carried. (Unanimous)

g. Approval of Agreement with Pionic Unit for Junipero Serra ES Fence Installation

Trustee Richardson asked whether the newly approved contracts were part of a second phase or a continuation of the first phase. Mr. O explained that this is a separate safety project requested by the principal to install a fence on a hill to prevent student injuries and is not part of the modernization projects or funded by bond funds. President Anthony clarified that the El Camino High School and Monte Verde modernization projects are part of phase two of the bond plan, and Mr. O added that the TK project is funded through a separate bond.

MOTION #118 (Murray/Richardson) to approve the agreement for construction services with Pionic Unit Construction for the Junipero Serra Elementary School Upper Playground Fence Installation Project in the amount of $73,900. Motion Carried. (Unanimous)

h. Approval to Award a Contract to O'Connor Pipelines

Trustee Lam asked for a summary of the accessibility project for those not following it. Mr. O explained that the original ADA ramp portion is completed, but the slope between the back door and the ramp did not meet inspection standards, requiring a separate project to redo the pavement and address spongy soil. Trustee Lam noted that access to the ramp seemed limited, and Mr. O confirmed there is still a paved way for use. Mr. Chowdhury clarified that the new work was not in the original project scope, that the slope exceeded code requirements, and that additional spongy soil was discovered, requiring a new bid since the original change order could not cover the work. President Anthony thanked Mr. Chowdhury for the explanation. Trustee Lam acknowledged that unforeseen issues are common in construction and appreciated the due diligence in addressing the new scope.

MOTION #119 (Murray/Richardson) to award a contract for District Office Accessibility Improvements Phase 2 to the lowest responsive and responsible bidder, O'Connor Pipelines, Inc., in the amount of $100,000. Motion Carried. (Unanimous)

i. Approval of Proposal with Cumming Group

Trustee Richardson asked for clarification on the legacy projects. Mr. O explained that these are very old, unfinished projects that need to be completed so the DSA can approve future projects.

MOTION #120 (Murray/Richardson) to approve the proposal with Cumming Group for project and construction management services to close out the legacy facility projects in the amount of $37,500. Motion Carried. (Unanimous)

j. Approval of Proposal with Siemens Industry, Inc. for Monte Verde ES

Trustee Lam asked about the timeline for repairing or replacing fire alarms at Monte Verde and Junipero Serra. Mr. O explained that the panels at these schools are outdated and incompatible with new TK modular buildings, so they need replacement first. Mr. Chowdhury added that outdated fire alarm control panels across sites cannot synchronize with new devices, and replacing them ensures compatibility with current and future projects. President Anthony noted this is a long-term investment with immediate benefits, and Mr. Chowdhury confirmed the work will take no more than a month.

MOTION #121 (Richardson/Murray) to approve the proposal with Siemens Industry, Inc. for the fire alarm control panel repair and replacement at Monte Verde Elementary School in the amount of $69,975. Motion Carried. (Unanimous)

k. Approval of Proposal with Siemens Industry, Inc. for Junipero Serra ES

MOTION #121 (Murray/Richardson) to approve the proposal with Siemens Industry, Inc. for the fire alarm control panel repair and replacement at Junipero Serra Elementary School in the amount of $67,534. Motion Carried. (Unanimous)

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

December 16, 2025 - *Reorganization meeting*

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

January 22, 2026

- Presentation Teaching and Learning – South San Francisco HS
- Presentation Teaching and Learning – LCAP Report – CA Dashboard
- Presentation audited actuals report for the fiscal year ended June 30, 2025
- Approval of Migrant Ed MOU
- Recognition for outgoing Fall Student Trustee Ochoa
- Resolution honoring African American History Month (February)
- Williams report for 2nd quarter ending 12/31/25

February 12, 2026

- Presentation Teaching and Learning – Spruce Elementary
- Presentation Teaching and Learning – Multilingual Language Learners
- Report on Expanded Learning Opportunities Program (ELOP)
- Update on Governor's 2026-27 budget proposal
- Introduction of new Spring Student Trustee Ruiz
- Approval of DTS contract for 2026-27
- Approval of 2026 Young Audiences Professional Development MOU
- Approval of MOU w/ SVEF Elevate Math - 2026 Summer School Programs

February 26, 2026

- Presentation Teaching and Learning – Alta Loma Middle School
- Presentation Teaching and Learning – Special Education
- Presentation on supplement to the annual LCAP update for 2026-27
- Resolution for Women's History Month (March)
- Resolution for Red Cross Month (March)
- 2026 CSBA Delegate Assembly election
- Approval of declaration of need for fully qualified educators, 2026-27

SUMMARY OF BOARD DIRECTIVES – None

GOOD AND WELFARE

Trustee Lam shared her appreciation for returning from the CSBA conference in Sacramento, noting the value of professional learning opportunities. She attended workshops on legal matters, special education, AI and community engagement, and early literacy initiatives. Trustee Lam also recounted her visits to Monte Verde and Westborough, enjoying classroom observations and student engagement. She highlighted the district's focus on academic discourse and belonging, mentioned seeing her daughter in class, and thanked Principals Mirt and Rossi for hosting, wishing everyone happy holidays.

Trustee Richardson shared highlights from recent school and community events. In November, she attended a lively drama experiment at Alta Loma and enjoyed Once Upon a Mattress at El Camino High, praising the talented students and orchestra. She also attended the Historical Society fundraiser, connecting with Congressman Kevin Mullin's family and Ms. Rodriguez from the Women's Club, discussing ways to support students. Finally, she joined a Zoom town hall with Senator Becker on making the San Mateo County community college pilot program permanent, noting its success in increasing attendance and supporting the migrant community.

Trustee Murray congratulated the new mayor, Mark Addiego, and vice mayor, Mark Nagales, and wished everyone happy holidays.

President Anthony shared that she and Dr. Hsieh attended the PTA Council dinner on December 1st before the CSBA AEC conference, enjoying the event and seeing PTA

leaders and their children. She noted that the fundraiser was successful, though she didn't win any bids. At the CSBA conference, she attended the gubernatorial and state superintendent forums, along with sessions on communications and data, highlighting the importance of supporting students in the middle who often fall through the cracks. She also announced that the South San Francisco Education Foundation will hold its first auction this spring and encouraged community members to contribute items or become sponsors. She closed by wishing everyone happy holidays and looking forward to the next meeting.

ADJOURNMENT – 9:20 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 22, 2026

RE: Permission for South San Francisco High School Varsity Boys and Girls Wrestling Team to travel to Anderson, CA, January 1 - 3, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip on January 1 - 3, 2026, is to participate in a wrestling tournament hosted by Anderson High School. The team and Coach Cuauhtemoc Cervantes and Female Chaperone Hailey Meisenbach, whom will supervise the team, will leave January 1, 2026 and return Saturday, January 3, 2026. The group will be traveling to Anderson 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 Holiday Inn and Suites Redding located at 2240 Hilltop Dr. Redding, CA 96002. 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 Varsity Boys and Girls Wrestling Team to travel to Anderson, CA on January 1 - 3, 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, Teaching & Learning
Luann Daniel Libman, Principal – Skyline Elementary

DATE: January 22, 2026

RE: Permission for Skyline Elementary 5th grade classes to travel to the Monterey Bay Aquarium, Monterey, CA on February 13, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this field trip to the Monterey Bay Aquarium (886 Cannery Row, Monterey, CA) is to support the study of bioluminescence for a culminating writing project. Students have engaged in research from multiple sources and have completed outlining, drafting, and publishing an essay on bioluminescence. The field trip will provide students with real-world exposure to the subject they have studied. In addition, the Monterey Bay Aquarium experience will help build background knowledge prior to students' participation in Outdoor Education. The field trip will extend the regular school day, with students participating from 7:30 a.m. through 4:00 p.m.

FISCAL IMPLICATIONS:

The admission to the Monterey Bay Aquarium is free for students and chaperones. Skyline ASB funds and family donations will cover the cost of a charter bus.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Skyline Elementary 5th grade classes to travel to the Monterey Bay Aquarium in Monterey, California on February 13, 2026, and to extend the school day from 7:30 a.m. to 4:00 p.m.

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 & Learning

DATE: January 22, 2026

RE: Approval of two staff members to attend the 2026 CRAN-ference at the SCOE Conference Center in Mather, CA on February 17, 2026.

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

A full day of practical learning, shared insights, and connection with colleagues from across our region. The 2026 CRAN-ference is designed for assessment coordinators at the LEA and site level who participate in CRAN. This one-day CRAN-ference brings together our local assessment community for focused, real-world learning.

Participants will participate in sessions that reflect the work assessment coordinators do every day. Sessions include:

- Intro to CERS
- Microsoft Excel like MacGyver
- Using the EL Roadmap to Achieve Better ELPAC Results
- Change Management for Educational Leaders
- Data Viz Tips and Tricks
- Interim Assessment Block Discussion Group
- TOMS–A Deep Dive into Your Assigned Role
- Using the EL Roadmap to Achieve Better ELPAC Results (repeat)

FISCAL IMPLICATIONS:

Estimated costs for 2 staff members to attend the 2026 CRAN-ference in Mather, CA on February 17, 2026:

- **Registration:** $0.00 (no cost)
- **Lodging:** $189.00 per night 1-night ($189.00) x 2 people = $378.00
- **Meals:** $75.00 per person 1 day ($75.00) x 2 people = $150.00
- **Travel:** 400 miles x $0.725/mile for 2 people = $290.00

Total Estimated Costs: $818.00

The T & L general funds will cover all costs for two staff members.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve staff to attend the 2026 CRAN-ference at the SCOE Conference Center in Mather, CA on February 17, 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, Teaching & Learning
Sharimar Manalang Balisi, Principal - SSFHS

DATE: January 22, 2026

RE: Permission for South San Francisco High School Varsity Boys and Girls Wrestling Team to travel Watsonville, CA, February 20 – February 21, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip on February 20 - 21, 2026, is to participate at the CCS Masters Wrestling tournament hosted at Watsonville High School. The team and Coach Cuauhtemoc Cervantes and Female Chaperone Hailey Meisenbach, whom will serve as chaperones, will leave Friday February 20th, 2026 and return Saturday, February 21st, 2026. The group will be traveling to Watsonville High School by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Athletics will pay for tournament fees, and the district van. The group will be staying at the Best Western Inn, 740 Freedom Blvd., Watsonville, CA. 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 Varsity Boys and Girls Wrestling Team to travel to Watsonville, CA on February 20 - 21, 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, Teaching & Learning
Leticia Gonzalez, Principal – Sunshine Gardens Elementary

DATE: January 22, 2026

RE: Staff to attend the Growing School Gardens Summit in Phoenix, AZ February 19-22, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Goal 2: Engaged Students
School gardens elevate student engagement through hands-on, sensory-rich learning, and when integrated with Art, they become a creative space for botanical drawing, nature-inspired color studies, garden photography, sculpture with natural and recycled materials, seasonal murals and signage, and watercolor or journal documentation of plant growth. This integration deepens academic discourse, supports SEL, and enriches creative expression while strengthening cross-curricular learning.

Goal 3: Purposeful Partnerships
The Summit fosters collaboration with the Sprouts Healthy Communities Foundation, Life Lab, the SGSO Network, local artists, environmental educators, and community garden leaders, strengthening both garden and art integration. These partnerships expand creative and sustainability opportunities for students, including garden murals, mosaic pathways, and pollinator signage designed and painted by students.

Goal 4: Empowered Educators
Teacher will gain garden-based curriculum practices, art-in-nature integration strategies. They will also learn ways to use the garden as a space for observation, creativity, and storytelling. This equips our teachers to make garden time not only instructional, but also creative, reflective, and culturally expressive.

Goal 5: Equity-Centered Systems
A school garden connected to art honors diverse cultural relationships to land, food, color, and storytelling, allowing students to see their cultural crops and artistic traditions reflected in the space. This representation fosters belonging, shared ownership, and a deeper sense of identity within the learning environment.

FISCAL IMPLICATIONS:

Total Estimated Cost for one (1) staff member to attend: $2,015

- **Registration**: $650
- **Flight**: $360
- **Food**: $225
- **Lodging**: $780

Funding Source: 01-6770-0-1110-1000-1130-014-186 (Prop 28 Funds)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve one teacher from Sunshine Gardens Elementary to attend the Growing School Gardens Summit at the Arizona Grand Resort in Phoenix, AZ on February 19-22, 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, Teaching & Learning
Sharimar Manalang Balisi, Principal - SSFHS

DATE: January 22, 2026

RE: Permission for South San Francisco High School Varsity Boys and Girls Wrestling Team to travel to Bakersfield, CA, February 25 – March 1, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip on February 25 – March 1, 2026, is to participate in the C.I.F State Wrestling tournament hosted at the Mechanics Bank Arena. The team and Coach Cuauhtemoc Cervantes and Female Chaperone Hailey Meisenbach, whom will serve as chaperones, will leave Wednesday February 25, 2026 and return Sunday, March 1, 2026. The group will be traveling to Bakersfield High School by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Athletics will pay for tournament fees, and the district van. The group will be staying at the La Quinta located at 2240 Buck Owen's Dr., Bakersfield, CA 96002. 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 Varsity Boys and Girls Wrestling Team to travel to Bakersfield, CA on February 25 – March 1, 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, Teaching & Learning
James Briano, Principal - El Camino High School

DATE: January 22, 2026

RE: Approval of ECHS Staff to travel to CADA Conference in Reno, NV on March 3-6, 2026.

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The California Association of Directors of Activities (CADA) Conference is the premier event for student leadership and school culture development in the state. This annual conference brings together educators, activity directors, and student support professionals to collaborate on best practices that foster positive school climates.

El Camino High School is committed to continuously improving student engagement, culture, and support systems. Attending the CADA Conference will provide Rachel McDonald, Michael Diaz, Nayeli Molina, and Jerell Maneja with valuable opportunities to:

- Learn from experts and fellow educators about student culture systems management, positive behavior interventions and supports (PBIS), and Multi-Tiered Systems of Support (MTSS) to enhance student well-being and engagement.
- Gather best practices for developing and implementing strategies that promote inclusivity, school spirit, and student involvement.
- Connect with vendors and merchants to explore partnerships and resources that can improve the student experience at ECHS.
- Network with educators from other regions to exchange innovative ideas that foster a positive and supportive school environment.

By supporting this professional development opportunity, ECHS will continue to strengthen its student support systems, enhance school culture, and ensure that our leadership team is equipped with the latest strategies for fostering a thriving learning environment.

FISCAL IMPLICATIONS:

The estimated costs for Rachel McDonald, Michael Diaz, Nayeli Molina and Jerell Maneja to attend the CADA Conference in Reno, NV from March 3-6, 2026:

- **Conference Registration Fees:** Approximately $595 per attendee
- **Travel & Lodging:** Estimated at $1,250 per attendee
- **Per Diem & Meals for 3 days:** $225 per attendee
- **Additional Expenses:** Potential costs for materials, vendor resources, or supplemental training sessions

The estimated total cost for all four attendees is $8,280, which may be covered through:

- Professional Development or Activities Funds allocated for staff training and leadership development
- Site or District Funds designated for student culture, PBIS, and MTSS initiative

The investment in this conference aligns with the district's strategic goals for student engagement, school culture, and positive behavior support systems. The knowledge and connections gained will directly contribute to enhancing student leadership programs, fostering a more inclusive environment, and building valuable partnerships with vendors and merchants that could further benefit school activities.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve four (4) ECHS staff members to attend the CADA Conference in Reno, NV on March 3-6, 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, Teaching & Learning
Sharimar Manalang Balisi, Principal - SSFHS

DATE: January 22, 2026

RE: Permission for South San Francisco High School Varsity Boys and Girls Wrestling Team to travel Fresno, CA, March 6 – 8, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of this trip on March 6 - 8, 2026, is to participate at the California USA Wrestling Grade State Championships Tournament hosted at Selland Arena. The team and Coach Cuauhtemoc Cervantes and Female Chaperone Hailey Meisenbach, whom will serve as chaperones, will leave Friday March 6th, 2026 and return Sunday, March 8th, 2026. The group will be traveling to Fresno High School by district van.

FISCAL IMPLICATIONS:

The South San Francisco High School Athletics will pay for tournament fees, and the district van. The group will be staying at the Piccadilly Inn Fresno Airport, 5115 E McKinley Ave, Fresno, CA 93727. 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 Varsity Boys and Girls Wrestling Team to travel to Fresno on March 6 - 8, 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 & Learning

DATE: January 22, 2026

RE: Permission for SSFUSD Paraeducators to attend the CSEA Paraeducator Conference in Ontario, CA March 10 – 12, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

CSEA's 2026 Paraeducator Conference is held each spring. The conference provides paraeducators with an opportunity to improve their knowledge, learn the latest in education trends and network with other paraeducators from around the state.

A Google survey has been sent to site Principals asking to have interested classified staff interested in attending to complete the survey by January 20, 2026.

FISCAL IMPLICATIONS:

Registration fee, travel, meals, and lodging will be paid out of District Educator Effectiveness Funds, the **ESTIMATED** cost for seven (7) staff members to attend:

Registration: $199.00pp = $1,393.00
Lodging: $229.00/night × 3 nights = $687.00 × 7 people = $4,809.00
Meals: $75.00/day × 3 days = $225.00 × 7 people = $1,575.00
Airfare: $212.00 (roundtrip) × 7 people = $1,484.00

Total Estimated Cost: $9,261.00 *(Estimated Cost Per Person: $1,323.00)*

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve seven (7) staff members to attend the annual CSEA Paraeducator conference in Ontario, CA on March 10 – 12, 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 & Learning

DATE: January 22, 2026

RE: Approval of staff to attend the Standards Institute Conference in Atlanta, GA on March 16 – 19, 2026.

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Standards Institute is a national conference designed to strengthen educators' mindsets, skills, and tools for delivering grade-level, engaging, affirming, and meaningful (GLEAM) instruction. The Standards Institute Conference March 2026 conference brings together educators from across the country to engage in immersive learning experiences focused on transformative teaching and leadership. Participants will reflect on current practices, develop an action plan, and leave equipped to implement GLEAM instruction that supports equitable outcomes and meaningful learning for all students.

Dr. Campbell would like to include 15 additional staff members from the Teaching & Learning Department and invite selected K–12 principals along with one teacher from each participating school site to attend.

FISCAL IMPLICATIONS:

Estimated costs for 15 SSFUSD staff members to attend the Standards Institute Conference in Atlanta, GA in March 2026:

Registration (Administrators & Teachers): $1,950.00 × 15 = $29,250.00

Lodging: $289.00/night × 4 nights = $1,156.00 × 15 = $17,340.00
Meals: $75.00/day × 4 days = $300.00 × 15 = $4,500.00
Airfare: $885.00 (roundtrip) × 15 = $13,275.00

Total Estimated Costs: $64,365.00

The Bay Ed Fund has graciously agreed to cover all costs for 15 staff members to attend this conference in Atlanta, GA.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve staff to attend the Standards Institute Conference March 2026 in Atlanta, GA on March 16 – 19, 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, Teaching & Learning
Dr. Loraine Rossi De Campos, Principal – Westborough Middle School

DATE: January 22, 2026

RE: Permission for Westborough Middle School Honor Society Students to travel to Yosemite National Park, April 29 – May 3, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The 8th grade Honor Society requests permission to travel to Yosemite National Park for its annual field trip on April 29 – May 3, 2026. This trip has been in place for over 20 years as an educational end-of-year opportunity for members of the 8th Grade Honor Society. The cohort consists of seventeen male and eleven female students who maintain a minimum 3.5 GPA and provide peer tutoring support in our school's Academic Center.

Chaperones will include teachers Rebecca Gaynon and Malka Falcon, as well as three additional district teachers (one female, two male) to be determined, and HR-cleared volunteers as needed. Transportation will be provided through district vans.

During this trip, students and chaperones will participate in team-building activities in the outdoors, including hiking, walking, exploring Yosemite Valley, and other supervised outdoor experiences. Staff and students will stay at Bug Rustic Mountain Resort, located at 6979A CA-140, Midpines, CA. Each student will complete the required paperwork and permission forms in order to participate in this field trip.

FISCAL IMPLICATIONS:

There will be no cost to the district. All costs will be covered by funds from the Honor Society account, through fundraising and field trip fees. Fees will cover van entry into Yosemite, transportation costs, lodging, one group dinner, cereal, snacks, substitute teacher coverage, and overnight stipends for district chaperones. 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 Westborough Middle School 8th grade Honor Society students to travel to Yosemite National Park on April 29 – May 3, 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, Teaching & Learning

DATE: January 22, 2026

RE: Approval of 2024-2025 School Accountability Report Cards (SARCs)

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Since November 1988, state law has required all public schools receiving state funding to prepare and distribute a SARC. A similar requirement is also contained in the federal Elementary and Secondary Education Act (ESEA). The purpose of the report card is to provide parents and the community with important information about each public school. A SARC can be an effective way for a school to report on its progress in achieving goals. The public may also use a SARC to evaluate and compare schools on a variety of indicators.

Although there is great variation in the design of school report cards, they generally begin with a profile that provides background information about the school and its students. The profile usually summarizes the school's mission, goals, and accomplishments. State law requires that the SARC contain all of the following:

- Demographic data
- School safety and climate for learning information
- Academic data
- School completion rates
- Class sizes
- Teacher and staff information

- Curriculum and instruction descriptions
- Postsecondary preparation information
- Fiscal and expenditure date

School report cards must be updated annually and published by February 1.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2024-2025 School Accountability Report Cards.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: January 22, 2026

RE: Approval for staff to attend the Elementary Science Inquiry Institute NGSS Workshop at the Exploratorium, March 5 – 6, 2026 in San Francisco, CA

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Exploratorium is hosting a free two-day workshop designed specifically for K-5 educators and leaders in science education. Scheduled for March 5 & 6, 2026, this workshop offers a unique opportunity for participants to engage in professional learning aligned with the California Next Generation Science Standards (CA NGSS).

Aligned with the board-approved Elementary Science Instructional Innovator Cohort MOU, all 22 members of the cohort have expressed interest in attending the Exploratorium's Implementing Three-Dimensional Science Learning Institute.

Workshop Schedule:

- Thursday, March 5th: 9:00 AM - 3:30 PM
- Thursday March 5th: 7:00 PM - 9:30 PM (Exploratorium After Dark)
- Friday, March 6th: 9:00 AM - 3:00 PM

FISCAL IMPLICATIONS:

The Exploratorium will cover the costs for one (1) night lodging on March 5, 2026, workshop registration, and the evening event on March 5th. The district will support mileage reimbursement and meal costs not covered by the workshop.

Approximate Costs:

- Food $55 per day x 2 days = $110
- Transportation/Mileage = $21

Total Estimated Cost for 22 attendees: $2,882.00

Genentech funds (MGMT 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 22 staff members in this professional learning opportunity at the Exploratorium in San Francisco, CA to include an overnight stay due to the late evening event on March 5, 2026.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

Suliman, Hager – Child Development Program Supervisor at Hillside Effective: 01/02/2026
Huertas, Jobelle - Wellness Counselor at Martin Elementary School Effective: 01/06/2026

CERTIFICATED CONTRACTS | 2025–2026

Johnson, Theodore - Probationary Contract at El Camino High School Effective: 2/1/2026
Salary Placement: D-17C

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: January 22, 2026

RE: Quarterly Report on Williams Uniform Complaints (October 1, 2025 through December 31, 2025)

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The passage of legislation in the wake of the Williams Case Settlement (Education Code Section 35186) requires all school districts in California to prepare a report summarizing data on the nature and resolution of all Williams Uniform Complaints received by the district in the past three months. Districts must submit these reports even if there have been no complaints received during that time period. The information is to be reported publicly at a governing board meeting and submitted to the County Superintendent of Schools in April, July, October, and January.

No complaints were filed during the second quarter (October 1, 2025 through December 31, 2025).

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

For Information only.

SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

Quarterly Report –*Williams* Uniform Complaints
[Education Code § 35186]

District: South San Francisco Unified School District

Name & Title of Preparer: J. Marwan Hannon

Quarter Reported: (check one)

- ☐ 1st Quarter: July 2025 through September 2025 – Due October 2025
- ☑ 2nd Quarter: October 2025 through December 2025 – Due January 2026
- ☐ 3rd Quarter: January 2026 through March 2026 – Due April 2026
- ☐ 4th Quarter: April 2026 through June 2026 – Due July 2026

Date for information to be reported publicly at governing board meeting: 01/22/2026

Please check the box that applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints. **Copies of the complaint and the district's written response will be submitted along with this report.**

General Subject Area	Number of Complaints Received	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials and Textbooks	0	0	0
Facility Conditions	0	0	0
Teacher Vacancy or Misassignment	0	0	0
TOTAL	0	0	0

Name & Signature of Superintendent

Date: 01/22/2026

Sign and date the report ***after*** it is presented at your board meeting. Please submit the executed report to Systems for District Improvement via email at sdi@smcoe.org.

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: January 22, 2026

RE: SFSU-SSFUSD Student Teaching Agreement MOU 2025-2030

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The District seeks Board-approval to enter into an agreement with Trustees of the California State University on behalf of San Francisco State University.

The purpose of this Agreement is to address South San Francisco Unified School District's workforce needs and provide teaching practicum and administrative experience to University students enrolled in the credential curricula of SFSU. These credential areas include but are not exclusive to: Multiple Subjects Credential, Single Subjects Credential, Education Specialist; Clinical Rehabilitation Services Credentials; Added Authorizations in Adapted Physical Education, Bilingual Education, and others; and Administrative Services Credential. The student teacher programs provide unpaid service-learning placements for uncredentialed University-enrolled students through practice teaching or administrative experiences in SSFUSD schools and classes in alignment with California Commission on Teacher Credentialing (CTC) requirements.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU with the Trustees of the California State University on behalf of San Francisco State University to provide unpaid service-learning placements for uncredentialed University-enrolled students for the 2025-2030 school years.

STUDENT TEACHING AGREEMENT
SAN FRANCISCO STATE UNIVERSITY
AND
South San Francisco Unified School District

THIS AGREEMENT is entered into by and between the Trustees of the California State University (the University), which is the State of California acting in a higher education capacity through its duly appointed and acting officer on behalf of San Francisco State University, hereinafter called “the University" and the above named District, hereinafter called "the District".

WHEREAS, the California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government, created in 1970 by the Ryan Act as the autonomous state standards boards for educator preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California;

WHEREAS, pursuant to the provisions of the California Education Code, the governing board of any school is authorized to enter into agreements with any California State University, the University of California, or any other university or college accredited by the California Commission on Teacher Credentialing as an educator preparation institution to provide teaching practicum and administrative experience to University students enrolled in the credential curricula of such institutions (to include but not exclusive to Multiple Subjects Credential, Single Subjects Credential, Education Specialist; Clinical Rehabilitation Services Credentials; Added Authorizations in Adapted Physical Education, Bilingual Education, and others; and Administrative Services Credential); and

WHEREAS, the University represents that it is accredited by the California Commission on Teacher Credentialing as an educator preparation and credentialing institution.

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

GENERAL PROVISIONS

1. The term of this agreement shall be from September 4, 2025 to June 30, 2030. This agreement applies to unpaid service learning placements for uncredentialed University-enrolled students; this agreement does not apply to student teacher placements that are part of a credentialing program.

2. The District shall provide practicum experience through practice teaching or administrative experience in schools and classes of the District in accordance with California Commission on Teacher Credentialing Standards. Students of the University shall be assigned by the University to practice teaching or administrative experiences in schools or classes in the District for the term as set forth in special provisions. Such practice teaching or administrative experiences shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District as the District and the University through which their duly authorized representatives may agree upon. The assignment of a student teacher or administrative intern is the joint responsibility of the District and the University.

   The District may, for good cause, refuse to accept any student of the University assigned to practice teaching or administrative duties in schools or classes of the District. The University may, for good cause, terminate the assignment of any student of the University to practice teaching or administrative duties in the District.

"Practice Teaching" or "Administrative Internship", as used herein and elsewhere in this agreement, means active participation in the duties and functions of the classroom teaching or school site under the direct supervision and instruction of employees of the District. These employees shall hold valid life diplomas or credentials issued by the State Commission on Teacher Credentialing, other than emergency, intern, or provisional credentials, and be authorized to serve as classroom teachers or principals in the schools or classes in which the practice teaching or administrative internship is provided.

3. Each "semester unit of practice teaching or administrative experience" as used herein and elsewhere in this agreement for elementary and secondary schools equals approximately twenty (20) minutes of practice teaching daily for five (5) days a week for sixteen (16) weeks. Other components of the student teaching experience, based on standards for educator preparation determined by the CTC shall include:

- Students should be given ample time to participate in the school activities from the beginning to the end of the year.
- Students should be given ample time to participate in multiple placements per elementary, middle and high school settings, based on specific credential requirements.
- Students should have at least 12 to 16 hours for Adapted Physical Education teachers and 20-25 hours per week for elementary, secondary and special education candidates to work in specified site.
- Students should be allowed to experience two full weeks (all day) of student teaching or administrative experience. Students should be allowed to participate in school settings for a maximum of 16 weeks per semester of teaching or administrative experience.
- Students should participate in inclusive education programs that provide the Least Restrictive Environment (LRE) for all TK-12th grade students.
- Students should participate in robust programs and support for English learners that provide opportunities that reflect, to the extent possible, socioeconomic and cultural diversity.
- Students should be permitted the opportunity for video capture for candidate reflection and Teaching Performance Assessment (TPA) completion, following appropriate parental and school consent procedures.

4. Responsibilities of the University program in provision and preparation of student teaching and/or administrative experiences for candidates placed in the District shall include the following, as per CTC educator preparation standards:

- The University provides initial orientation for preparation of University supervisors and school-employed supervisors (referred to hereafter as cooperating teachers) of clinical practice experiences to ensure all supervisors understand their role and expectations.
- The University provides cooperating teachers a minimum of 4 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 University ensures that cooperating teachers remain current in the knowledge and skills for candidate supervision and program expectations, specifically the program curriculum and assessments, including the Teaching Performance Expectations (TPEs) and the Teaching Performance Assessment (TPA) model chosen by the program.
- University supervisors will minimally provide formal evaluation of each candidate 6 times per semester.

- University supervision may include an in-person site visit, video capture or synchronous video observation, but it must be archived either by annotated video or scripted observations and evaluated based on the Teaching Performance Expectations (TPEs), that produce data that can be aggregated and disaggregated.

5. District responsibilities in the preparation of student teacher and administrative candidates include the following, as per CTC educator preparation standards:

   - Following a collaborative process of placing student teachers and administrative intern candidates with selected cooperating teachers, the cooperating teachers in the District minimally provide 5 hours per week of support and guidance to each candidate during the final semester of student teaching or internship experience.
   - Assurance that each school site employs a fully qualified site administrator (principal or equivalent).
   - Assurance that each selected cooperating teacher holds a Clear Credential in the content area for which they are providing supervision, have a minimum of three years of content area K-12 teaching experience, and will stay current with changing program requirements, including program alignment to the Literacy Standards
   - Student teachers placed within the participating district must be at sites that allow the Student teacher to provide effective literacy instruction for all students. Specifically, the student teacher shall be at sites that allow for instructing students in literacy areas of meaning making, language development, and effective expression.

6. Collaborative responsibilities of the University and the District in the selection of school sites and supervisors include the following, as per CTC educator preparation standards:

   - Collaborative selection of clinical sites (schools) will be conducted by University and District personnel that demonstrate commitment to evidence-based practices and continuous program improvement, have partnerships with other appropriate 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, that reflect, to the extent possible, socioeconomic and cultural diversity, and permit video capture for candidate reflection and TPA completion.
   - The University and District will collaboratively select cooperating teachers who are credentialed or who have equivalent experience in educator preparation, based on mutually agreed upon criteria that are consistent with CTC standards. Supervisors should be experts in the content area of the candidate being supervised and should have recent professional experiences in school settings where the curriculum aligns with California's adopted content standards and frameworks, and the school should reflect the diversity of California's student population.
   - The University and District collaboratively match candidates and school-employed supervisors.

7. An assignment of a student of the University to practice teaching or administration in the District shall be deemed to be effective for the purposes of this agreement as of the date student presents to the proper authorities of the District the assignment card or other document given by the University effecting such assignment, but not earlier than the date of such assignments as shown on such card or other document. Absences of a student from assigned practice teaching or administrative practicum shall not be counted as absences in computing the semester units of practice teaching or APE or administrative practicum provided the student by the District.

8. Additional University Responsibilities:
   - University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by an Unpaid Intern in the school. University and District agree they will cooperate in any investigation concerning the reported violation. .
   - University will guarantee that Unpaid Interns and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
   - University will instruct Unpaid Interns in state laws regarding child abuse reporting, sexual harassment and professional conduct.

9. District shall be responsible for damages caused by the negligence of its officers, employees and agents. University shall be responsible for the damages caused by the negligence of its officers, employees and agents. The intent of this paragraph is to impose responsibility on each party for the negligence of its officers, employees and agents.

10. University shall maintain Student Professional Liability Insurance for its students for the entire duration of this agreement. Evidence of such coverage shall be furnished upon request by District.

11. University is permissibly self-insured for its general liability, motor vehicle liability, worker's compensation and property exposures. District unless permissibly self-insured itself shall maintain in full force Commercial Liability Insurance and Professional Liability Insurance with limits no less than $1,000,000/$3,000,000 aggregate. Evidence of such coverage shall be furnished upon request by District and University.

12. It is understood and agreed by the parties that all students shall be considered learners and are not covered by Workers Compensations of either party. They shall not replace District staff except as may be necessary as a part of their educational training.

13. Notwithstanding any other provision to the contrary, this Agreement may be terminated without cause at any time by either party upon ninety (90) days' prior written notice to the other party or upon completion of the students' rotation, whichever is greater. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party.

14. This agreement may be amended or modified at any time by mutual written consent of both parties.

15. Exhibit A is incorporated herein by reference and made a part of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the date and year set forth below.

By _____
Steven Chang
Interim Procurement Director
Associate Procurement Director

_____
(Date)

"University"
San Francisco State University
1600 Holloway Avenue, CY140
San Francisco, CA 94132
Tel: 415-338-2547
stevenchang@sfsu.edu

By _____
Ted O
Assistant Superintendent, Business Services

_____
(Date)

"District"

South San Francisco Unified School District
398 B Street, South San Francisco, CA 94080
Telephone:(650) 877-8700
Email

SCHOOL BOARD CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on _____. (month/day/year)

"It was moved, seconded and carried that the attached contract with the Trustees of the California State University for the State University, whereby the University may assign students to the schools of_____ for practice teaching be approved."

_____
District

_____
County

By _____
Clerk, Secretary (circle one)
Of the Board of Trustees

Exhibit A

COVID-19 Representation

DISTRICT is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". DISTRICT is familiar with and informed about the Centers for Disease Control and Prevention ("CDC") current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. DISTRICT, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, DISTRICT will take steps to comply with the modified, changed or updated guidelines or directives.

If at any time DISTRICT becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the UNIVERSITY of that fact.

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: January 22, 2026

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

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed November 1, 2025 to November 30, 2025 for the 2025/2026 Fiscal Year.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Purchase Order Listing.

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

P.O.	Vendor	Description	Account	Amount
PO26-01336	Abecedarian Abc Llc	UFLI Magnetic Letters	01-0805-0-1110-1000-4320-012-180	133.14
PO26-01390	Academic Entertainment, Inc.	Academic Entertainment Assembly	01-3010-0-1110-1000-5899-007-301	3,995.00
PO26-00326	ALTEN CONSTRUCTION LLC	Equipment for Kitchen Renovation	01-7032-0-0000-3700-4320-090-820	8,792.06
PO26-00326	ALTEN CONSTRUCTION LLC	Equipment for Kitchen Renovation	01-7032-0-0000-3700-4420-090-820	5,336.73
PO26-00326	ALTEN CONSTRUCTION LLC	Equipment for Kitchen Renovation	01-7032-0-0000-3700-6420-090-820	99,764.73
PO26-01451	Amazon Capital Services	Computer Part	01-0000-0-0000-2424-4320-090-735	26.36
PO26-01331	Amazon Capital Services	Office Supplies/Cords/Headset	01-0000-0-0000-2424-4320-090-735	69.19
PO26-01431	Amazon Capital Services	Tech Supplies	01-0000-0-0000-2424-4320-090-735	186.84
PO26-01450	Amazon Capital Services	MacBook Air Dongles	01-0000-0-0000-2424-4320-090-735	603.20
PO26-01448	Amazon Capital Services	Tech Parts / Internal Hard Drives, etc.	01-0000-0-0000-2424-4320-090-735	2,872.89
PO26-01447	Amazon Capital Services	Office Supplies	01-0000-0-0000-7300-4320-090-717	129.64
PO26-01422	Amazon Capital Services	HR Supplies	01-0000-0-0000-7400-4320-090-715	420.59
PO26-01418	Amazon Capital Services	Janitorial Supplies	01-0000-0-0000-8200-4320-014-759	27.46
PO26-01438	Amazon Capital Services	Art Supplies	01-0000-0-1110-1000-4320-008-070	14.41
PO26-01324	Amazon Capital Services	Office Supply	01-0000-0-1110-1000-4320-008-070	140.32
PO26-01449	Amazon Capital Services	Voice Amplifiers for Classroom Instruction	01-0000-0-1110-1000-4320-008-070	182.27
PO26-01436	Amazon Capital Services	Student/Staff Protection - Dismissal & Arrival	01-0000-0-1110-1000-4320-008-070	202.43
PO26-01429	Amazon Capital Services	PAX Prizes	01-0000-0-1110-1000-4320-010-070	366.54
PO26-01454	Amazon Capital Services	Supplies	01-0000-0-1110-1000-4320-032-070	43.06
PO26-01346	Amazon Capital Services	Supplies	01-0000-0-1110-1000-4320-032-451	17.56
PO26-01348	Amazon Capital Services	Faculty Meeting/Office Supplies	01-0000-0-1110-1000-4320-033-070	489.92
PO26-01342	Amazon Capital Services	Library Supplies	01-0000-0-1110-2421-4320-013-451	194.75
PO26-01453	Amazon Capital Services	Supplies for Art	01-0000-0-1201-1000-4320-032-070	135.98
PO26-01437	Amazon Capital Services	PE Supplies - Scrimmage Training Vest	01-0000-0-1230-1000-4320-033-070	40.59
PO26-01349	Amazon Capital Services	PE Supplies	01-0000-0-1230-1000-4320-033-070	366.74
PO26-01425	Amazon Capital Services	4th Grade PBIS Order	01-0805-0-1110-1000-4320-013-180	187.61
PO26-01452	Amazon Capital Services	1st Grade PBIS Supplies	01-0805-0-1110-1000-4320-013-180	187.87
PO26-01424	Amazon Capital Services	5th Grade PBIS Order	01-0805-0-1110-1000-4320-013-180	323.79
PO26-01426	Amazon Capital Services	2nd Grade PBIS Supplies	01-0805-0-1110-1000-4320-013-180	324.41
PO26-01421	Amazon Capital Services	RSP/RTI/DELD PBIS Supplies	01-0805-0-1110-1000-4320-013-180	387.41
PO26-01371	Amazon Capital Services	Kindergarten PBIS	01-0805-0-1110-1000-4320-013-180	439.95
PO26-01375	Amazon Capital Services	Buckets, Masks, Vests, Underwear	01-0805-0-1110-1000-4320-025-180	508.23
PO26-01332	Amazon Capital Services	Student Books	01-3010-0-1110-1000-4200-008-301	138.24
PO26-01419	Amazon Capital Services	Reading Supplies, PBIS Supplies	01-3010-0-1110-1000-4320-007-301	189.80
PO26-01438	Amazon Capital Services	Art Supplies	01-3010-0-1110-1000-4320-008-301	225.23
PO26-01329	Amazon Capital Services	SDC Classroom Supplies	01-3010-0-1110-1000-4320-008-301	248.39
PO26-01372	Amazon Capital Services	Arts and Crafts Club	01-3010-0-1110-1000-4320-008-301	313.16
PO26-01374	Amazon Capital Services	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	1,183.77
PO26-01317	Amazon Capital Services	Hand Tool Holder Rack Tool Storage	01-8150-0-0000-8110-4320-090-741	53.82
PO26-01330	Amazon Capital Services	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	278.34

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

P.O.	Vendor	Description	Account	Amount
PO26-01420	Amazon Capital Services	School Materials	01-9010-0-1110-1000-4320-002-356	338.78
PO26-01427	Amazon Capital Services	Safety Patrol Supplies	01-9010-0-1110-1000-4320-008-366	124.13
PO26-01432	Amazon Capital Services	Science Teacher Resource TLT	01-9044-0-1110-1000-4200-090-062	849.11
PO26-01346	Amazon Capital Services	Supplies	01-9219-0-1228-1000-4320-032-356	37.15
PO26-01373	Amazon Capital Services	Wellness Center and Counseling	01-9305-0-1110-1000-4320-022-391	1,136.18
PO26-01376	Amazon Capital Services	Wellness Center Supplies	01-9305-0-1110-1000-4320-033-391	273.54
PO26-01316	Amazon.com	Resource Ed Tech	01-0000-0-1110-1000-4200-090-762	225.07
PO26-01344	Amazon.com	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	203.21
PO26-01416	Amazon.com	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	276.72
PO26-01417	Amazon.com	Frames	01-9010-0-1110-1000-4320-090-056	29.63
PO26-01434	Amazon.com	Twig K-5 Supplies	01-9044-0-1110-1000-4200-090-062	171.51
PO26-01423	Amazon.com	Twig Gr 5 JS	01-9044-0-1110-1000-4320-090-062	62.61
PO26-01434	Amazon.com	Twig K-5 Supplies	01-9044-0-1110-1000-4320-090-062	89.13
PO26-01391	Ambrocente LLC	School Learning Assembly Program	01-3010-0-1110-1000-5899-007-301	1,400.00
PO26-01363	Amergis Healthcare Staffing In	NPA - Amergis: Special Education Teacher	01-6500-0-5760-1110-5899-090-201	75,000.00
PO26-01340	Apple Inc	Refresh MacBook Airs	01-0000-0-0000-2424-4420-090-735	120,880.13
PO26-01446	Apple Inc	Replacement Keyboards	01-3550-0-3800-1000-4320-090-333	877.90
PO26-01397	Art In Action	Art in Action	01-9010-0-1110-1000-5813-009-356	5,280.00
PO26-00337	AVID TRANSLATION LLC	Interpretation, ASL, Translation Services	01-6500-0-5760-1190-5899-090-245	250,000.00
PO26-01389	B & H Photo-Video Inc Remittan	CTE Photo Supplies	01-3550-0-3800-1000-4420-033-333	934.26
PO26-01412	Baker Rae, The Roslind Rae Mar	Thanksgiving Luncheon	01-0000-0-1110-1000-4322-033-070	250.00
PO26-01054	Beacon School	NPA - Beacon	01-6500-0-5760-3120-5870-090-245	420,000.00
BPO26-00290	Boudin Bakery/ Accounting/AR	Open PO for Meals	01-0000-0-0000-7150-4322-090-714	3,296.25
PO26-01337	Boudin Bakery/ Accounting/AR	Food for Meetings	01-0000-0-0000-7400-4322-090-715	2,000.00
PO26-01357	BUSCHMAN, SCOTT DBA SCOTT BUSC	Pictures for Groundbreaking Plaque	01-0000-0-0000-7300-4320-090-717	505.43
PO26-01362	Carolina Biological Supply Co	Supplies	01-0000-0-1235-1000-4320-032-070	1,157.98
PO26-01386	CATHOLIC CHARITIES - CYO TRAN	Field Trip	01-3010-0-1110-1000-5821-008-301	1,055.00
PO26-01388	CATHOLIC CHARITIES - CYO TRAN	Outdoor Ed Transportation	01-3010-0-1110-1000-5821-008-301	4,220.00
PO26-01355	CDW Government Inc	Classroom Technology	01-0000-0-1110-1000-4320-006-070	210.99
PO26-01355	CDW Government Inc	Classroom Technology	01-0000-0-1110-1000-4420-006-070	661.72
PO26-01356	CDW Government Inc	Printer	01-0000-0-1110-1000-4420-032-070	880.70
PO26-01052	Certified Languages Internatio	NPA - Certified Languages	01-6500-0-5760-1190-5899-090-206	100,000.00
BPO26-00104	Comtel Service Company	Open P.O. for Supplies & Service for Alarm System	01-8150-0-0000-8110-4320-090-741	6,000.00
PO26-00540	CTBOOK HOLDINGS LLC BULK BOOKS	Novel	01-0805-0-1110-1000-4200-032-180	2,727.19
PO26-01365	CYO TRANSPORTATION SERVICES CA	Bus for Field Trip	01-0000-0-1110-1000-5821-013-070	2,618.32
PO26-01326	Dan's Drilling & Fencing Inc.	Batting Cage for SSFHS	01-8150-0-0000-8110-5899-033-741	4,560.00
PO26-01445	Dell Marketing LP	Laptop M.L./FAC.	01-8150-0-0000-8110-4420-090-741	1,629.77
PO26-01307	Dell Marketing LP C/ODell USA	Desktop Computer	01-0000-0-1110-1000-4420-033-070	1,258.89
PO26-01366	Demco Inc.	Library Supplies	01-0000-0-1110-2421-4200-013-451	198.22
PO26-01444	Demco Inc.	Library Supplies	01-0000-0-1110-2421-4320-012-451	277.09

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

P.O.	Vendor	Description	Account	Amount
PO26-01414	E.L. ACHIEVE INC.	Materials for EL Students	01-0805-0-4760-1000-4320-031-123	560.80
PO26-01383	E.L. ACHIEVE INC.	Math Supplies	01-9010-0-1110-1000-4320-090-316	1,402.01
PO26-01402	EDUCATION.COM HOLDINGS INC	Program Subscription License Renewal	01-3010-0-1110-1000-5813-007-301	150.00
PO26-01051	EFFECTIFF LLC	NPA - Effectiff	01-6500-0-5760-1190-5899-090-206	50,000.00
PO26-01368	Emics Inc DBA Informed K12	Licensing	01-0000-0-0000-7300-5813-090-717	48,708.70
PO26-01413	EPS Operations LLC	SPIRE Curriculum	01-6762-0-1110-1000-4320-090-384	3,737.58
PO26-01319	Exploratorium C/O Reservations	3rd Grade Field Trip	01-9010-0-1110-1000-5815-010-356	520.00
PO26-01404	Follett Content Solutions	Reference Books	01-3010-0-1110-1000-4200-007-301	305.41
PO26-01320	GHA Technologies Inc	Verkada 5 yr License	01-0000-0-0000-2424-5813-090-735	1,451.80
PO26-01406	Gopher Sport NW5634	PE Materials	01-0805-0-1110-1000-4320-031-180	1,408.53
PO26-01050	Hanna Interpreting Services LL	NPA - Hanna Interpreting	01-6500-0-5760-1190-5899-090-206	100,000.00
PO26-00980	Health Connected	25/26 Health Connected	01-0801-0-1110-1000-5899-090-401	13,530.00
PO26-00980	Health Connected	25/26 Health Connected	01-4127-0-1110-1000-5899-090-342	62,000.00
PO26-01322	Heise's Plumbing	Hydro Jetted 6" Catch Basin	01-8150-0-0000-8110-5899-032-741	1,150.00
PO26-01408	Howies Hockey Inc DBA Howies A	Athletic Trainer Supplies	01-0000-0-1202-1000-4320-033-070	522.57
BPO26-00030	Howies Hockey Inc DBA Howies A	PE Trainer's Supplies	01-0000-0-1230-1000-4320-032-070	3,500.00
PO26-01398	IMAGINE LEARNING LLC	Imagine Learning Newcomer Licenses	01-6762-0-1110-1000-5813-090-384	15,000.00
PO26-01361	Kelly Spicers Stores	Copy Paper	01-0000-0-1110-1000-4320-009-070	1,722.29
PO26-00385	K-log Inc.	Furniture	01-3182-0-1110-1000-4320-031-387	332.22
PO26-00385	K-log Inc.	Furniture	01-3182-0-1110-1000-4420-031-387	5,818.41
PO26-00385	K-log Inc.	Furniture	01-3182-0-1110-1000-6410-031-387	10,323.28
PO26-01410	Lakeshore Learning Materials,	2nd Grade Materials	01-0000-0-1110-1000-4320-002-070	439.28
PO26-01393	Lakeshore Learning Materials,	Phonics Products k-2	01-0805-0-1110-1000-4320-012-180	756.60
PO26-01407	Language Testing International	Language Assessment for AAPPL	01-0801-0-1110-1000-5899-090-415	85.00
PO26-01321	Lion Dance Me	School Assembly	01-9010-0-1110-1000-5899-010-356	1,252.58
PO26-01318	Michael Katz	School Assembly	01-9010-0-1110-1000-5899-010-356	1,016.34
PO26-01334	MPS Attn: High School Order En	AP US History SSFHS	01-6300-0-1110-1000-4100-090-307	17,533.90
PO26-01333	MPS Attn: High School Order En	AP US History ECHS	01-6300-0-1110-1000-4100-090-307	23,378.53
PO26-01358	Music & Arts CA Dept 5295	Band/Mariachi	01-0000-0-1227-1000-4320-022-070	1,438.35
PO26-01387	NAPA COUNTY OFFICE OF ED. SUPE	Conference Educating for Careers 2025	01-6383-0-3800-1000-5210-090-336	600.00
PO26-01387	NAPA COUNTY OFFICE OF ED. SUPE	Conference Educating for Careers 2025	01-6387-0-3800-1000-5210-090-394	1,800.00
PO26-01387	NAPA COUNTY OFFICE OF ED. SUPE	Conference Educating for Careers 2025	01-7370-0-3800-1000-5210-090-368	1,200.00
PO26-01411	Nasco	Class Supplies Paint	01-0000-0-1110-1000-4320-012-070	222.46
PO26-01396	National Student Clearinghouse	StudentTracker Service	01-7412-0-1110-1000-5899-090-362	1,785.00
PO26-01380	NEW LIFE TREE SERVICE	Tree Work - Westborough MS	01-8150-0-0000-8110-5899-025-741	13,900.00
PO26-01359	NEW LIFE TREE SERVICE	Tree Work at El Camino HS	01-8150-0-0000-8110-5899-032-741	4,000.00
PO26-01364	No Holden Back LLC	BMX Assembly	01-0000-0-0000-2700-5899-013-070	1,974.45
PO26-01377	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-7340-4320-090-717	637.31
PO26-01377	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-7350-4320-090-717	261.16
PO26-01440	ODP Business Solutions LLC	Office Supplies Replenishment	01-0000-0-1110-1000-4320-007-070	559.69

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

P.O.	Vendor	Description	Account	Amount
PO26-01353	ODP Business Solutions LLC	Classroom supply	01-0000-0-1110-1000-4320-008-070	157.13
PO26-01442	ODP Business Solutions LLC	Class Supplies	01-0000-0-1110-1000-4320-012-070	1,228.17
PO26-01455	ODP Business Solutions LLC	Laminating Pouches	01-0000-0-1110-1000-4320-032-070	172.36
PO26-01441	ODP Business Solutions LLC	Supplies for TDS Room 5	01-0805-0-1110-1000-4320-031-180	373.79
PO26-01338	Outward Bound California	Outward Bound California	01-3010-0-1110-1000-5815-033-301	2,400.00
PO26-01385	PERFECTION LEARNING CORPORATIO	AP US History Suppl SSFHS	01-6300-0-1110-1000-4100-090-307	2,487.35
PO26-01384	PERFECTION LEARNING CORPORATIO	AP US History Suppl Wkbk ECHS	01-6300-0-1110-1000-4100-090-307	3,316.47
PO26-01315	Phoenix Transportation	Charter for Construction Class to Alameda	01-6383-0-3800-1000-5821-033-314	1,582.16
PO26-01394	Phoenix Transportation	Charter to SMCOE	01-6388-0-3800-1000-5821-033-318	925.95
PO26-01409	Pioneer Valley Books	Reading Supplies	01-3010-0-1110-1000-4320-007-301	156.52
PO26-01399	Pionic Unit Construction Inc.	Exterior Double Door Repairs	01-8150-0-0000-8110-5899-012-741	14,260.00
PO26-01400	Pionic Unit Construction Inc.	Fire Sprinkler Room Exterior Wood Door Frame	01-8150-0-0000-8110-5899-021-741	9,360.00
PO26-01378	Progress Glass Company Inc	Window Locks	01-8150-0-0000-8110-4320-090-741	1,688.78
PO26-01311	Progress Glass Company Inc	Remove & Replace Broken Window	01-8150-0-0000-8110-5899-009-741	1,167.00
PO26-01312	Progress Glass Company Inc	Remove & Replace Broken Window	01-8150-0-0000-8110-5899-033-741	1,092.00
PO26-01360	Progress Glass Company Inc	Furnish & Install New Clear Glass	01-8150-0-0000-8110-5899-090-741	2,895.00
PO26-01335	Rainbow Images	Laminator Service	01-0000-0-1110-1000-5899-008-070	130.00
PO26-01382	Regents of the University of C	Science PD	01-9044-0-1110-1000-5210-090-064	4,465.00
PO26-01049	Ro Health	NPA - Ro Health	01-6500-0-5760-3140-5899-090-245	175,000.00
PO26-01381	Rogers Stringer & McClelland,	ECHS-Heater Replacement	01-8150-0-0000-8110-5899-032-741	11,500.00
BPO26-00291	Rosa Emilia Espinoza DBA Fresh	Open PO - Food for Meetings	01-0000-0-0000-3110-4322-090-501	3,000.00
BPO26-00291	Rosa Emilia Espinoza DBA Fresh	Open PO - Food for Meetings	01-0000-0-0000-3900-4322-090-501	3,000.00
BPO26-00291	Rosa Emilia Espinoza DBA Fresh	Open PO - Food for Meetings	01-9010-0-1110-1000-4322-090-174	2,000.00
BPO26-00291	Rosa Emilia Espinoza DBA Fresh	Open PO - Food for Meetings	01-9010-0-1110-1000-4322-090-432	2,000.00
PO26-01177	RPh on the Go USA LLC Spindle	Substitute Staffing	01-0000-0-0000-7400-5899-090-715	150,000.00
PO26-01310	San Francisco Giants Enterpris	Field Trip CTE	01-6383-0-3800-1000-5815-090-312	3,070.00
PO26-01310	San Francisco Giants Enterpris	Field Trip CTE	01-6383-0-3800-1000-5815-090-313	1,535.00
PO26-01310	San Francisco Giants Enterpris	Field Trip CTE	01-6388-0-3800-1000-5815-090-318	10,745.00
PO26-01395	San Joaquin Coe	Beyond SST Contract	01-0000-0-0000-3900-5813-090-501	8,805.78
PO26-01053	San Mateo County Behavioral He	NPA - San Mateo BHRS	01-6500-0-5760-3120-5870-090-245	250,000.00
PO26-01403	Scholastic Inc.	Reading Resource Center Phonics Kits	01-3010-0-1110-1000-4320-008-301	549.64
PO26-01415	School Health Corporation	Medical Suction Equipment	01-0000-0-0000-3140-4420-090-507	742.01
PO26-01369	School Personnel Commissioners	Annual Membership - SPCA/NC	01-0000-0-0000-7490-5300-090-716	95.00
PO26-01405	School Specialty LLC	Playground Supplies	01-9010-0-1110-1000-4320-009-356	2,104.66
PO26-01401	Service Press Inc.	Business Cards	01-0000-0-0000-7110-5810-090-713	70.43
PO26-01339	SMCOE	CTE Student ePortfolio trainings	01-6387-0-3800-1000-4320-090-394	7,391.97
PO26-01327	South City Lumber & Supply	CTE_Construction Supplies	01-6383-0-3800-1000-4320-033-314	42.26
PO26-00186	South San Francisco Scavenger	Open P.O. - Garbage Pick Up	01-0000-0-0000-8200-5540-090-760	155,000.00
PO26-01076	Spectrum Center Inc.	NPS - Spectrum	01-6500-0-5760-1180-5820-090-230	55,000.00
PO26-01076	Spectrum Center Inc.	NPS - Spectrum	01-6500-0-5760-1180-5870-090-230	350,000.00

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

P.O.	Vendor	Description	Account	Amount
PO26-01076	Spectrum Center Inc.	NPS - Spectrum	01-6500-0-5760-1180-5880-090-230	550,000.00
PO26-01076	Spectrum Center Inc.	NPS - Spectrum	01-6500-0-5760-1180-5899-090-230	45,000.00
PO26-01370	SSFUSD - DEDAP	ELOP	01-2600-0-0000-8200-5899-090-358	62,590.00
PO26-01443	Staples #0488	Office Supplies	01-0000-0-1110-1000-4320-014-070	197.45
BPO26-00289	Sunbelt Staffing	Substitute Staffing	01-0000-0-0000-7400-5899-090-715	36,000.00
PO26-01379	TECHNICAL SAFETY SERVICES LLC	Fume Hood Testing	01-8150-0-0000-8110-5899-033-741	1,780.32
PO26-01308	The Mcgraw-hill Companies	Wonders ELA ELD Wrkbk	01-6300-0-1110-1000-4100-090-307	579.59
PO26-01309	UPS Store	Livescan/Fingerprinting	01-0000-0-0000-7400-5840-090-715	7,500.00
PO26-01309	UPS Store	Livescan/Fingerprinting	01-0000-0-0000-7400-5841-090-715	7,500.00
PO26-01325	Varidesk	Office Furniture	01-0000-0-1110-1000-4320-008-070	438.40
PO26-01323	Ventris Learning LLC DBA Ventr	UFLI - Wall Cards	01-0805-0-1110-1000-4320-012-180	410.81
PO26-00887	Welldom Inc	NPA - Welldom	01-3310-0-5760-1110-5899-090-201	80,000.00
PO26-00887	Welldom Inc	NPA - Welldom	01-6500-0-5760-1110-5899-090-201	100,000.00
PO26-00887	Welldom Inc	NPA - Welldom	01-6500-0-5760-1190-5899-090-245	125,000.00
	TOTAL FUND 01			**3,792,729.28**
PO26-01341	Amazon Capital Services	Site Supplies	12-6105-0-8510-1000-4320-045-830	81.43
PO26-01341	Amazon Capital Services	Site Supplies	12-6105-0-8535-1000-4320-045-835	81.43
PO26-01343	Amazon Capital Services	Supplies for Buri Buri	12-9010-0-8530-1000-4320-002-832	214.22
PO26-01347	Amazon Capital Services	Supplies for Skyline DEDAP	12-9010-0-8530-1000-4320-012-832	194.17
PO26-01345	Amazon Capital Services	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	29.67
PO26-01341	Amazon Capital Services	Site Supplies	12-9010-0-8533-1000-4320-045-833	81.44
PO26-01350	Amazon Capital Services	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	109.15
PO26-01352	ODP Business Solutions LLC	Office/Classroom Cartridges	12-6105-0-8510-1000-4320-045-830	822.31
PO26-01352	ODP Business Solutions LLC	Office/Classroom Cartridges	12-6105-0-8535-1000-4320-045-835	822.31
PO26-01354	ODP Business Solutions LLC	Office Supplies	12-9010-0-8533-1000-4320-045-833	115.13
PO26-01439	ODP Business Solutions LLC	Office/Training Supplies	12-9010-0-8533-1000-4320-045-833	168.57
PO26-01351	ODP Business Solutions LLC	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	185.69
PO26-01352	ODP Business Solutions LLC	Office/Classroom Cartridges	12-9010-0-8533-1000-4320-045-833	822.32
PO26-01367	Spruce PTA	Pumpkins	12-6105-0-8535-1000-4320-045-835	312.00
PO26-01367	Spruce PTA	Pumpkins	12-9010-0-8533-1000-4320-045-833	312.00
	TOTAL FUND 12			**4,351.84**
PO26-00326	ALTEN CONSTRUCTION LLC	Equipment for Kitchen Renovation	13-5310-0-0000-3700-6420-090-820	119,507.64
PO26-01435	Amazon Capital Services	Peelers for Kitchens	13-5310-0-0000-3700-4320-090-820	30.66
PO26-01314	Amazon Capital Services	Oven Sleeves	13-5310-0-0000-3700-4320-090-820	39.64
PO26-01430	Amazon Capital Services	Q10 Sanitizer Kits	13-5310-0-0000-3700-4320-090-820	43.52
PO26-01428	Amazon Capital Services	Fridge Freezer Thermometers	13-5310-0-0000-3700-4320-090-820	53.75
PO26-01433	Amazon Capital Services	Food Processors for Kitchens	13-5310-0-0000-3700-4320-090-820	118.52
	TOTAL FUND 13			**119,793.73**
PO26-01328	Ninyo & Moore Geotechnical And	Geotechnical Services for Sunshine Gardens	21-9010-0-0000-8500-6255-014-743	77,350.00
	TOTAL FUND 21			**77,350.00**

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P.O.	Vendor	Description	Account	Amount
PO26-01303	BKF Engineers	TK Building Project Survey - JS & MV	25-0000-0-0000-8500-6210-006-921	11,300.00
PO26-01303	BKF Engineers	TK Building Project Survey - JS & MV	25-0000-0-0000-8500-6210-009-921	11,300.00
PO26-01302	CORNERSTONE EARTH GROUP INC	Geotechnical Services	25-0000-0-0000-8500-6210-009-921	38,150.00
PO26-01305	Silver Creek Modular LLC	Relocatable Modular Classroom for Junipero Serra	25-0000-0-0000-8500-6270-006-921	897,625.90
PO26-01306	Silver Creek Modular LLC	Relocatable Modular Classroom for Monte Verde	25-0000-0-0000-8500-6270-009-921	887,625.90
	TOTAL FUND 25			**1,846,001.80**
PO26-01304	Cumiskey Construction Corporat	Painting of the Maintenance Department Building	40-9010-0-0000-8500-6270-090-920	74,500.00
PO26-00694	CUMMING MANAGEMENT GROUP INC	Construction Management Services	40-9010-0-0000-8500-6272-022-946	18,479.00
PO26-00694	CUMMING MANAGEMENT GROUP INC	Construction Management Services	40-9010-0-0000-8500-6272-032-946	18,479.00
PO26-00694	CUMMING MANAGEMENT GROUP INC	Construction Management Services	40-9010-0-0000-8500-6272-090-940	18,479.00
PO26-01301	RMA Group Certerra RMA Group	In Plant Special Inspections	40-9010-0-0000-8500-6285-090-972	8,250.00
PO26-01313	Signal Solutions Corporation	Low Voltage Systems Design and Integration	40-9010-0-0000-8110-5899-022-741	12,850.00
	TOTAL FUND 40			**151,037.00**
	TOTAL # OF PURCHASE ORDERS:	**175**	**TOTAL P.O. AMOUNT**	**5,991,263.65**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 3,792,729.28		
11	ADULT EDUCATION FUND			
12	CHILD DEVELOPMENT FUND	$ 4,351.84		
13	FOOD SERVICE	$ 119,793.73		
14	DEFERRED MAINTENANCE			
21	BOND	$ 77,350.00		
25	CAPITAL FACILITIES	$ 1,846,001.80		
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 151,037.00		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 5,991,263.65**		
CHANGE ORDERS:				
BPO26-00256	A BLACK TIE AFFAIR INC.	Open PO - Black Tie Affair	01-0000-0-0000-2110-4322-090-762	6,000.00
BPO26-00072	Alameda Electrical Distribution Inc	Open P.O. - Electrical Supplies	01-8150-0-0000-8110-4320-090-741	3,000.00
BPO26-00003	Albertsons/safeway Inc.	Culinary Arts Supplies	01-0000-0-1219-1000-4320-032-070	1,000.00
BPO26-00181	Alpha Enterprise Corp.	Open P.O. - Custodial Machine Repairs	01-8150-0-0000-8110-5600-090-741	3,000.00
PO26-01263	Amazon Capital Services	Books Rm. 2	01-3182-0-1110-1000-4200-031-387	127.01
PO26-01047	Amergis Healthcare Staffing Inc.	NPA - Amergis: BCBAs & Psychologists	01-6500-0-5760-3120-5899-090-245	210,000.00
PO26-01254	Arbortech Tree Care Inc	Tree Removal	01-8150-0-0000-8110-5899-033-741	1,500.00
PO26-01096	Boys & Girls Clubs Of The Peninsula	ELOP	01-2600-0-0000-8200-5899-090-358	1,083,622.00
PO26-00731	Collaborative Education Advisors	Coaching Consultant	01-6387-0-3800-1000-5801-090-394	2,500.00
PO26-00781	FIRST STUDENT INC	NPA - First Student	01-0000-0-5760-3600-5820-090-781	(200,000.00)
PO26-01056	Foster & Foster Consulting Actuaries Inc	GASB 101 Report / GASB 75 Roll-Forward Valuation	01-0000-0-0000-7600-5899-090-810	2,250.00
BPO26-00251	Hillyard Inc	Custodial Supplies	01-0000-0-0000-8200-4320-013-759	(1,000.00)
BPO26-00251	Hillyard Inc	Custodial Supplies	01-2600-0-0000-8200-4320-013-328	(125.00)

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

P.O.	Vendor	Description	Account	Amount
PO26-00037	MOORE NEWTON QUALITY HARDWOODS CORP	Oak Boards for Trophy Cabinets - SSFHS	01-8150-0-0000-8110-4320-090-741	1,027.41
BPO26-00031	Silicon Valley Sports Officials Association	Officials' Fees	01-0000-0-1202-1000-5899-032-322	3,000.00
PO26-00882	STEPPING STONES GROUP LLC, THE	NPA - Stepping Stones	01-3310-0-5760-1110-5899-090-201	(660,000.00)
BPO26-00103	Uline	Open P.O. - Facilities Supplies	01-8150-0-0000-8110-4320-090-741	20,587.65
BPO26-00034	Daylight Foods Inc	Food Products	13-5310-0-0000-3700-4700-090-820	7,778.61
BPO26-00051	MOONCHEF LLC	Vended Meals during Kitchen Renovation '25-'26	13-5310-0-0000-3700-5801-090-820	500,000.00
PO26-00144	Dannis Woliver Kelley	Legal Services	21-0000-0-0000-8200-5889-098-902	(597,387.60)
PO26-00144	Dannis Woliver Kelley	Legal Services	21-9010-0-0000-8200-5889-090-902	(40,000.00)
PO26-00727	Ninyo & Moore Geotechnical And	District Office Improvements Project	40-9010-0-0000-8500-6290-090-940	15,530.00
PO26-00856	Project Support Services Inc.	DSA Close-Out Services	40-9010-0-0000-8110-5899-090-902	134,465.00
	TOTAL CHANGE ORDERS			**496,875.08**

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: January 22, 2026

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

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The attached report lists all the Warrants issued by the District from November 1 to November 30, 2025. For the period listed above, the Warrants total $7,451,896.05 across all funds.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
A BLACK TIE AFFAIR INC.	11/25/2025	733380	01-0000-0-0000-2110-4322-090-762	catering	4,906.08
A BLACK TIE AFFAIR INC. Total					4,906.08
ABAT, LORI	11/25/2025	733352	01-6500-0-5760-2490-5820-090-245	SEP 25 MILEAGE 9/2-9/22	76.65
ABAT, LORI	11/25/2025	733352	01-6500-0-5760-2490-5820-090-245	SEP 25 MILEAGE 9/23-9/30	30.66
ABAT, LORI Total					107.31
Acacia Glass Corp	11/17/2025	730416	01-8150-0-0000-8110-4320-090-741	glass panel	228.06
Acacia Glass Corp Total					228.06
ADA Sports & Rackets LLC	11/06/2025	728311	01-0000-0-1230-1000-4320-033-070	PE SUPPLIES	460.00
ADA Sports & Rackets LLC Total					460.00
ADROIT ADVANCED TECHNOLOGIES INC	11/04/2025	727782	01-0000-0-5760-3600-5820-090-781	npa	30,968.32
ADROIT ADVANCED TECHNOLOGIES INC Total					30,968.32
Akshaya Inc	11/03/2025	727281	01-0000-0-0000-2424-5899-090-735	temp svc	5,320.00
Akshaya Inc	11/20/2025	731756	01-0000-0-0000-2424-5899-090-735	Temp Agency/Consultant for Technology Srvcs	10,355.00
Akshaya Inc Total					15,675.00
All City Management Services Inc	11/03/2025	727269	01-0000-0-0000-7300-5899-090-717	crossing guard services	7,488.46
All City Management Services Inc	11/10/2025	729058	01-0000-0-0000-7300-5899-090-717	crossing guard svcs.	7,572.60
All City Management Services Inc	11/24/2025	732926	01-0000-0-0000-7300-5899-090-717	Crossing Guards Services	8,395.49
All City Management Services Inc Total					23,456.55
All Volleyball Inc	11/13/2025	729598	01-9245-0-1202-1000-5810-032-322	Supplies for Volleyball	1,934.78
All Volleyball Inc Total					1,934.78
Amazon Capital Services	11/13/2025	729601	01-0000-0-0000-2424-4320-090-735	112-0245400-2690639	4,060.40
Amazon Capital Services	11/13/2025	729601	01-0000-0-0000-2424-4320-090-735	112-0485565-7239441	905.47
Amazon Capital Services	11/13/2025	729601	01-0000-0-0000-2424-4320-090-735	112-8458473-4135459	455.31
Amazon Capital Services	11/13/2025	729601	01-0000-0-0000-2424-4320-090-735	112-9810181-1537046	241.71
Amazon Capital Services	11/13/2025	729601	01-0000-0-0000-7300-4320-090-717	112-5876416-7309819	173.51
Amazon Capital Services	11/13/2025	729601	01-0000-0-1110-1000-4320-010-070	113-9459508-1178604	163.92
Amazon Capital Services	11/13/2025	729601	01-0000-0-1110-2421-4320-006-070	114-9947190-4196239	355.90
Amazon Capital Services	11/13/2025	729601	01-0805-0-1110-1000-4320-006-180	114-9922810-3121069	213.12
Amazon Capital Services	11/13/2025	729601	01-9010-0-1110-1000-4320-090-316	113-0101455-6105039	1,582.42
Amazon Capital Services	11/13/2025	729601	01-9010-0-1110-1000-4320-090-316	113-7534418-0723413	65.74
Amazon Capital Services	11/17/2025	730408	01-0000-0-0000-8200-4320-021-759	Custodial Supplies	938.06
Amazon Capital Services	11/17/2025	730408	01-0000-0-1110-1000-4320-002-070	School Materials	420.42
Amazon Capital Services	11/17/2025	730408	01-0000-0-1110-1000-4320-021-322	Electives Supplies	73.14
Amazon Capital Services	11/17/2025	730408	01-0805-0-1110-1000-4320-021-180	ELA Department Order	2,060.88
Amazon Capital Services	11/17/2025	730408	01-9305-0-1110-1000-4320-031-391	Wellness Center Materials	1,739.78
Amazon Capital Services	11/17/2025	730409	01-0000-0-1110-2421-4200-021-451	Books	806.09
Amazon Capital Services	11/17/2025	730409	01-0805-0-1110-1000-4320-021-180	Emergency Backpack Supplies	565.96
Amazon Capital Services	11/17/2025	730409	01-9305-0-1110-1000-4320-021-391	Wellness Center Supplies - 1	590.91
Amazon Capital Services	11/17/2025	730409	01-9305-0-1110-1000-4320-021-391	Wellness Center Supplies 2	1,439.74
Amazon Capital Services	11/17/2025	730409	01-9305-0-1110-1000-4420-021-391	Wellness Center Supplies 2	385.29
Amazon Capital Services	11/17/2025	730410	01-0000-0-1110-2421-4200-031-451	Books for Library	213.80
Amazon Capital Services	11/17/2025	730410	01-7399-0-1110-1000-4320-031-311	Materials for Clubs	2,005.20
Amazon Capital Services	11/17/2025	730410	01-7399-0-1110-1000-4320-031-311	Supplies for SEL Activities	663.22
Amazon Capital Services	11/17/2025	730410	01-7399-0-1110-1000-4420-031-311	Keyboard for Club	977.90
Amazon Capital Services	11/17/2025	730411	01-0000-0-1110-1000-4320-021-070	Supply Closet Supplies	2,436.41
Amazon Capital Services	11/17/2025	730411	01-0000-0-1110-1000-4322-021-070	Supply Closet Supplies	46.14
Amazon Capital Services	11/17/2025	730412	01-0000-0-0000-2424-4320-090-735	iPad Cases	610.00
Amazon Capital Services	11/17/2025	730412	01-9010-0-1110-1000-4320-010-356	Area Rug	340.60
Amazon Capital Services	11/17/2025	730412	01-9044-0-1110-1000-4320-090-063	Green Ninja Restock #1	1,388.04
Amazon Capital Services	11/18/2025	730789	01-0805-0-1110-1000-4320-021-180	Emergency Backpack Supplies	43.93
Amazon Capital Services	11/18/2025	730790	01-0000-0-1110-2421-4200-031-451	Books for Library	27.06
Amazon Capital Services	11/18/2025	730791	01-0000-0-1110-1000-4320-021-070	Supply Closet Supplies	98.70
Amazon Capital Services	11/18/2025	730792	01-9044-0-1110-1000-4320-090-063	Green Ninja Restock #1	210.80
Amazon Capital Services	11/20/2025	731744	01-6387-0-3800-1000-4320-090-394	113-9554099-2142648	17.56
Amazon Capital Services	11/20/2025	731745	01-0000-0-0000-2424-4320-090-735	112-5115997-8705069	302.60
Amazon Capital Services	11/20/2025	731746	01-0000-0-0000-2424-4320-090-735	Tech Tools	92.73
Amazon Capital Services	11/24/2025	732913	01-0000-0-0000-7300-4320-090-717	Sound Machine	106.54
Amazon Capital Services	11/24/2025	732913	01-9010-0-1110-1000-4100-090-316	Math Supplies Unit 3 Secondary	810.06
Amazon Capital Services	11/25/2025	733340	01-9010-0-1110-1000-4100-090-316	Math Supplies Unit 3 Secondary	13.65
Amazon Capital Services	11/25/2025	733390	01-0000-0-0000-2424-4320-090-735	iPad Cases	1,821.30
Amazon Capital Services	11/25/2025	733390	01-0000-0-0000-2424-4320-090-735	Office supplies/cords/headset	69.19

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Amazon Capital Services	11/25/2025	733390	01-0000-0-1216-1000-4320-032-070	Classroom Supplies	148.56
Amazon Capital Services	11/25/2025	733390	01-3010-0-1110-1000-4320-007-301	Classroom Supplies	896.29
Amazon Capital Services	11/25/2025	733390	01-3010-0-1110-1000-4320-022-301	Student PBIS	1,026.82
Amazon Capital Services	11/25/2025	733390	01-6770-0-1110-1000-4320-032-186	Theater Supplies	2,016.20
Amazon Capital Services	11/25/2025	733390	01-9219-0-1235-1000-4320-032-356	Science Supplies	1,235.68
Amazon Capital Services	11/25/2025	733390	01-9305-0-1110-1000-4320-021-391	Wellness Center Supplies 2	1,352.12
Amazon Capital Services	11/25/2025	733390	01-9305-0-1110-1000-4420-021-391	Wellness Center Supplies 2	361.84
Amazon Capital Services Total					36,570.71
Amergis Healthcare Staffing Inc.	11/03/2025	727286	01-3310-0-5760-1110-5899-090-201	ALMS-GEMMA DURAN	1,031.40
Amergis Healthcare Staffing Inc.	11/03/2025	727286	01-3310-0-5760-1110-5899-090-201	WMS-VARIOUS	93,785.10
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	ALMS	850.50
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	D.O. - Estrada, Tania, Schl Aide	1,085.40
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	Martin	3,993.75
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	Spectrum Peninsula, 830 Rosita Rd.	40,649.85
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	SSFHS	1,400.85
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	WMS	1,080.00
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-3310-0-5760-1110-5899-090-201	WMS - Schl Aide & Behavoir Tech	49,959.40
Amergis Healthcare Staffing Inc.	11/10/2025	729086	01-6500-0-5760-3140-5899-090-245	D.O. - Various LVN	41,308.16
Amergis Healthcare Staffing Inc. Total					235,144.41
Apple Inc	11/10/2025	729048	01-3182-0-1110-1000-4420-031-387	mac book pros	10,194.83
Apple Inc	11/13/2025	729599	01-0000-0-1110-1000-4420-090-762	MacBrook Pro	3,398.28
Apple Inc Total					13,593.11
Arbortech Tree Care Inc	11/10/2025	729045	01-8150-0-0000-8110-5899-025-741	TREE REMOVAL	5,400.00
Arbortech Tree Care Inc Total					5,400.00
ASF CLEAN TEAM	11/13/2025	729597	01-8150-0-0000-8110-5899-090-741	Gutter Cleaning	2,295.00
ASF CLEAN TEAM	11/13/2025	729597	01-8150-0-0000-8110-5899-090-741	Pressure Washing	2,295.00
ASF CLEAN TEAM	11/24/2025	732927	01-8150-0-0000-8110-5899-033-741	Soft Rinse Pressure Washing - SSFHS	9,550.00
ASF CLEAN TEAM	11/24/2025	732927	01-8150-0-0000-8110-5899-090-741	Gutter Cleaning	21,300.00
ASF CLEAN TEAM Total					35,440.00
AVID TRANSLATION LLC	11/06/2025	728301	01-6500-0-5760-1190-5899-090-245	translation	11,835.00
AVID TRANSLATION LLC	11/13/2025	729574	01-0000-0-1110-1000-5899-032-070	Translation Services	375.00
AVID TRANSLATION LLC	11/13/2025	729574	01-0000-0-4760-3900-5899-090-503	Translation Services	240.00
AVID TRANSLATION LLC Total					12,450.00
B & H Photo-Video Inc Remittance Processing Ctr.	11/17/2025	730424	01-3550-0-3800-1000-4420-033-333	CTE-Video Arts	874.59
B & H Photo-Video Inc Remittance Processing Ctr.	11/18/2025	730793	01-3550-0-3800-1000-4320-033-333	CTE-Video Arts	3,235.30
B & H Photo-Video Inc Remittance Processing Ctr.	11/18/2025	730793	01-3550-0-3800-1000-4420-033-333	CTE-Video Arts	4,898.17
B & H Photo-Video Inc Remittance Processing Ctr. Total					9,008.06
BASCARA, CHRISTINE	11/25/2025	733353	01-6500-0-5760-2490-5820-090-245	SEP25 MILEAGE46 JS ELEM	61.88
BASCARA, CHRISTINE Total					61.88
Battery Systems Inc	11/17/2025	730425	01-8150-0-0000-8110-4320-090-741	Open P.O. - Battery Supplies	920.96
Battery Systems Inc Total					920.96
Bay Area News Group	11/18/2025	730800	01-0000-0-0000-8200-5811-090-760	advertisement	952.32
Bay Area News Group Total					952.32
Beacon School	11/04/2025	727783	01-6500-0-5760-3120-5870-090-245	npa	43,680.72
Beacon School Total					43,680.72
BINGHAM, MELANIE A	11/25/2025	733381	01-0000-0-1110-1000-5210-002-070	DESIGNING ENGAGING ASSESSMENT IN 5 ESSENTIAL PHAS	157.31
BINGHAM, MELANIE A Total					157.31
Bio-Rad Laboratories Inc.	11/18/2025	730822	01-9010-0-1110-1000-4320-090-360	Biotech - ECHS	2,318.05
Bio-Rad Laboratories Inc. Total					2,318.05
Blick Art Materials	11/13/2025	729593	01-0000-0-1110-1000-4320-033-070	ART MATERIALS	1,685.37
Blick Art Materials Total					1,685.37
Blue Line Transfer	11/25/2025	733344	01-0000-0-0000-8200-5540-090-760	Open P.O. - Dump Fees	5,497.19
Blue Line Transfer Total					5,497.19
BORISSOFF, CHIAKI T	11/10/2025	729077	01-0805-0-4760-1000-4320-021-123	DOCUMENT CAMERA	54.59
BORISSOFF, CHIAKI T Total					54.59
Boudin Bakery/ Accounting/AR	11/04/2025	727770	01-0000-0-0000-2700-4322-090-762	catering svcs.	377.65
Boudin Bakery/ Accounting/AR	11/04/2025	727770	01-0000-0-1110-1000-4322-022-070	catering svcs.	1,014.74
Boudin Bakery/ Accounting/AR	11/04/2025	727770	01-6500-0-5760-1190-4322-090-245	catering svcs.	530.47
Boudin Bakery/ Accounting/AR	11/06/2025	728296	01-0000-0-0000-2700-4322-090-762	catering svcs.	118.56
Boudin Bakery/ Accounting/AR Total					2,041.42
Broadmoor Landscape Supply	11/06/2025	728312	01-8150-0-0000-8110-4320-090-741	LUMBER AND SUPPLIES	477.14

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Broadmoor Landscape Supply	11/13/2025	729569	01-8150-0-0000-8110-4320-090-741	LUMBER & SUPPLIES	104.11
Broadmoor Landscape Supply Total					581.25
Bsn Sports Llc	11/03/2025	727288	01-0000-0-1202-1000-4320-033-322	FLAG FOOTBALLS	212.78
Bsn Sports Llc	11/03/2025	727288	01-0000-0-1202-1000-4320-033-322	GOLF TEAM VISORS	589.38
Bsn Sports Llc	11/03/2025	727288	01-0000-0-1203-1000-4320-033-322	FLAG FOOTBALL SUPPLIES	780.91
Bsn Sports Llc	11/06/2025	728313	01-0000-0-1202-1000-5810-033-322	ATHLETICS-BASEBALL UNIFORMS	4,884.19
Bsn Sports Llc Total					6,467.26
Buchanan Wrestling	11/25/2025	733395	01-9247-0-1202-1000-5899-032-322	ZINKIN CLASSIC WRESTLING TORUNAMENT	400.00
Buchanan Wrestling Total					400.00
Business Machine Security	11/04/2025	727766	01-6387-0-3800-1000-4320-090-394	CTE PHOTOGRAPHY ECHS	1,999.07
Business Machine Security Total					1,999.07
California Association Of School Counselors	11/03/2025	727294	01-0000-0-0000-3130-5210-090-503	CASC CONFERENCE	5,053.00
California Association Of School Counselors Total					5,053.00
California Water Service	11/10/2025	729052	01-0000-0-0000-8200-5530-090-760	UTILITY	60,370.04
California Water Service Total					60,370.04
Calpers Fiscal Services Division	11/24/2025	732914	01-0000-0- - -9564- -	December 2025 premiums	1,122,545.38
Calpers Fiscal Services Division	11/24/2025	732914	01-0000-0-0000-7340-5899-090-717	December 2025 premiums	898.04
Calpers Fiscal Services Division	11/24/2025	732914	01-0000-0-0000-7600-3701-090-810	December 2025 premiums	25,596.00
Calpers Fiscal Services Division	11/24/2025	732914	01-0000-0-0000-7600-3702-090-810	December 2025 premiums	36,683.08
Calpers Fiscal Services Division	11/24/2025	732914	01-0000-0-0000-7600-5899-090-810	December 2025 premiums	157.58
Calpers Fiscal Services Division Total					1,185,880.08
Canon Solutions America Inc	11/06/2025	728324	01-0000-0-0000-2424-5899-090-735	maintenance	6,265.22
Canon Solutions America Inc Total					6,265.22
CDW Government Inc	11/03/2025	727289	01-0000-0-0000-3130-4320-090-503	SMARTFIT ARM	442.07
CDW Government Inc	11/06/2025	728326	01-0000-0-0000-2424-4320-090-735	parts	113.39
CDW Government Inc	11/10/2025	729053	01-0000-0-0000-2424-4320-090-735	parts	77.40
CDW Government Inc	11/17/2025	730417	01-0000-0-0000-2424-4320-090-735	parts	775.19
CDW Government Inc Total					1,408.05
Cengage Learning	11/20/2025	731754	01-6300-0-1110-1000-4100-090-307	Order 0070037848/ZDR	19,132.65
Cengage Learning	11/20/2025	731767	01-6300-0-1110-1000-4100-090-307	AVT Gr 8 Consumable	1,231.29
Cengage Learning Total					20,363.94
Certified Languages International Llc	11/04/2025	727784	01-6500-0-5760-1190-5899-090-206	npa	701.25
Certified Languages International Llc	11/04/2025	727784	01-6500-0-5760-3140-5899-090-245	interpretation/translation	191.40
Certified Languages International Llc Total					892.65
CHANDLER, VINCENT	11/06/2025	728314	01-9305-0-1110-1000-5210-090-503	PBIS - SACRAMENTO	1,652.05
CHANDLER, VINCENT	11/25/2025	733382	01-2600-0-0000-3900-5210-090-358	CAN SYMPOSIUM SACRAMENTO	513.32
CHANDLER, VINCENT Total					2,165.37
Chefs Toys Llc	11/13/2025	729575	01-3550-0-3800-1000-4320-032-333	Supplies	115.29
Chefs Toys Llc Total					115.29
CHIOMA AMAECHI	11/25/2025	733363	01-0000-0-1110-1000-4320-022-070	MACBOOK PRO REIMBURSEMENT DUE TO DAMAGE	600.00
CHIOMA AMAECHI Total					600.00
CHOW, ALLISON	11/25/2025	733383	01-0000-0-0000-7400-5210-090-715	CREDENTIAL COUNSELORS & ANALYSTS CONFERENCE	181.65
CHOW, ALLISON Total					181.65
CHUPO, ARIEL J	11/20/2025	731783	01-0000-0-0000-7350-5220-090-717	OCT MILEAGE MS & BANK	14.07
CHUPO, ARIEL J Total					14.07
City Auto Supply	11/13/2025	729570	01-8150-0-0000-8110-4320-090-741	MISC VEHICLE SUPPLIES	153.50
City Auto Supply Total					153.50
City Of San Bruno Utility Billing	11/06/2025	728336	01-0000-0-0000-8200-5530-090-760	utility	521.48
City Of San Bruno Utility Billing Total					521.48
City Of South San Francisco	11/10/2025	729078	01-0000-0-0000-8200-5530-090-760	WATER & SEWER	141,613.21
City Of South San Francisco Total					141,613.21
CLARK, ERIN E	11/03/2025	727290	01-6266-0-1110-1000-5210-090-341	CCSS ANNUAL CONFERENCE	65.07
CLARK, ERIN E Total					65.07
Clay Planet	11/20/2025	731757	01-0805-0-1110-1000-4320-033-180	Ceramic Supplies	78.23
Clay Planet Total					78.23
Comtel Systems Technology, Inc .	11/20/2025	731780	01-8150-0-0000-8110-4320-090-741	SUPPLIES & SERVICES	1,837.50
Comtel Systems Technology, Inc . Total					1,837.50
CONNERY, MEGAN A	11/25/2025	733364	01-0000-0-1225-1000-5899-032-070	AMC 10 & 12 Nov 5	290.00
CONNERY, MEGAN A Total					290.00
Corodata Shredding Inc.	11/18/2025	730823	01-0000-0-0000-8200-5899-090-760	Shredding Services - District-Wide	842.73
Corodata Shredding Inc. Total					842.73

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
COSICO, JEFFREY P	11/25/2025	733365	01-0000-0-1110-1000-5899-032-322	HUDL SOFTWARE	1,099.00
COSICO, JEFFREY P	11/25/2025	733365	01-9010-0-1203-1000-4320-033-322	PRACTICE & GAMES GIRLS FLAG FOOTBALL	184.08
COSICO, JEFFREY P	11/25/2025	733365	01-9010-0-1203-1000-4320-033-322	TROPHY GIRLS FLAG FOOTBALL	273.59
COSICO, JEFFREY P	11/25/2025	733387	01-9010-0-1202-1000-4320-032-322	PORTABLE GAME TIMER COLT FIELD EVENTS	274.68
COSICO, JEFFREY P Total					1,831.35
County Counsel County Of San Mateo	11/04/2025	727771	01-0000-0-0000-7150-5889-090-714	LEGAL FEES	3,242.00
County Counsel County Of San Mateo	11/10/2025	729049	01-0000-0-0000-7400-5889-090-715	legal fees	3,763.00
County Counsel County Of San Mateo Total					7,005.00
COVACHA, JONATHAN E	11/04/2025	727767	01-9010-0-1110-1000-4322-008-430	NATIONAL CUSTODIAN DAY	360.65
COVACHA, JONATHAN E	11/25/2025	733354	01-0000-0-1110-1000-4322-008-070	MEET 10/8, 10/14, 10/17	112.28
COVACHA, JONATHAN E	11/25/2025	733354	01-0000-0-1110-1000-4322-008-070	MEET 11/4, 11/5	91.83
COVACHA, JONATHAN E Total					564.76
Crystal Communications	11/18/2025	730824	01-0000-0-3200-1000-4420-031-070	Portable Radios	2,064.19
Crystal Communications	11/18/2025	730824	01-0805-0-1110-1000-4320-022-180	Student Safety - Portable Radios	1,091.10
Crystal Communications Total					3,155.29
CTBOOK HOLDINGS LLC BULK BOOKSTORE	11/06/2025	728315	01-0805-0-1110-1000-4200-032-180	NOVEL	2,482.08
CTBOOK HOLDINGS LLC BULK BOOKSTORE Total					2,482.08
Daybreak Medical PC	11/03/2025	727270	01-6546-0-1110-1000-5899-090-401	virtual mental health svcs.	138,300.00
Daybreak Medical PC Total					138,300.00
Dell Marketing LP C/ODell USA LP	11/06/2025	728327	01-8150-0-0000-8110-4420-090-741	DELL PRO SLIM	778.25
Dell Marketing LP C/ODell USA LP	11/17/2025	730403	01-6500-0-5760-1190-4420-090-245	Replacement Laptops	2,230.38
Dell Marketing LP C/ODell USA LP Total					3,008.63
Demco Inc.	11/18/2025	730825	01-9305-0-1110-1000-4420-021-391	Wellness Center Furniture	3,277.25
Demco Inc.	11/20/2025	731772	01-9305-0-1110-1000-4320-021-391	WELLNESS CENTER FURNITURE	436.97
Demco Inc.	11/20/2025	731772	01-9305-0-1110-1000-4420-021-391	WELLNESS CENTER FURNITURE	4,983.41
Demco Inc. Total					8,697.63
DIEP, JENNIFER H	11/25/2025	733388	01-0000-0-1110-1000-5210-002-070	DESIGNING ENGAGING ASSESSMENT CONFERENCE	291.87
DIEP, JENNIFER H Total					291.87
Dooley Corporation Attn: David Dooley	11/04/2025	727785	01-3327-0-5760-3120-5870-090-245	npa	3,216.00
Dooley Corporation Attn: David Dooley Total					3,216.00
Dunn-Edwards Corporation	11/10/2025	729057	01-8150-0-0000-8110-4320-090-741	paint	70.67
Dunn-Edwards Corporation	11/13/2025	729571	01-8150-0-0000-8110-4320-090-741	PAINT SUPPLIES	67.45
Dunn-Edwards Corporation	11/24/2025	732928	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	327.69
Dunn-Edwards Corporation Total					465.81
EFFECTIFF LLC	11/06/2025	728306	01-6500-0-5760-1190-5899-090-206	npa	150.00
EFFECTIFF LLC Total					150.00
EIDE BAILLY LLP	11/10/2025	729050	01-0000-0-0000-7190-5887-090-717	audit cycle	34,000.00
EIDE BAILLY LLP Total					34,000.00
Elsa Esperante Calaca Lola's Cooking	11/06/2025	728343	01-0000-0-1110-1000-4322-033-070	catering	420.00
Elsa Esperante Calaca Lola's Cooking Total					420.00
EverDriven Technologies LLC ALC Schools LLC	11/04/2025	727786	01-0000-0-5760-3600-5820-090-781	transportation	44,207.15
EverDriven Technologies LLC ALC Schools LLC	11/06/2025	728307	01-0000-0-5760-3600-5820-090-781	transportation	89,055.50
EverDriven Technologies LLC ALC Schools LLC	11/17/2025	730399	01-0000-0-5760-3600-5820-090-781	transportation	17,593.00
EverDriven Technologies LLC ALC Schools LLC Total					150,855.65
Experience Janitorial Inc.	11/17/2025	730404	01-8150-0-0000-8110-5899-090-741	Open P.O. Janitorial Services	15,867.00
Experience Janitorial Inc. Total					15,867.00
Exploratorium C/O Reservations Office	11/10/2025	729080	01-9010-0-1110-1000-5815-010-356	3RD GRADE FIELD TRIP	520.00
Exploratorium C/O Reservations Office Total					520.00
Fagen Friedman & Fulfrost LLP	11/04/2025	727772	01-0000-0-0000-7120-5891-090-715	LEGAL FEES	2,826.21
Fagen Friedman & Fulfrost LLP	11/04/2025	727772	01-0000-0-0000-7400-5889-090-715	LEGAL FEES	756.00
Fagen Friedman & Fulfrost LLP	11/04/2025	727772	01-6500-0-5760-1190-5889-090-245	LEGAL FEES	585.00
Fagen Friedman & Fulfrost LLP Total					4,167.21
Fastrak	11/03/2025	727273	01-8150-0-0000-8110-5899-090-741	FACILITIES - CA 1477327 CHEV	8.00
Fastrak Total					8.00
FEBRES, PRECIOSA S	11/20/2025	731784	01-6500-0-5760-1190-4320-090-245	FOOD SUPPLIES	41.18
FEBRES, PRECIOSA S Total					41.18
FELICIANO, WILFREDO O	11/25/2025	733366	01-9245-0-1202-1000-4320-032-322	VINYL BANNER HEADSTRONG FOR TEAMS	728.21
FELICIANO, WILFREDO O Total					728.21
FERGUSON ENTERPRISES LLC #686	11/03/2025	727271	01-8150-0-0000-8110-4320-090-741	supplies	33.59
FERGUSON ENTERPRISES LLC #686 Total					33.59
First Alarm	11/24/2025	732929	01-8150-0-0000-8300-5806-090-741	Open P.O. for Monthly Security Monitoring	1,603.18

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
First Alarm Total					1,603.18
FIRST STUDENT	11/06/2025	728302	01-0000-0-5760-3600-5820-090-781	transportation svcs	42,567.50
FIRST STUDENT Total					42,567.50
Flinn Scientific Inc.	11/06/2025	728316	01-0805-0-1110-1000-4320-033-180	SCIENCE SUPPLIES	808.42
Flinn Scientific Inc.	11/13/2025	729572	01-0805-0-1110-1000-4320-033-180	SCIENCE SUPPLIES	158.01
Flinn Scientific Inc.	11/17/2025	730426	01-0805-0-1110-1000-4320-033-180	Science Supplies	115.43
Flinn Scientific Inc. Total					1,081.86
Flyers Energy LLC	11/17/2025	730418	01-0000-0-0000-8200-4320-090-760	deisel/ethanol	8,889.67
Flyers Energy LLC Total					8,889.67
Follett Content Solutions	11/06/2025	728317	01-0000-0-1110-2421-4200-025-451	LIBRARY BOOKS	31.75
Follett Content Solutions	11/13/2025	729600	01-0000-0-1110-2421-4200-032-451	Library Books	448.21
Follett Content Solutions	11/17/2025	730405	01-0000-0-1110-2421-4200-032-451	Library Books	26.28
Follett Content Solutions	11/17/2025	730427	01-0805-0-4760-1000-4200-022-123	ELD Books	153.61
Follett Content Solutions	11/24/2025	732930	01-0000-0-1110-2421-4200-008-451	Library Books	269.69
Follett Content Solutions	11/24/2025	732930	01-6300-0-1110-1000-4100-090-307	Ethnic Studies	7,795.63
Follett Content Solutions	11/25/2025	733345	01-0000-0-1110-2421-4200-008-451	Library Books	125.66
Follett Content Solutions Total					8,850.83
Foster & Foster Consulting Actuaries Inc	11/25/2025	733359	01-0000-0-0000-7600-5899-090-810	GASB 101 Report / GASB 75 Roll-Forward Valuation	2,500.00
Foster & Foster Consulting Actuaries Inc Total					2,500.00
FRED FINCH YOUTH & FAMILY SERVICES	11/06/2025	728334	01-6500-0-5760-1180-5870-090-230	nps	1,863.32
FRED FINCH YOUTH & FAMILY SERVICES	11/06/2025	728334	01-6500-0-5760-1180-5880-090-230	nps	2,129.50
FRED FINCH YOUTH & FAMILY SERVICES	11/10/2025	729055	01-6500-0-5760-1180-5870-090-230	nps	812.00
FRED FINCH YOUTH & FAMILY SERVICES	11/10/2025	729055	01-6500-0-5760-1180-5880-090-230	nps	928.00
FRED FINCH YOUTH & FAMILY SERVICES Total					5,732.82
Fremont High School ASB	11/25/2025	733396	01-9247-0-1110-1000-5899-032-322	LAWSON WRESTLING TOURNAMENT	450.00
Fremont High School ASB Total					450.00
Gopher Sport NW5634	11/10/2025	729044	01-0000-0-1110-1000-4320-025-322	supplies	2,305.20
Gopher Sport NW5634	11/13/2025	729576	01-0000-0-1110-1000-4320-002-070	Student Activity Materials	691.45
Gopher Sport NW5634 Total					2,996.65
Grainger	11/03/2025	727282	01-8150-0-0000-8110-4320-090-741	parts	103.85
Grainger	11/06/2025	728337	01-8150-0-0000-8110-4320-090-741	supplies	2,114.95
Grainger	11/06/2025	728338	01-8150-0-0000-8110-4320-090-741	supplies	378.27
Grainger	11/06/2025	728344	01-8150-0-0000-8110-4320-090-741	supplies	294.31
Grainger	11/17/2025	730428	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	227.10
Grainger	11/18/2025	730794	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	35.57
Grainger	11/25/2025	733361	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	90.78
Grainger Total					3,244.83
Green Cab Peninsula	11/04/2025	727787	01-0000-0-5760-3600-5820-090-781	transportation	12,000.00
Green Cab Peninsula	11/06/2025	728308	01-0000-0-5760-3600-5820-090-781	transportation	6,000.00
Green Cab Peninsula Total					18,000.00
GRINDY, ANNE M	11/20/2025	731774	01-9010-0-1110-1000-4320-007-430	POPCORN, COFFEE FILTERS	35.14
GRINDY, ANNE M Total					35.14
Hanna Interpreting Services LLC	11/06/2025	728309	01-6500-0-5760-1190-5899-090-206	interpreting svc	11,215.00
Hanna Interpreting Services LLC Total					11,215.00
Heise's Plumbing	11/17/2025	730419	01-8150-0-0000-8110-5899-032-741	plumbing svc	1,150.00
Heise's Plumbing Total					1,150.00
HEMMERLA, KARL M	11/20/2025	731775	01-6500-0-5760-1190-4320-090-245	ATP OPEN HOUSE	217.23
HEMMERLA, KARL M	11/25/2025	733384	01-6500-0-5760-1190-5210-090-245	WAI, TPP WCW & BRIDGE TO FUTURE	425.00
HEMMERLA, KARL M Total					642.23
Henry Schein Inc	11/03/2025	727291	01-0000-0-0000-0000-9320-000-	MEDICAL SUPPLIES WAREHOUSE	1,051.51
Henry Schein Inc	11/20/2025	731776	01-0000-0-1230-1000-4320-032-070	PE TRAINER'S SUPPLIES	285.00
Henry Schein Inc Total					1,336.51
Hillyard	11/13/2025	729577	01-0000-0-0000-8200-4320-008-759	Custodial Supplies	123.59
Hillyard	11/25/2025	733360	01-0000-0-0000-8200-4320-032-759	Custodial Supplies	5,995.13
Hillyard Total					6,118.72
HO, PATRICIA	11/25/2025	733385	01-0000-0-1110-1000-5210-002-070	DESIGNING ENGAGING ASSESSMENT IN 5 ESSENTIAL PHAS	657.57
HO, PATRICIA Total					657.57
Holly Ayala Luna's Press Books	11/10/2025	729066	01-0805-0-1110-1000-4200-013-180	books	110.69
Holly Ayala Luna's Press Books Total					110.69
HONG, KAREN K	11/06/2025	728318	01-9010-0-1110-1000-4320-007-430	PARENT VOLUNTEER APPRECIATION	98.83
HONG, KAREN K Total					98.83

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Hopskipdrive Inc	11/13/2025	729578	01-0805-0-1110-3600-5820-090-122	Transportation - Homeless & Foster Youth	6,063.94
Hopskipdrive Inc Total					6,063.94
Howies Hockey Inc DBA Howies Athletic Tape	11/03/2025	727292	01-0000-0-1202-1000-4320-033-322	ATHLETIC TRAINER	727.47
Howies Hockey Inc DBA Howies Athletic Tape	11/10/2025	729067	01-0000-0-1202-1000-4320-032-322	mouth guard	136.65
Howies Hockey Inc DBA Howies Athletic Tape Total					864.12
INTAL-DE LEON, TIFFANY CLAIRE	11/20/2025	731785	01-0000-0-0000-7602-5888-090-726	TUITION REIMBURSE SEPT-OCT 2025 MATHNASIUM	827.00
INTAL-DE LEON, TIFFANY CLAIRE Total					827.00
Interstate Traffic Control Products Inc.	11/13/2025	729573	01-8150-0-0000-8110-4320-090-741	SAFETY SIGNS & PRODUCTS	906.63
Interstate Traffic Control Products Inc. Total					906.63
Junior Library Guild	11/20/2025	731777	01-0000-0-1110-2421-4200-007-451	LIBRARY BOOKS	476.04
Junior Library Guild Total					476.04
KBA Document Solutions LLC	11/18/2025	730826	01-0000-0-1110-1000-5600-090-722	B/W Overage & Color Copies / Maintenance	8,930.98
KBA Document Solutions LLC Total					8,930.98
Kelly Spicers Stores	11/04/2025	727768	01-0000-0-0000-7550-4320-090-718	PAPER FOR REPROGRAPHICS	402.08
Kelly Spicers Stores	11/04/2025	727768	01-0000-0-1110-1000-4320-022-070	COPY PAPER	1,231.37
Kelly Spicers Stores	11/06/2025	728319	01-0805-0-1110-1000-4320-013-180	PAPER REORDER	1,293.78
Kelly Spicers Stores	11/13/2025	729579	01-0805-0-1110-1000-4320-033-180	Copier Paper	3,436.34
Kelly Spicers Stores	11/25/2025	733362	01-0000-0-0000-8200-4320-025-759	Open PO - Custodial Supplies	651.01
Kelly Spicers Stores Total					7,014.58
KORAH GUILAR EDUCATIONAL PSYCHOLOGY SERVICES	11/10/2025	729054	01-6500-0-5760-1190-5899-090-245	IEE EVALUATIN	7,360.00
KORAH GUILAR EDUCATIONAL PSYCHOLOGY SERVICES Total					7,360.00
Lakeshore Learning Materials, Llc	11/25/2025	733391	01-6053-0-1110-1000-4320-090-841	SUPPLIES	1,301.11
Lakeshore Learning Materials, Llc	11/25/2025	733401	01-0000-0-1110-1000-4320-010-070	dryng rack	291.22
Lakeshore Learning Materials, Llc	11/25/2025	733401	01-6053-0-1110-1000-4320-090-841	supplies	853.80
Lakeshore Learning Materials, Llc	11/25/2025	733401	01-6053-0-1110-1000-4420-090-841	supplies	708.75
Lakeshore Learning Materials, Llc Total					3,154.88
Language Testing	11/25/2025	733392	01-0801-0-1110-1000-5899-090-415	ASSESSMENTS	80.00
Language Testing Total					80.00
Lasertorium Office Systems Norman S.H. Kum	11/04/2025	727774	01-0000-0-0000-2424-5600-090-735	REPAIR HP COLOR LASERJET	135.00
Lasertorium Office Systems Norman S.H. Kum Total					135.00
Lawson Products Inc	11/18/2025	730801	01-8150-0-0000-8110-4320-090-741	supplies	574.72
Lawson Products Inc	11/20/2025	731747	01-8150-0-0000-8110-4320-090-741	supplies	50.86
Lawson Products Inc Total					625.58
Leader Services Attn: Accounting Department	11/18/2025	730813	01-9010-0-5001-3900-5899-090-350	medical	1,023.79
Leader Services Attn: Accounting Department Total					1,023.79
LEVINE, SARAH D	11/17/2025	730401	01-0805-0-1110-1000-4320-021-180	REISSUE CHECK	123.59
LEVINE, SARAH D Total					123.59
Lexia Learning Systems LLC	11/18/2025	730802	01-0805-0-4760-1000-5813-006-123	subscription renewal	4,725.00
Lexia Learning Systems LLC	11/20/2025	731748	01-0805-0-1110-1000-5813-006-180	subscription renewal	11,050.00
Lexia Learning Systems LLC Total					15,775.00
Lion Dance Me	11/10/2025	729068	01-9010-0-1110-1000-5899-010-356	performances	1,140.00
Lion Dance Me Total					1,140.00
LOWES BUSINESS ACCT/SYNCB	11/06/2025	728339	01-0000-0-0000-8200-4320-014-759	a/c 821 3105 920566 1	181.78
LOWES BUSINESS ACCT/SYNCB	11/06/2025	728339	01-0000-0-0000-8200-4320-090-760	supplies	24.98
LOWES BUSINESS ACCT/SYNCB	11/06/2025	728339	01-8150-0-0000-8110-4320-090-741	supplies	4,670.56
LOWES BUSINESS ACCT/SYNCB Total					4,877.32
LUAULU, ELIZABETH R	11/06/2025	728320	01-0000-0-0000-2110-5220-090-762	SITE VISIT NEW DIRECTOR	13.30
LUAULU, ELIZABETH R	11/10/2025	729046	01-0000-0-0000-2110-5220-090-762	PICKUP DONUTS	1.82
LUAULU, ELIZABETH R Total					15.12
Lucia Coria Vega	11/20/2025	731781	01-6500-0-5760-2490-5820-090-230	AUG 25 MILEAGE 20	329.28
Lucia Coria Vega	11/20/2025	731781	01-6500-0-5760-2490-5820-090-230	SEP 25 MILEAGE 41	343.00
Lucia Coria Vega	11/20/2025	731781	01-6500-0-5760-2490-5820-090-230	SEP 25 MILEAGE 42	150.92
Lucia Coria Vega Total					823.20
MARINDA, RIZZA G	11/13/2025	729594	01-0000-0-0000-7300-4320-090-717	CHOCOLATE FOR TICK OR TREATERS	70.63
MARINDA, RIZZA G	11/13/2025	729594	01-0000-0-0000-7300-5210-090-717	PURCHASING & PROCUREMENT BASICS	203.28
MARINDA, RIZZA G	11/13/2025	729594	01-0000-0-0000-7400-4320-090-715	CHOCOLATE FOR TICK OR TREATERS	70.63
MARINDA, RIZZA G	11/25/2025	733386	01-0000-0-0000-7300-5210-090-717	PURCHASING & PROCUREMENT BASICS - SACRAMENTO, CA	203.14
MARINDA, RIZZA G Total					547.68
MARTINEZ, VERONICA R	11/20/2025	731778	01-0000-0-0000-7120-4322-090-715	SPECIALITY'S CAFE D OF DATA, ED TECH	152.78
MARTINEZ, VERONICA R Total					152.78
MARZAN, JACE E	11/25/2025	733367	01-0000-0-1110-2421-5210-007-070	ASCA25 LONG BEACH PART 2	161.80

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
MARZAN, JACE E Total					161.80
Maxx Metals	11/18/2025	730814	01-8150-0-0000-8110-4320-090-741	parts	228.86
Maxx Metals	11/20/2025	731755	01-8150-0-0000-8110-4320-090-741	parts	95.55
Maxx Metals	11/25/2025	733371	01-8150-0-0000-8110-4320-090-741	parts	100.96
Maxx Metals Total					425.37
MCATEER, JOHN DBA MCATEER PAINTING	11/06/2025	728299	01-8150-0-0000-8110-5899-090-741	PAINT D. OFFICE	9,350.00
MCATEER, JOHN DBA MCATEER PAINTING Total					9,350.00
MCCLOSKEY, LIAM JOSEPH	11/20/2025	731779	01-8150-0-0000-8110-4320-090-741	ORGANIC WEEDKILLER SALT	66.92
MCCLOSKEY, LIAM JOSEPH Total					66.92
MCDONALD, RACHEL M	11/06/2025	728321	01-9305-0-1110-3900-4320-032-391	PEER COUNSELING/WELLNESS MAT	1,683.07
MCDONALD, RACHEL M Total					1,683.07
McGraw Hill LLC	11/17/2025	730413	01-6300-0-1110-1000-4100-090-307	curriculum	786.74
McGraw Hill LLC	11/17/2025	730414	01-6300-0-1110-1000-4100-090-307	curriculum	80,140.67
McGraw Hill LLC	11/17/2025	730415	01-6300-0-1110-1000-4100-090-307	curriculum	2,762.27
McGraw Hill LLC	11/18/2025	730807	01-6300-0-1110-1000-4100-090-307	workbooks	194.15
McGraw Hill LLC Total					83,883.83
Mega Electric & Pv Inc.	11/17/2025	730420	01-8150-0-0000-8110-5899-032-741	relocations of power rm62	9,600.00
Mega Electric & Pv Inc. Total					9,600.00
MENDEZ, NINA M	11/03/2025	727293	01-0000-0-1110-1000-4320-021-322	ACOUSTIC WALL PANELS HALLWAY	351.38
MENDEZ, NINA M	11/03/2025	727293	01-0805-0-1110-1000-4320-021-180	BULLETIN BOARD HALLWAY	263.64
MENDEZ, NINA M	11/03/2025	727293	01-9010-0-1110-1000-4322-021-356	STAFF APPRECIATION	139.12
MENDEZ, NINA M Total					754.14
MetLife Insurance Company MetLife Small Business Center	11/24/2025	732915	01- - - - -9573- -	BASIC LIFE PREMIUM DEC25	10,014.31
MetLife Insurance Company MetLife Small Business Center	11/24/2025	732915	01-0000-0-0000-7600-3701-090-810	BASIC LIFE PREMIUM DEC25	13.79
MetLife Insurance Company MetLife Small Business Center Total					10,028.10
MEYERS, MADELINE C	11/13/2025	729595	01-9044-0-1110-1000-5210-090-062	CA SCIENCE EDUCATORS CONF-PALM SPRING	1,159.81
MEYERS, MADELINE C Total					1,159.81
MFASCO Health & Safety	11/18/2025	730815	01-0000-0-0000-0000-9320-000-	firstaid kit	175.80
MFASCO Health & Safety Total					175.80
Michael Katz	11/10/2025	729070	01-9010-0-1110-1000-5899-010-356	storytelling	925.00
Michael Katz Total					925.00
MOORE NEWTON QUALITY HARDWOODS CORP	11/25/2025	733393	01-8150-0-0000-8110-4320-090-741	SUPPLIES	1,103.08
MOORE NEWTON QUALITY HARDWOODS CORP Total					1,103.08
MPS Macmillan Holding LLC	11/18/2025	730808	01-6300-0-1110-1000-4100-090-307	books	636.50
MPS Macmillan Holding LLC	11/20/2025	731751	01-6300-0-1110-1000-4100-090-307	books	8,110.02
MPS Macmillan Holding LLC Total					8,746.52
NAPA COUNTY OFFICE OF ED. SUPERINTENDENT OF SCHOOLS NAPA	11/25/2025	733350	01-6383-0-3800-1000-5210-090-336	CONFERENCE	600.00
NAPA COUNTY OFFICE OF ED. SUPERINTENDENT OF SCHOOLS NAPA	11/25/2025	733350	01-6387-0-3800-1000-5210-090-394	CONFERENCE	1,800.00
NAPA COUNTY OFFICE OF ED. SUPERINTENDENT OF SCHOOLS NAPA	11/25/2025	733350	01-7370-0-3800-1000-5210-090-368	CONFERENCE	1,200.00
NAPA COUNTY OFFICE OF ED. SUPERINTENDENT OF SCHOOLS NAPA Total					3,600.00
National Student Clearinghouse	11/25/2025	733351	01-7412-0-1110-1000-5899-090-362	STUDENT TRACKER	1,785.00
National Student Clearinghouse Total					1,785.00
Ncs Pearson Inc.	11/24/2025	732916	01-6500-0-5760-1190-4320-090-245	forms	8,253.90
Ncs Pearson Inc. Total					8,253.90
Network Craze Technologies Inc	11/24/2025	732917	01-0000-0-0000-2424-4320-090-735	ip phones	928.97
Network Craze Technologies Inc Total					928.97
NEW LIFE TREE SERVICE	11/18/2025	730816	01-8150-0-0000-8110-5899-025-741	arborist services	3,050.00
NEW LIFE TREE SERVICE Total					3,050.00
NG, TIFFANY R	11/20/2025	731786	01-0000-0-1110-1000-4322-033-070	ADMIN COUNCIL MEET TREATS	25.83
NG, TIFFANY R Total					25.83
NJR Brisbane Liquor & Deli LLC Julie's Brisbane Deli & Liquo	11/10/2025	729071	01-0000-0-1110-1000-4322-033-070	boxed lunches	690.00
NJR Brisbane Liquor & Deli LLC Julie's Brisbane Deli & Liquo Total					690.00
ODENCRANS, ERICA T	11/06/2025	728295	01-0000-0-1110-1000-4320-021-070	TURKEY TROT AWARDS	43.92
ODENCRANS, ERICA T Total					43.92
ODP Business Solutions LLC	11/03/2025	727279	01-0000-0-0000-2424-4320-090-735	supplies	10.20
ODP Business Solutions LLC	11/13/2025	729584	01-0000-0-0000-2424-4320-090-735	supplies	198.80
ODP Business Solutions LLC	11/13/2025	729584	01-0000-0-0000-7350-4320-090-717	supplies	60.79
ODP Business Solutions LLC	11/13/2025	729584	01-0000-0-0000-7400-4320-090-715	supplies	520.23
ODP Business Solutions LLC	11/13/2025	729584	01-0000-0-1110-1000-4320-010-070	supplies	169.52
ODP Business Solutions LLC	11/13/2025	729584	01-0000-0-1110-1000-4320-014-070	supplies	1.37
ODP Business Solutions LLC	11/13/2025	729584	01-7399-0-1110-1000-4320-031-311	supplies	841.74

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
ODP Business Solutions LLC	11/17/2025	730396	01-0000-0-0000-2424-4320-090-735	supplies	0.99
ODP Business Solutions LLC Total					1,803.64
OLIVA, CATHERINE	11/20/2025	731787	01-6500-0-5760-2490-5820-090-245	AUG 25 MILEAGE	11.76
OLIVA, CATHERINE	11/20/2025	731787	01-6500-0-5760-2490-5820-090-245	SEP 25 MILEAGE 64	14.70
OLIVA, CATHERINE	11/20/2025	731787	01-6500-0-5760-2490-5820-090-245	SEP 25 MILEAGE 65	5.88
OLIVA, CATHERINE Total					32.34
Orlando Duarte	11/25/2025	733355	01-6500-0-5760-2490-5820-090-230	AUG 25 MILEAGE SPECTRUM	63.00
Orlando Duarte	11/25/2025	733355	01-6500-0-5760-2490-5820-090-230	JUL 25 MILEAGE SPECTRUM	210.00
Orlando Duarte Total					273.00
Otis Elevator Company	11/06/2025	728345	01-0000-0-0000-8200-5600-090-760	maintenance parkwy ms	4,787.50
Otis Elevator Company	11/06/2025	728345	01-0000-0-0000-8200-5600-090-760	maintenance spruce es	2,600.00
Otis Elevator Company Total					7,387.50
Outdoor Supply Hardware	11/06/2025	728340	01-8150-0-0000-8110-4320-090-741	supplies	614.18
Outdoor Supply Hardware Total					614.18
Outward Bound California	11/18/2025	730803	01-3010-0-1110-1000-5815-033-301	program fees:4080	2,400.00
Outward Bound California Total					2,400.00
P G & E	11/20/2025	731766	01-0000-0-0000-8200-5510-090-760	Utility	90,821.30
P G & E Total					90,821.30
PENA, ROGER	11/25/2025	733356	01-6500-0-5760-2490-5820-090-245	SEP 25 MILEAGE60 JS ELEM	58.80
PENA, ROGER	11/25/2025	733368	01-6500-0-5760-2490-5820-090-245	AUG 25 MILEAGE JS ELEM	33.60
PENA, ROGER Total					92.40
Peninsula Battery Inc	11/06/2025	728346	01-8150-0-0000-8110-4320-090-741	batery	78.86
Peninsula Battery Inc Total					78.86
Phoenix Transportation	11/13/2025	729586	01-0000-0-1202-3900-5821-033-322	transportation	5,299.18
Phoenix Transportation	11/13/2025	729586	01-0000-0-1227-3900-5821-033-322	transportation	3,856.00
Phoenix Transportation	11/13/2025	729586	01-6383-0-3800-1000-5821-033-336	transportation	1,467.19
Phoenix Transportation	11/13/2025	729586	01-6770-0-1110-1000-5821-033-186	transportation	1,273.50
Phoenix Transportation	11/18/2025	730817	01-0000-0-1202-3900-5821-033-322	transportation	1,277.64
Phoenix Transportation	11/25/2025	733372	01-6388-0-3800-1000-5821-033-318	transportation	925.95
Phoenix Transportation Total					14,099.46
Piar, Erica E	11/04/2025	727769	01-3010-0-1110-1000-4320-022-301	CLASSRM DECOR, SUPPLIES	98.85
Piar, Erica E Total					98.85
PRASAD, SEEMAA S	11/10/2025	729082	01-0805-0-1110-1000-4322-031-180	BAY AREA WRITING PROJ PROF	223.26
PRASAD, SEEMAA S Total					223.26
PRIMO BRANDS BLUE TRITON BRANDS, INC	11/17/2025	730400	01-0000-0-1110-1000-4322-032-070	water	554.63
PRIMO BRANDS BLUE TRITON BRANDS, INC	11/17/2025	730421	01-9107-0-1110-1000-4322-033-356	water	93.87
PRIMO BRANDS BLUE TRITON BRANDS, INC Total					648.50
Printed Solid Inc.	11/25/2025	733402	01-6387-0-3800-1000-4320-090-394	supplies	248.26
Printed Solid Inc. Total					248.26
QBS LLC	11/03/2025	727274	01-6500-0-5760-1190-5899-090-245	safety training	354.00
QBS LLC	11/24/2025	732918	01-6500-0-5760-1190-5899-090-245	certification fee	2,299.00
QBS LLC	11/25/2025	733341	01-6500-0-5760-1190-5899-090-245	certification fee	54.00
QBS LLC Total					2,707.00
Quadient Leasing USA Inc	11/18/2025	730819	01-0000-0-0000-7550-5600-090-718	labor services	495.00
Quadient Leasing USA Inc Total					495.00
R & H Wholesale Supply Inc	11/06/2025	728347	01-8150-0-0000-8110-4320-090-741	parts	2,356.24
R & H Wholesale Supply Inc	11/10/2025	729072	01-8150-0-0000-8110-4320-090-741	supplies	367.33
R & H Wholesale Supply Inc Total					2,723.57
Rainbow Images	11/18/2025	730820	01-0000-0-1110-1000-5899-008-070	laminator services	130.00
Rainbow Images Total					130.00
Refrigeration Supplies Distributor	11/06/2025	728348	01-8150-0-0000-8110-4320-090-741	parts	58.34
Refrigeration Supplies Distributor	11/18/2025	730809	01-8150-0-0000-8110-4320-090-741	parts	947.85
Refrigeration Supplies Distributor	11/24/2025	732919	01-8150-0-0000-8110-4320-090-741	COPPER COUPLING	87.36
Refrigeration Supplies Distributor Total					1,093.55
Regents of the University of C olorado	11/25/2025	733403	01-9044-0-1110-1000-5210-090-064	workshops	4,465.00
Regents of the University of C olorado Total					4,465.00
RESIDEO LLC, DBA ADI	11/06/2025	728328	01-8150-0-0000-8110-4320-090-741	PARTS	123.45
RESIDEO LLC, DBA ADI Total					123.45
Restaurant Supply LLC	11/10/2025	729065	01-7032-0-0000-3700-6430-090-820	refrigerators	10,584.90
Restaurant Supply LLC Total					10,584.90
Rifton Equipment	11/10/2025	729073	01-6500-0-5760-1190-4320-090-215	chair	356.68

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Rifton Equipment Total					356.68
Right at School LLC	11/06/2025	728297	01-2600-0-0000-8200-5899-090-358	ELOP	67,272.72
Right at School LLC Total					67,272.72
RINGSEIS, MICHAEL	11/06/2025	728329	01-3550-0-3800-1000-5899-090-333	CTE BROCHURE	2,475.00
RINGSEIS, MICHAEL Total					2,475.00
Ro Health	11/04/2025	727779	01-6500-0-5760-3140-5899-090-245	npa	18,883.65
Ro Health	11/06/2025	728303	01-6500-0-5760-3140-5899-090-245	npa	9,881.20
Ro Health	11/24/2025	732909	01-6500-0-5760-3140-5899-090-245	npa	5,948.18
Ro Health	11/25/2025	733335	01-6500-0-5760-3140-5899-090-245	npa	1,700.00
Ro Health Total					36,413.03
Robert Half	11/04/2025	727776	01-0000-0-0000-3900-5899-090-503	TEMP SERVICES	8,100.37
Robert Half	11/04/2025	727776	01-0000-0-0000-7490-5899-090-716	TEMP SERVICES	1,654.50
Robert Half	11/13/2025	729587	01-0000-0-0000-3900-5899-090-503	temp svc	2,033.46
Robert Half Total					11,788.33
Rosa Emilia Espinoza DBA Freshito	11/24/2025	732920	01-0000-0-0000-3110-4322-090-501	cateringa services	352.50
Rosa Emilia Espinoza DBA Freshito	11/24/2025	732920	01-0000-0-0000-3900-4322-090-501	cateringa services	352.50
Rosa Emilia Espinoza DBA Freshito	11/24/2025	732920	01-9010-0-1110-1000-4322-090-174	cateringa services	235.00
Rosa Emilia Espinoza DBA Freshito	11/24/2025	732920	01-9010-0-1110-1000-4322-090-432	cateringa services	235.00
Rosa Emilia Espinoza DBA Freshito Total					1,175.00
Rozzi's Reproduction & Supply	11/25/2025	733404	01-0000-0-0000-8200-5810-090-760	printing	152.73
Rozzi's Reproduction & Supply Total					152.73
S.F. Giants/Oracle Park Tours	11/10/2025	729074	01-6383-0-3800-1000-5815-090-312	200 guests	3,070.00
S.F. Giants/Oracle Park Tours	11/10/2025	729074	01-6383-0-3800-1000-5815-090-313	200 guests	1,535.00
S.F. Giants/Oracle Park Tours	11/10/2025	729074	01-6388-0-3800-1000-5815-090-318	200 guests	10,745.00
S.F. Giants/Oracle Park Tours Total					15,350.00
SAMPAYAN, TERESA O	11/10/2025	729083	01-0805-0-1110-1000-4320-006-180	DRY ERASE WHITEBD, KNEELING PAD	103.39
SAMPAYAN, TERESA O Total					103.39
San Francisco Window & Door Co	11/25/2025	733405	01-8150-0-0000-8110-4320-090-741	supplies	1,637.13
San Francisco Window & Door Co Total					1,637.13
San Joaquin County Office of Education	11/10/2025	729075	01-6500-0-5760-1190-5813-090-245	maintenance of seis/sis	2,434.50
San Joaquin County Office of Education Total					2,434.50
San Mateo County Behavioral Health & Recovery	11/25/2025	733336	01-6500-0-5760-3120-5870-090-245	npa - jul25	15,145.00
San Mateo County Behavioral Health & Recovery	11/25/2025	733336	01-6500-0-5760-3120-5870-090-245	npa- aug25	19,177.10
San Mateo County Behavioral Health & Recovery Total					34,322.10
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/13/2025	729602	01-0000-0-0000-8200-5530-090-760	ABATEMNT/WATER SEWER	19,270.62
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/13/2025	729602	01-0000-0-0000-8200-5899-090-760	ABATEMNT/WATER SEWER	78.06
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/13/2025	729602	01-0000-0-0000-8200-5899-090-760	SMC MOSQ ABATEMNT	520.40
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/17/2025	730406	01-0000-0-0000-8200-5530-090-760	ABATEMNT/WATER SEWER	22,757.40
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/17/2025	730406	01-0000-0-0000-8200-5530-090-760	SMC MOSQ ABATEMNT	5,210.78
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/17/2025	730406	01-0000-0-0000-8200-5899-090-760	ABATEMNT/WATER SEWER	26.02
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT	11/17/2025	730406	01-0000-0-0000-8200-5899-090-760	SMC MOSQ ABATEMNT	65.06
SAN MATEO COUNTY TAX COLLECTOR SANDIE ARNOTT Total					47,928.34
Scholastic Inc	11/06/2025	728330	01-3010-0-1110-1000-5813-022-301	DIGITAL MAGAZINE	2,562.30
Scholastic Inc	11/25/2025	733373	01-3010-0-1110-1000-4200-008-301	rising voices elevating	4,425.27
Scholastic Inc	11/25/2025	733374	01-0000-0-1110-1000-4320-012-070	magazines	1,752.28
Scholastic Inc	11/25/2025	733406	01-9010-0-1110-1000-4320-009-356	Scholastic News	3,371.32
Scholastic Inc Total					12,111.17
School Health Corporation	11/24/2025	732921	01-0000-0-0000-3140-4320-090-507	SUPPLIES	2,092.66
School Health Corporation Total					2,092.66
School House Grocery	11/04/2025	727773	01-0000-0-1110-1000-4322-022-070	catering svcs.	701.00
School House Grocery Total					701.00
School Nurse Supply Inc	11/04/2025	727777	01-0000-0-0000-0000-9320-000-	SUPPLIES	3,295.90
School Nurse Supply Inc Total					3,295.90
School Outfitters	11/04/2025	727778	01-0000-0-1110-1000-4420-010-070	OUTDOOR TABLES	3,689.10
School Outfitters	11/25/2025	733398	01-9010-0-5760-1190-4320-090-350	mobile table	958.05
School Outfitters Total					4,647.15
School Personnel Commissioners Association of Northern CA	11/25/2025	733394	01-0000-0-0000-7490-5300-090-716	membership dues	95.00
School Personnel Commissioners Association of Northern CA Total					95.00
School Safety Solutions LLC Ronald Dean Mansfield	11/25/2025	733342	01-0000-0-0000-8200-5899-090-760	WASTE INVENTORY	5,337.50
School Safety Solutions LLC Ronald Dean Mansfield Total					5,337.50
School Specialty LLC	11/18/2025	730810	01-3010-0-1110-1000-4200-007-301	workbooks	142.66

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
School Specialty LLC	11/18/2025	730810	01-3010-0-1110-1000-4320-007-301	workbooks	142.66
School Specialty LLC	11/25/2025	733375	01-0805-0-1110-1000-4320-012-180	table	400.80
School Specialty LLC Total					686.12
Scoot Education Inc.	11/03/2025	727277	01-0000-0-0000-7400-5899-090-720	temp. svc.	22,294.58
Scoot Education Inc.	11/04/2025	727788	01-0000-0-0000-7400-5899-090-720	temp svc	111,508.20
Scoot Education Inc.	11/06/2025	728310	01-0000-0-0000-7400-5899-090-720	temp svc	33,175.98
Scoot Education Inc. Total					166,978.76
Scott Buschman Photograpy	11/25/2025	733376	01-0000-0-0000-7300-4320-090-717	prints	505.18
Scott Buschman Photograpy Total					505.18
Sehi Computer Products Inc	11/20/2025	731752	01-0000-0-1227-1000-4320-033-070	toner	106.22
Sehi Computer Products Inc Total					106.22
SEIGEL, SATHYA D	11/20/2025	731789	01-9010-0-1110-1000-4320-090-316	PLASTIC BAGS FOR CARD SLOTS	81.44
SEIGEL, SATHYA D Total					81.44
Service Press Inc.	11/03/2025	727268	01-0000-0-1110-1000-5810-033-070	business cards	191.29
Service Press Inc. Total					191.29
Shi International Corp	11/20/2025	731753	01-0000-0-0000-2424-5813-090-735	creative cloud license	24,530.00
Shi International Corp Total					24,530.00
Silicon Valley Mathematics Initiative	11/18/2025	730805	01-3182-0-1110-1000-5899-031-387	professional learning	7,140.00
Silicon Valley Mathematics Initiative Total					7,140.00
SMCOE	11/20/2025	731758	01-6387-0-3800-1000-4320-090-394	CATERING EVENT	7,391.97
SMCOE Total					7,391.97
Solo Soccer Shop	11/13/2025	729582	01-0000-0-1202-1000-5810-032-322	sports attire	3,863.20
Solo Soccer Shop Total					3,863.20
Sonitrol/pacific West Security	11/03/2025	727280	01-8150-0-0000-8300-5806-090-129	monitoring	10,693.00
Sonitrol/pacific West Security Total					10,693.00
South City Lumber & Supply	11/13/2025	729585	01-6383-0-3800-1000-4320-033-314	supplies	42.26
South City Lumber & Supply	11/13/2025	729585	01-8150-0-0000-8110-4320-090-741	SUPPLIES	686.45
South City Lumber & Supply	11/17/2025	730398	01-8150-0-0000-8110-4320-090-741	SUPPLIES	8.79
South City Lumber & Supply Total					737.50
South San Francisco Scavenger	11/20/2025	731759	01-0000-0-0000-8200-5540-090-760	GARBAGE PICK UP	23,474.17
South San Francisco Scavenger Total					23,474.17
Sown to Grow Inc.	11/10/2025	729051	01-0805-0-1110-1000-5813-021-180	software licenses	5,000.00
Sown to Grow Inc. Total					5,000.00
Spectrum Center Inc.	11/25/2025	733337	01-6500-0-5760-1180-5820-090-230	nps	5,460.00
Spectrum Center Inc.	11/25/2025	733337	01-6500-0-5760-1180-5870-090-230	nps	47,195.30
Spectrum Center Inc.	11/25/2025	733337	01-6500-0-5760-1180-5880-090-230	nps	70,452.90
Spectrum Center Inc.	11/25/2025	733337	01-6500-0-5760-1180-5899-090-230	nps	3,049.80
Spectrum Center Inc. Total					126,158.00
SSFHS Performing Arts Boosters	11/25/2025	733369	01-0000-0-1110-1000-5600-033-322	U HAUL RENTAL & PETROLEUM	443.31
SSFHS Performing Arts Boosters Total					443.31
SSFUSD - DEDAP	11/20/2025	731760	01-2600-0-0000-8200-5899-090-358	ELOP STUDENTS	46,435.00
SSFUSD - DEDAP Total					46,435.00
Standard Plumbing Supply Co.	11/25/2025	733377	01-8150-0-0000-8110-4320-090-741	parts	14.05
Standard Plumbing Supply Co. Total					14.05
STEPPING STONES GROUP LLC, THE	11/04/2025	727780	01-6500-0-5760-3120-5899-090-245	npa	28,628.25
STEPPING STONES GROUP LLC, THE	11/06/2025	728335	01-3310-0-5760-1110-5899-090-201	npa	43,454.70
STEPPING STONES GROUP LLC, THE	11/10/2025	729056	01-3310-0-5760-1110-5899-090-201	npa	43,107.02
STEPPING STONES GROUP LLC, THE	11/20/2025	731761	01-3310-0-5760-1110-5899-090-201	NPA	73,455.88
STEPPING STONES GROUP LLC, THE	11/24/2025	732910	01-6500-0-5760-3120-5899-090-245	npa	9,243.50
STEPPING STONES GROUP LLC, THE Total					197,889.35
SULLIVAN, TIMOTHY	11/25/2025	733370	01-9219-0-1208-1000-4320-032-356	FALLS MUSICAL PROPS & COSTUMES	2,255.57
SULLIVAN, TIMOTHY Total					2,255.57
Sunbelt Staffing	11/17/2025	730422	01-0000-0-0000-7400-5899-090-715	couselor	7,710.30
Sunbelt Staffing	11/25/2025	733399	01-0000-0-0000-7400-5899-090-715	counselor	11,235.60
Sunbelt Staffing Total					18,945.90
Sunshine Gutters Inc	11/18/2025	730811	01-8150-0-0000-8110-5899-009-741	rain gutter cleaning	660.28
Sunshine Gutters Inc	11/18/2025	730811	01-8150-0-0000-8110-5899-011-741	rain gutter cleaning	660.27
Sunshine Gutters Inc	11/18/2025	730811	01-8150-0-0000-8110-5899-012-741	rain gutter cleaning	660.27
Sunshine Gutters Inc	11/18/2025	730811	01-8150-0-0000-8110-5899-033-741	rain gutter cleaning	1,980.46
Sunshine Gutters Inc Total					3,961.28
SUPER TEACHER WORKSHEETS	11/10/2025	729076	01-3010-0-1110-1000-5813-008-301	membership	24.95

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
SUPER TEACHER WORKSHEETS Total					24.95
Suping Yang	11/25/2025	733357	01-6500-0-5760-2490-5820-090-245	AUGUST 25 MILEAGE	60.48
Suping Yang	11/25/2025	733357	01-6500-0-5760-2490-5820-090-245	SEPTEMBER 25 MILEAGE	95.76
Suping Yang Total					156.24
Sylvia Katherine Eldredge 3 KINGS SERVICES	11/06/2025	728331	01-0000-0-0000-2110-5899-090-762	DIGITAL NEWSLETTER	2,000.00
Sylvia Katherine Eldredge 3 KINGS SERVICES Total					2,000.00
TAM, HELEN	11/10/2025	729084	01-3010-0-1110-1000-4320-022-301	SCIENCE LAB SUPPLIES	40.48
TAM, HELEN Total					40.48
The Avalon Academy	11/03/2025	727275	01-6500-0-5760-1180-5870-090-230	nps	10,204.33
The Avalon Academy	11/03/2025	727275	01-6500-0-5760-1180-5880-090-230	nps	6,030.00
The Avalon Academy Total					16,234.33
TIRAPELLE, LUCA	11/25/2025	733389	01-9305-0-1110-1000-5210-090-503	PBIS CONFERENCE	2,065.37
TIRAPELLE, LUCA Total					2,065.37
T-mobile	11/03/2025	727272	01-0000-0-0000-2700-5910-033-480	cell/hot spots/emergency phones	61.70
T-mobile	11/03/2025	727272	01-0000-0-0000-2700-5910-090-735	cell/hot spots/emergency phones	2,204.97
T-mobile	11/03/2025	727272	01-0000-0-0000-2700-5910-090-762	cell/hot spots/emergency phones	60.25
T-mobile	11/03/2025	727272	01-0000-0-0000-3130-5910-090-503	cell/hot spots/emergency phones	61.70
T-mobile	11/03/2025	727272	01-0000-0-0000-7200-5910-090-714	cell/hot spots/emergency phones	71.80
T-mobile	11/03/2025	727272	01-0000-0-0000-7200-5910-090-715	cell/hot spots/emergency phones	56.65
T-mobile	11/03/2025	727272	01-0000-0-0000-7200-5910-090-760	cell/hot spots/emergency phones	179.50
T-mobile	11/03/2025	727272	01-6500-0-5760-2700-5910-090-245	cell/hot spots/emergency phones	35.90
T-mobile	11/06/2025	728332	01-0000-0-0000-2700-5910-033-480	cell/emg/hotspots	61.72
T-mobile	11/06/2025	728332	01-0000-0-0000-2700-5910-090-735	cell/emg/hotspots	2,215.76
T-mobile	11/06/2025	728332	01-0000-0-0000-2700-5910-090-762	cell/emg/hotspots	92.72
T-mobile	11/06/2025	728332	01-0000-0-0000-3130-5910-090-503	cell/emg/hotspots	61.72
T-mobile	11/06/2025	728332	01-0000-0-0000-7200-5910-090-714	cell/emg/hotspots	71.82
T-mobile	11/06/2025	728332	01-0000-0-0000-7200-5910-090-715	cell/emg/hotspots	56.67
T-mobile	11/06/2025	728332	01-0000-0-0000-7200-5910-090-760	cell/emg/hotspots	179.55
T-mobile	11/06/2025	728332	01-6500-0-5760-2700-5910-090-245	cell/emg/hotspots	35.91
T-mobile Total					5,508.34
Tpx Communications Co.	11/24/2025	732923	01-0000-0-0000-2424-5899-090-735	COMMUNICATIONS	4,938.30
Tpx Communications Co. Total					4,938.30
Uni Pizzeria & Grill	11/25/2025	733378	01-9113-0-1110-1000-4322-033-356	catering	2,000.00
Uni Pizzeria & Grill Total					2,000.00
United Coach Tours	11/20/2025	731762	01-3550-0-3800-1000-5821-032-333	TRANSPORTATION	1,220.00
United Coach Tours Total					1,220.00
United Rentals (north America) Inc	11/10/2025	729059	01-8150-0-0000-8110-5600-090-741	rental	29.67
United Rentals (north America) Inc Total					29.67
United Site Services	11/06/2025	728300	01-0000-0-0000-8200-5600-090-760	RENTAL	105.15
United Site Services	11/24/2025	732924	01-0000-0-0000-8200-5600-090-760	RENTAL SVC	1,365.07
United Site Services	11/25/2025	733400	01-0000-0-0000-8200-5600-090-760	rentals	1,615.44
United Site Services	11/25/2025	733407	01-0000-0-0000-8200-5600-090-760	rentals	105.15
United Site Services Total					3,190.81
UPS Store	11/13/2025	729583	01-0000-0-0000-7400-5840-090-715	fingerprinting	734.79
UPS Store	11/13/2025	729583	01-0000-0-0000-7400-5841-090-715	fingerprinting	1,049.70
UPS Store	11/17/2025	730393	01-0000-0-0000-7400-5840-090-715	fingerprinting	594.83
UPS Store	11/17/2025	730393	01-0000-0-0000-7400-5841-090-715	fingerprinting	34.99
UPS Store	11/25/2025	733379	01-0000-0-0000-7400-5840-090-715	fingerprinting	209.94
UPS Store	11/25/2025	733379	01-0000-0-0000-7400-5841-090-715	fingerprinting	2,694.23
UPS Store Total					5,318.48
VALENZUELA, JUDY	11/20/2025	731790	01-6500-0-5760-1190-4322-090-245	STAFF MEET FOOD SUPPLIES	102.98
VALENZUELA, JUDY Total					102.98
Vari Sales Corporation	11/18/2025	730821	01-0000-0-1110-1000-4320-008-070	varidesk pro plus	438.40
Vari Sales Corporation Total					438.40
VB Golf LLC Mariners Point Golf Center	11/17/2025	730394	01-9238-0-1110-1000-4320-032-322	range ball buckets	200.00
VB Golf LLC Mariners Point Golf Center Total					200.00
VEGA, ANDREYA C	11/20/2025	731782	01-6500-0-5760-1190-4320-041-212	CHOCOLATE CHIP & HOT COCOA	24.19
VEGA, ANDREYA C	11/20/2025	731791	01-6500-0-5760-1190-4320-041-212	CLASSROOM SUPPLIES	75.88
VEGA, ANDREYA C	11/25/2025	733358	01-6500-0-5760-1190-4320-041-212	CHOCO MIX BAKING TOOTHPASTE	53.42
VEGA, ANDREYA C	11/25/2025	733358	01-6500-0-5760-1190-5920-090-245	CERTIFIED MAIL FOR ABSENT STUDENT	30.21
VEGA, ANDREYA C Total					183.70

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Verizon	11/06/2025	728341	01-8150-0-0000-8110-5899-090-741	tracking svc	909.60
Verizon Total					909.60
Vertiv Corporaton	11/06/2025	728325	01-0000-0-0000-2424-5899-090-735	preventative maintenance	7,355.70
Vertiv Corporaton Total					7,355.70
Vista Athletic Boosters	11/25/2025	733397	01-9247-0-1202-1000-5899-032-322	14TH ANNUAL VISTA EAGEL VARSITY INVITATIONAL	400.00
Vista Athletic Boosters Total					400.00
VWR International	11/03/2025	727278	01-9010-0-1110-1000-4320-090-360	supplies	109.86
VWR International Total					109.86
Wave	11/18/2025	730812	01-0000-0-0000-2424-5850-090-735	internet svc.	4,500.00
Wave Total					4,500.00
Weingarten Children's Center	11/24/2025	732911	01-6500-0-5760-1180-5870-090-230	nps	973.15
Weingarten Children's Center	11/24/2025	732911	01-6500-0-5760-1180-5880-090-230	nps	13,545.00
Weingarten Children's Center	11/25/2025	733338	01-6500-0-5760-1180-5870-090-230	nps	1,439.05
Weingarten Children's Center	11/25/2025	733338	01-6500-0-5760-1180-5880-090-230	nps	3,705.00
Weingarten Children's Center Total					19,662.20
Welldom Inc	11/04/2025	727781	01-6500-0-5760-1110-5899-090-201	npa	21,950.00
Welldom Inc	11/24/2025	732912	01-3310-0-5760-1110-5899-090-201	npa	14,157.00
Welldom Inc	11/24/2025	732912	01-6500-0-5760-1110-5899-090-201	npa	33,031.00
Welldom Inc	11/25/2025	733339	01-6500-0-5760-1190-5899-090-245	npa	24,464.00
Welldom Inc	11/25/2025	733343	01-6500-0-5760-1190-5899-090-245	NPA	18,858.00
Welldom Inc Total					112,460.00
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-2424-5813-090-735	CC CHARGES	833.18
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-7110-4322-090-713	CC CHARGES	170.94
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-7110-5210-090-713	CC CHARGES	265.00
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-7150-4320-090-714	CC CHARGES	108.60
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-7150-4322-090-714	CC CHARGES	121.22
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-7150-5210-090-714	CC CHARGES	1,156.60
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-0000-7300-5813-090-717	CC CHARGES	20.00
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1110-1000-4320-032-070	CC CHARGES	498.62
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1110-1000-4322-090-762	CC CHARGES	46.63
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1110-1000-5210-002-070	CC CHARGES	4,123.77
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1110-1000-5210-090-762	CC CHARGES	895.00
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1110-1000-5899-090-762	CC CHARGES	191.80
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1216-1000-4320-032-070	CC CHARGES	2,617.73
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0000-0-1216-1000-4320-033-070	CC CHARGES	1,407.25
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-0801-0-1110-1000-5210-090-177	CC CHARGES	937.35
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-3550-0-3800-1000-4420-033-333	CC CHARGES	4,437.16
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-6383-0-3800-1000-4420-033-336	CC CHARGES	2,676.00
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-6383-0-3800-1000-5210-090-336	CC CHARGES	2,474.92
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-6383-0-3800-1000-6420-033-336	CC CHARGES	5,274.00
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-8150-0-0000-8110-4320-090-741	CC CHARGES	645.06
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-8150-0-0000-8110-4420-090-741	CC CHARGES	4,346.44
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-8150-0-0000-8110-5210-090-741	CC CHARGES	7,715.46
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-9010-0-1110-1000-5210-090-056	CC CHARGES	13,166.08
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-9027-0-0000-7300-4320-090-727	CC CHARGES	66.18
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-9027-0-0000-7400-4322-090-727	CC CHARGES	30.99
Wells Fargo Elite Card Payment Center	11/24/2025	732931	01-9044-0-1110-1000-5210-090-062	CC CHARGES	4,555.16
Wells Fargo Elite Card Payment Center Total					58,781.14
Wells Fargo Vendor Fin Serv	11/06/2025	728333	01-0000-0-1110-1000-5600-090-722	leasing	2,084.93
Wells Fargo Vendor Fin Serv Total					2,084.93
Westborough Water District	11/24/2025	732925	01-0000-0-0000-8200-5530-090-760	UTILITY	4,113.34

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Westborough Water District Total					4,113.34
Wings Learning Center	11/03/2025	727276	01-6500-0-5760-1180-5870-090-230	nps	6,169.00
Wings Learning Center	11/03/2025	727276	01-6500-0-5760-1180-5880-090-230	nps	7,260.00
Wings Learning Center	11/03/2025	727276	01-6500-0-5760-1180-5899-090-230	nps	225.50
Wings Learning Center	11/25/2025	733408	01-6500-0-5760-1180-5870-090-230	nps	7,392.47
Wings Learning Center	11/25/2025	733408	01-6500-0-5760-1180-5880-090-230	nps	7,260.00
Wings Learning Center	11/25/2025	733408	01-6500-0-5760-1180-5899-090-230	nps	215.25
Wings Learning Center Total					28,522.22
YACOUB, SABRINA	11/10/2025	729085	01-6500-0-5760-1190-4320-090-245	MEETING MATERIALS	129.05
YACOUB, SABRINA Total					129.05
YANOVER, DAVID A	11/13/2025	729588	01-0805-0-1110-1000-5210-032-180	CA ASSOC OF WORK EXP EDUCATORS	725.77
YANOVER, DAVID A Total					725.77
Young Audiences Of Northern California	11/18/2025	730806	01-3010-0-1110-1000-5899-008-301	performance/common threads	1,365.00
Young Audiences Of Northern California Total					1,365.00
			Fund 01	**Subtotal**	**$ 3,944,405.96**
Amazon Capital Services	11/17/2025	730408	11-6391-0-4110-2700-4320-041-480	Office Supplies/Teacher Supplies/Textbooks	272.89
Amazon Capital Services	11/17/2025	730408	11-6391-0-4145-1000-4200-041-145	Office Supplies/Teacher Supplies/Textbooks	132.16
Amazon Capital Services	11/17/2025	730408	11-6391-0-4145-1000-4320-041-145	Office Supplies/Teacher Supplies/Textbooks	40.36
Amazon Capital Services Total					445.41
California Water Service	11/10/2025	729052	11-0000-0-0000-8200-5530-041-760	UTILITY	2,859.14
California Water Service Total					2,859.14
P G & E	11/20/2025	731766	11-0000-0-0000-8200-5510-041-760	Utility	1,568.89
P G & E Total					1,568.89
PRASAD, SEEMAA S	11/13/2025	729596	11-6391-0-4110-2490-4322-041-481	PROF DAY WASC/BURLINGTON DINNER	143.17
PRASAD, SEEMAA S	11/20/2025	731788	11-6391-0-4110-2490-4322-041-481	PROFESSIONAL DAY WASC LUNCH	99.44
PRASAD, SEEMAA S Total					242.61
PSI Services LLC - ETS Digital	11/18/2025	730804	11-6391-0-4151-1000-5817-041-151	exam fees	380.00
PSI Services LLC - ETS Digital Total					380.00
			Fund 11	**Subtotal**	**$ 5,496.05**
Amazon Capital Services	11/18/2025	730788	12-9010-0-8533-1000-4320-045-833	Baby Disposable Diaper Bags	24.81
Amazon Capital Services Total					24.81
California Water Service	11/10/2025	729052	12-6105-0-8510-8200-5530-045-830	UTILITY	111.99
California Water Service	11/10/2025	729052	12-6105-0-8535-8200-5530-045-835	UTILITY	154.04
California Water Service	11/10/2025	729052	12-9010-0-8533-8200-5530-045-833	UTILITY	154.04
California Water Service Total					420.07
Childcare Careers	11/03/2025	727267	12-6105-0-8535-1000-5899-045-835	Children's Center	92.00
Childcare Careers	11/03/2025	727267	12-9010-0-8533-1000-5899-045-833	Children's Center	92.00
Childcare Careers	11/06/2025	728304	12-6105-0-8535-1000-5899-045-835	Children's Center	1,609.38
Childcare Careers	11/06/2025	728304	12-9010-0-8533-1000-5899-045-833	Children's Center	1,609.37
Childcare Careers	11/06/2025	728304	12-9010-0-8533-1000-5899-045-833	Hillside Child Dev't Ctr.	1,111.75
Childcare Careers	11/13/2025	729591	12-6105-0-8535-1000-5899-045-835	Children's Center	1,995.75
Childcare Careers	11/13/2025	729591	12-9010-0-8533-1000-5899-045-833	Children's Center	1,995.75
Childcare Careers	11/13/2025	729591	12-9010-0-8533-1000-5899-045-833	Hillside Child Dev't Ctr.	1,459.50
Childcare Careers	11/17/2025	730402	12-9010-0-8533-1000-5899-045-833	Hillside Child Dev't Ctr.	574.33
Childcare Careers	11/20/2025	731768	12-6105-0-8535-1000-5899-045-835	Children's Center	1,925.75
Childcare Careers	11/20/2025	731768	12-9010-0-8533-1000-5899-045-833	Children's Center	1,925.75
Childcare Careers	11/20/2025	731768	12-9010-0-8533-1000-5899-045-833	Hillside Child Dev't Ctr.	1,693.00
Childcare Careers Total					16,084.33
FERRARI, LISA A	11/20/2025	731773	12-9010-0-8533-1000-4320-045-833	PARENT EDUC WKSHOP SUPPLIES	247.56
FERRARI, LISA A Total					247.56
LEDEZMA, ALEJANDRA	11/03/2025	727266	12-9010-0-8530-1000-5220-045-832	SEPT 25 MILEAGE	6.93
LEDEZMA, ALEJANDRA	11/10/2025	729081	12-9010-0-8530-1000-5220-045-832	BK DEPOSIT MILEAGE	1.82
LEDEZMA, ALEJANDRA Total					8.75
Maria E. Verdin	11/10/2025	729069	12-6105-0-8535-1000-5801-045-835	consultation	1,750.00
Maria E. Verdin	11/10/2025	729069	12-9010-0-8533-1000-5801-045-833	consultation	1,750.00
Maria E. Verdin Total					3,500.00
ODP Business Solutions LLC	11/13/2025	729584	12-9010-0-8533-1000-4320-045-833	supplies	638.31
ODP Business Solutions LLC Total					638.31
P G & E	11/20/2025	731766	12-6105-0-8510-8200-5510-045-830	Utility	849.58
P G & E	11/20/2025	731766	12-6105-0-8535-8200-5510-045-835	Utility	1,566.02
P G & E	11/20/2025	731766	12-9010-0-8533-8200-5510-045-833	Utility	1,566.02

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
P G & E Total					3,981.62
RUDONI, ANGELA M	11/06/2025	728322	12-9010-0-8533-2700-5220-045-833	SMCOE FAMILY ELIGIBILITY & NEED MEET	21.98
RUDONI, ANGELA M Total					21.98
The Education Team	11/06/2025	728305	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	2,760.82
The Education Team	11/13/2025	729592	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	3,880.15
The Education Team	11/20/2025	731769	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	3,912.15
The Education Team Total					10,553.12
			Fund 12	**Subtotal**	**$ 35,480.55**
Advanced Integrated Pest Mgmt	11/20/2025	731763	13-5310-0-0000-3700-5807-090-820	Pest Control & Related Services 2025/2026	166.00
Advanced Integrated Pest Mgmt Total					166.00
Bay Area News Group	11/20/2025	731764	13-5310-0-0000-3700-5811-090-820	Newspaper Ads for Bid Process	223.20
Bay Area News Group Total					223.20
California Department Of Tax And Fee Administration	11/03/2025	727287	13-0000-0- - -9580- -	use tax 07/01 to 09/30/25	110.30
California Department Of Tax And Fee Administration Total					110.30
Daylight Foods Inc	11/06/2025	728350	13-5310-0-0000-3700-4700-090-820	food	4,298.62
Daylight Foods Inc Total					4,298.62
ESPINOZA, GEORGINA	11/10/2025	729079	13-5310-0-0000-3700-5220-090-820	OCT MILEAGE SSFHS-ELCO	54.74
ESPINOZA, GEORGINA Total					54.74
Gold Star Foods	11/03/2025	727283	13-5310-0-0000-3700-4700-090-820	food	6,079.66
Gold Star Foods	11/06/2025	728351	13-5310-0-0000-3700-4700-090-820	food	4,879.06
Gold Star Foods	11/10/2025	729060	13-5310-0-0000-3700-4700-090-820	food	5,815.42
Gold Star Foods	11/20/2025	731765	13-5310-0-0000-3700-4700-090-820	Food Products	3,623.01
Gold Star Foods Total					20,397.15
MOONCHEF LLC	11/17/2025	730395	13-5310-0-0000-3700-5801-090-820	mieal	306,140.50
MOONCHEF LLC Total					306,140.50
ODP Business Solutions LLC	11/03/2025	727284	13-5310-0-0000-3700-4320-090-820	supplies	99.77
ODP Business Solutions LLC Total					99.77
Producers Dairy Foods Inc.	11/06/2025	728352	13-5310-0-0000-3700-4700-090-820	food	6,816.48
Producers Dairy Foods Inc.	11/18/2025	730818	13-5310-0-0000-3700-4700-090-820	food	5,521.26
Producers Dairy Foods Inc. Total					12,337.74
Sysco Food Services of SF	11/24/2025	732922	13-5310-0-0000-3700-4700-090-820	FOOD	6,892.04
Sysco Food Services of SF Total					6,892.04
T-mobile	11/03/2025	727272	13-5310-0-0000-3700-5910-090-820	cell/hot spots/emergency phones	61.70
T-mobile	11/06/2025	728332	13-5310-0-0000-3700-5910-090-820	cell/emg/hotspots	61.72
T-mobile Total					123.42
Wells Fargo Elite Card Payment Center	11/24/2025	732931	13-5310-0-0000-3700-4320-090-820	CC CHARGES	972.90
Wells Fargo Elite Card Payment Center Total					972.90
			Fund 13	**Subtotal**	**$ 351,816.38**
ALLIED STORAGE CONTAINERS INC	11/20/2025	731749	21-9010-0-0000-8500-5600-032-926	Container Rentals - ECHS Cntrl. Kitch. & Cafeteria	307.65
ALLIED STORAGE CONTAINERS INC	11/20/2025	731749	21-9010-0-0000-8500-5600-098-926	Container Rentals - ECHS Cntrl. Kitch. & Cafeteria	109.88
ALLIED STORAGE CONTAINERS INC Total					417.53
ALTEN CONSTRUCTION LLC	11/25/2025	733346	21-9010-0-0000-8500-6270-032-926	Escrow Account for El Camino HS CKC	22,882.74
ALTEN CONSTRUCTION LLC	11/25/2025	733346	21-9010-0-0000-8500-6270-032-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	434,772.14
ALTEN CONSTRUCTION LLC	11/25/2025	733346	21-9010-0-0000-8500-6270-098-926	Escrow Account for El Camino HS CKC	27,179.67
ALTEN CONSTRUCTION LLC	11/25/2025	733346	21-9010-0-0000-8500-6270-098-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	516,413.55
ALTEN CONSTRUCTION LLC Total					1,001,248.10
Bay Area News Group	11/20/2025	731770	21-9010-0-0000-8500-5811-090-902	Open PO - Advertising	372.00
Bay Area News Group Total					372.00
BKF Engineers	11/13/2025	729589	21-9010-0-0000-8500-6140-007-743	Land surveying for Los Cerrtos ES_PO 251739	500.00
BKF Engineers Total					500.00
Bluebeam Inc.	11/03/2025	727285	21-9010-0-0000-8500-5813-090-902	User Licenses_PDF Markup	527.50
Bluebeam Inc. Total					527.50
CORNERSTONE EARTH GROUP INC	11/18/2025	730799	21-9010-0-0000-8500-6255-098-926	Geotechnical Engineering Study	1,655.20
CORNERSTONE EARTH GROUP INC Total					1,655.20
FIVE STAR BANK	11/10/2025	729061	21-9010-0-0000-8500-6270-025-960	Escrow ACCT for McGuire and Hester	38,071.78
FIVE STAR BANK	11/25/2025	733347	21-9010-0-0000-8500-6270-025-960	Escrow ACCT for McGuire and Hester	34,886.47
FIVE STAR BANK Total					72,958.25
Hamilton & Aitken Architects	11/17/2025	730429	21-9010-0-0000-8500-6210-098-926	Architect for the ECHS Central Kitchen - Phase 3	11,531.52
Hamilton & Aitken Architects Total					11,531.52
Harley Ellis Devereaux Corporation	11/10/2025	729062	21-9010-0-0000-8500-6210-007-743	Architectural Services for LC Modernization	6,171.76
Harley Ellis Devereaux Corporation Total					6,171.76

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
ISI Inspection Services Inc.	11/17/2025	730407	21-9010-0-0000-8500-6273-025-960	Inspection Svcs for the ECHS Central & WMS Field	7,123.71
ISI Inspection Services Inc.	11/17/2025	730407	21-9010-0-0000-8500-6273-032-926	Inspection Svcs for the ECHS Central & WMS Field	985.60
ISI Inspection Services Inc.	11/17/2025	730407	21-9010-0-0000-8500-6273-098-926	Inspection Svcs for the ECHS Central & WMS Field	17,342.82
ISI Inspection Services Inc.	11/25/2025	733348	21-9010-0-0000-8500-6273-025-960	Inspection Svcs for the ECHS Central & WMS Field	3,522.53
ISI Inspection Services Inc.	11/25/2025	733348	21-9010-0-0000-8500-6273-032-926	Inspection Svcs for the ECHS Central & WMS Field	5,157.24
ISI Inspection Services Inc. Total					34,131.90
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	11/20/2025	731750	21-9010-0-0000-8500-6205-098-900	Kitchell-CEM Inc. - Project Management Agreement	119,832.25
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	11/20/2025	731750	21-9010-0-0000-8500-6272-025-960	Kitchell-CEM Inc. - Project Management Agreement	21,216.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	11/20/2025	731750	21-9010-0-0000-8500-6272-032-926	Kitchell-CEM Inc. - Project Management Agreement	19,814.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	11/20/2025	731750	21-9010-0-0000-8500-6272-098-926	Kitchell-CEM Inc. - Project Management Agreement	20,154.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc. Total					181,016.25
MCGUIRE AND HESTER	11/10/2025	729063	21-9010-0-0000-8500-6270-025-960	Field & Pavement Improvements Project at WMS	723,363.85
MCGUIRE AND HESTER	11/25/2025	733349	21-9010-0-0000-8500-6270-025-960	Field & Pavement Improvements Project at WMS	662,842.62
MCGUIRE AND HESTER Total					1,386,206.47
Noll & Tam Architects	11/13/2025	729580	21-9010-0-0000-8500-6210-014-743	Architectural Services for Sunshine Gardens	19,639.65
Noll & Tam Architects Total					19,639.65
PINELLI CONSTRUCTION INSPECTION INC.	11/06/2025	728323	21-9010-0-0000-8500-6290-032-926	Inspector Record Services	9,620.00
PINELLI CONSTRUCTION INSPECTION INC.	11/10/2025	729047	21-9010-0-0000-8500-6290-098-926	Inspector Record Services	10,140.00
PINELLI CONSTRUCTION INSPECTION INC. Total					19,760.00
Protech	11/13/2025	729590	21-9010-0-0000-8500-6273-025-960	Hazardous Materials Consulting Services for WBMS	29,918.00
Protech	11/13/2025	729590	21-9010-0-0000-8500-6273-032-926	Haz.Matrls. Consulting Svc-ECHS Kitch. & Cafeteria	36,929.50
Protech	11/13/2025	729590	21-9010-0-0000-8500-6273-098-926	Haz.Matrls. Consulting Svc-ECHS Kitch. & Cafeteria	31,169.50
Protech	11/17/2025	730430	21-9010-0-0000-8500-6273-025-960	Hazardous Materials Consulting Services for WBMS	2,215.00
Protech Total					100,232.00
SIM ARCHITECTS INC	11/13/2025	729581	21-9010-0-0000-8500-6210-009-743	Assessment Svs for the MV ES Modernization Project	27,567.20
SIM ARCHITECTS INC Total					27,567.20
T-mobile	11/03/2025	727272	21-9010-0-0000-8200-5910-090-902	cell/hot spots/emergency phones	51.60
T-mobile	11/06/2025	728332	21-9010-0-0000-8200-5910-090-902	cell/emg/hotspots	51.62
T-mobile Total					103.22
Verde Design Inc.	11/20/2025	731771	21-9010-0-0000-8500-6210-025-960	Landscape Services at Westborough MS	22,950.00
Verde Design Inc. Total					22,950.00
Wells Fargo Vendor Fin Serv	11/10/2025	729064	21-9010-0-0000-8200-5600-098-902	Lease Agreement for Bond Copier	122.32
Wells Fargo Vendor Fin Serv Total					122.32
			Fund 21	**Subtotal**	**$ 2,887,110.87**
BKF Engineers	11/18/2025	730795	25-0000-0-0000-8500-6210-006-921	project# C20251938-50	3,650.00
BKF Engineers	11/18/2025	730795	25-0000-0-0000-8500-6210-009-921	project# C20251938-50	3,650.00
BKF Engineers Total					7,300.00
CORNERSTONE EARTH GROUP INC	11/18/2025	730796	25-0000-0-0000-8500-6210-009-921	1517-2-1 MV classrooms	38,150.00
CORNERSTONE EARTH GROUP INC Total					38,150.00
SIM ARCHITECTS INC	11/06/2025	728349	25-0000-0-0000-8500-6210-009-921	Monte Verde new classroom	24,650.00
SIM ARCHITECTS INC Total					24,650.00
			Fund 25	**Subtotal**	**$ 70,100.00**

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
19six Architects	11/17/2025	730397	40-9010-0-0000-8500-6210-033-946	project 024411.01	16,597.50
19six Architects Total					16,597.50
BARTOS ARCHITECTURE INC	11/06/2025	728298	40-9010-0-0000-8500-6210-090-972	PROJECT#25-004 OFFICE ANNEX	15,000.00
BARTOS ARCHITECTURE INC Total					15,000.00
Cumming Management Group, Inc.	11/06/2025	728342	40-9010-0-0000-8500-6272-022-946	project # 25-01344.00	1,075.00
Cumming Management Group, Inc.	11/06/2025	728342	40-9010-0-0000-8500-6272-032-946	project # 25-01344.00	1,075.00
Cumming Management Group, Inc.	11/06/2025	728342	40-9010-0-0000-8500-6272-090-940	project # 25-01344.00	1,075.00
Cumming Management Group, Inc. Total					3,225.00
Hamilton & Aitken Architects	11/18/2025	730797	40-9010-0-0000-8500-6210-032-926	ECHS Cafeteria	4,821.47
Hamilton & Aitken Architects Total					4,821.47
Protech	11/04/2025	727775	40-9010-0-0000-8500-6140-090-940	CONCRETE RAMP SAMPLING	3,105.00
Protech Total					3,105.00
Underwood & Rosenblum Inc	11/17/2025	730423	40-9010-0-0000-8500-6100-021-931	project # j25033	6,050.00
Underwood & Rosenblum Inc Total					6,050.00
ZONE 4 CONSTRUCTION INC.	11/18/2025	730798	40-9010-0-0000-8500-6270-090-940	DO Accessibility Improvements	108,687.27
ZONE 4 CONSTRUCTION INC. Total					108,687.27
			Fund 40	**Subtotal**	**$ 157,486.24**
Grand Total					**$ 7,451,896.05**
		WARRANTS BY FUND SUMMARY			
		01	GENERAL FUND		3,944,405.96
		11	ADULT EDUCATION FUND		5,496.05
		12	CHILD DEVELOPMENT FUND		35,480.55
		13	NUTRITION SERVICES FUND		351,816.38
		14	DEFERRED MAINTENANCE		-
		21	BUILIDING FUND (BOND)		2,887,110.87
		25	CAPITAL FACILITES FUND		70,100.00
		40	SPECIAL RESERVE FUND		157,486.24
		73	FOUNDATION TRUST FUND		-
		TOTAL WARRANT REGISTER			**$ 7,451,896.05**

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: January 22, 2026

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

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 01 GENERAL FUND					
Revenue					
8011	REV LIMIT ST AID CURR YR	3,356,626.00	1,241,950.00	2,114,676.00	0.6
8012	EPA ENTITLEMENT	1,474,946.00	368,737.00	1,106,209.00	0.7
8019	REV LIMIT ST AID PRI YRS	-	-	-	1.0
8021	HOMEOWNERS' EXEMPTION	367,579.00	-	367,579.00	1.0
8029	OTHR SUBVENT/IN-LIEU TAX	-	5,594.30	(5,594.30)	1.0
8041	SECURED ROLLS TAX	103,583,363.00	5,108,906.01	98,474,456.99	1.0
8042	UNSECURED ROLL TAXES	5,641,846.00	5,754,100.17	(112,254.17)	-
8043	PRIOR YEARS' TAXES	242,999.00	243,011.99	(12.99)	-
8047	COMM REDEVLPMNT FUNDS	41,361,682.00	876,577.12	40,485,104.88	1.0
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	(2,342,944.00)	1.0
8096	TRSF-CHARTER SCH/LIEU-PROP TAX	(42,028.00)	(37,704.00)	(4,324.00)	0.1
8097	PROPERTY TAXES TRANSFERS	6,500,140.30	1,339,881.96	5,160,258.34	0.8
8181	SP ED ENTITL PER UDC	1,826,412.69	3,566.77	1,822,845.92	1.0
8182	SP ED DISCRETNARY GRANTS	159,840.98	92,398.81	67,442.17	0.4
8285	INTAGENCY CONTR BETW LEAS	19,224.00	-	19,224.00	1.0
8290	ALL OTHER FEDERAL REVENUE	2,736,156.28	435,360.82	2,300,795.46	0.8
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	197,134.90	(175,400.90)	-
8550	MANDATED COST REIMBURSE	367,275.46	369,206.00	(1,930.54)	-
8560	STATE LOTTERY REVENUE	2,068,113.00	-	2,367,251.00	1.0
8590	ALL OTHER STATE REVENUES	15,588,184.00	4,659,931.88	10,629,114.12	0.7
8625	COM REDEVEL FUND NOT SUBJ	4,923,591.00	-	4,923,591.00	1.0
8631	SALE OF EQUIP & SUPPLIES	11,600.00	-	11,600.00	1.0
8650	LEASES AND RENTALS	824,179.68	265,657.84	558,521.84	0.7
8660	INTEREST/FY21 INTEREST INCOME	2,635,989.60	728,194.77	1,907,794.83	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8699	ALL OTHER LOCAL REVENUE	1,087,809.33	580,598.18	507,211.15	0.5
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	13,301.00	1.0
8974	PROCEEDS FRM SBITAS	-	200,073.55	(200,073.55)	1.0
8980	CONTRIB FROM UNRESTR REV	-	-	-	1.0
Total Revenue		192,427,620.32	22,433,178.07	169,994,442.25	
Total Fund 01 GENERAL FUND		192,427,620.32	22,433,178.07	169,994,442.25	

SAN MATEO COUNTY OFFICE OF EDUCATION
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Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 11 ADULT EDUCATION FUND					
Revenue					
8290	ALL OTHER FEDERAL REVENUE	147,390.00	-	147,390.00	1.0
8590	ALL OTHER STATE REVENUES	1,388,948.00	462,980.00	925,968.00	0.7
8631	SALE OF EQUIP & SUPPLIES	300.00	-	300.00	1.0
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	18,054.61	40,834.64	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8671	ADULT EDUCATION FEES	2,940.00	-	2,940.00	1.0
8699	ALL OTHER LOCAL REVENUE	25,800.00	-	25,800.00	1.0
Total Revenue		1,624,267.25	481,034.61	1,143,232.64	
Total Fund 11 ADULT EDUCATION FUND		1,624,267.25	481,034.61	1,143,232.64	

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Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
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Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 12 CHILD DEVELOPMENT FUND					
Revenue					
8290	ALL OTHER FEDERAL REVENUE	287,865.32	109,050.19	178,815.13	0.6
8590	ALL OTHER STATE REVENUES	2,607,438.00	1,273,262.40	1,334,175.60	0.5
8660	INTEREST/FY21 INTEREST INCOME	64,450.00	23,578.27	40,871.73	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8673	CHILDREN'S CENTERS FEES	1,086.26	143.30	942.96	0.9
8689	ALL OTHR FEES & CONTRACTS	398,615.00	32,094.00	366,521.00	0.9
8699	ALL OTHER LOCAL REVENUE	1,438,596.52	635.35	1,437,961.17	1.0
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	112,296.29	1.0
8990	CONTRIB FROM RESTR REV	-	-	-	1.0
Total Revenue		4,910,347.39	1,438,763.51	3,471,583.88	
Total Fund 12 CHILD DEVELOPMENT FUND		4,910,347.39	1,438,763.51	3,471,583.88	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 13 CAFETERIA FUND					
Revenue					
8222	CHILD NUTRITION-FEDERAL REIMB	1,733,880.96	25,270.26	1,708,610.70	1.0
8227	FED.REIMB.-CHILD CARE	85,448.80	14,701.13	70,747.67	0.8
8522	CHILD NUTRITION-STATE REIMB	2,958,256.00	13,367.37	2,944,888.63	1.0
8523	STATE REIMB.-CHILD CARE	14,000.00	368.49	13,631.51	1.0
8634	CHILD NUTRITION-DAILY SALES	81,667.00	11,462.63	70,204.37	0.9
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	14,313.80	145,686.20	0.9
8638	CHILD NUTRITION-ADULT CATERING	297.00	(52.00)	349.00	1.2
8660	INTEREST/FY21 INTEREST INCOME	60,000.00	18,369.92	41,630.08	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		5,093,549.76	97,801.60	4,995,748.16	
Total Fund 13 CAFETERIA FUND		5,093,549.76	97,801.60	4,995,748.16	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND					
Revenue					
8091	REVENUE LIMIT TRANSFERS	2,342,944.00	-	2,342,944.00	1.0
8660	INTEREST/FY21 INTEREST INCOME	524,000.00	135,646.82	388,353.18	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		2,866,944.00	135,646.82	2,731,297.18	
Total Fund 14 DEFERRED MAINTENANCE FUND		2,866,944.00	135,646.82	2,731,297.18	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	670,000.00	173,526.43	496,473.57	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		670,000.00	173,526.43	496,473.57	
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		670,000.00	173,526.43	496,473.57	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 21 BUILDING FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	4,350,000.00	1,559,236.00	2,790,764.00	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8951	PROCEEDS FRM SALE OF BOND	-	-	-	1.0
Total Revenue		4,350,000.00	1,559,236.00	2,790,764.00	
Total Fund 21 BUILDING FUND		4,350,000.00	1,559,236.00	2,790,764.00	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 25 CAPITAL FACILITIES FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	350,000.00	111,633.86	238,366.14	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8681	MITIGATION/DEVELOPER FEES	550,000.00	62,819.15	487,180.85	0.9
Total Revenue		900,000.00	174,453.01	725,546.99	
Total Fund 25 CAPITAL FACILITIES FUND		900,000.00	174,453.01	725,546.99	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	2.00	0.34	1.66	0.8
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		2.00	0.34	1.66	
Total Fund 35 CO SCHOOL FACILITIES FUND		2.00	0.34	1.66	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	90,000.00	23,095.85	66,904.15	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8912	BTW GENERAL & SP RESERVE	4,923,591.00	-	4,923,591.00	1.0
Total Revenue		5,013,591.00	23,095.85	4,990,495.15	
Total Fund 40 SPECIAL RESERVE FUND CAP		5,013,591.00	23,095.85	4,990,495.15	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 11/01/2025 To: 11/30/2025)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 73 FOUNDATION TRUST FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	14,000.00	6,298.33	7,701.67	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8699	ALL OTHER LOCAL REVENUE	150.00	-	150.00	1.0
Total Revenue		14,150.00	6,298.33	7,851.67	
Total Fund 73 FOUNDATION TRUST FUND		14,150.00	6,298.33	7,851.67	

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: January 22, 2026

RE: Acceptance of Gifts

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

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

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

$1,000 – Non-monetary donation of one Zager Acoustic Guitar, three sets of strings, a stand, a case, and strap valued at roughly $1,000 from Sue Prichard Kubly to South San Francisco High School Program in support of the Music Department.

$282 from Strawberry Point School PTA to Ponderosa Elementary School in support of student and school needs.

$99.80 from Box Tops for Education to Ponderosa Elementary School in support of student and school needs.

$1,500 from Blackbaud Giving Fund to Westborough Middle School in support of academic excellence.

$500 from the South San Francisco Education Foundation to Alta Loma Middle School in support of library book purchases.

$100 from Areli Segura to Alta Loma Middle School in support of the Turkey Trot Event.

$75 from Ivan Ayala Maciel to Alta Loma Middle School in support of the Turkey Trot Event.

$75 from Carlo Orellana to Alta Loma Middle School in support of the Turkey Trot Event.

$195.58 from Force4Giving, Inc. to Alta Loma Middle School in support of academic excellence.

$21.86 from the Blackbaud Giving Fund to Alta Loma Middle School in support of academic excellence.

$100 from Jonathan & Janel Hadden to El Camino High School in support of academic excellence, for use under the principal's discretion.

$5,000 from Mike & Julie Tenerowicz to El Camino High School in support of the Tenerowicz Scholarship Fund.

$5,000 from Rick & Amor Tenerowicz to El Camino High School in support of the Tenerowicz Scholarship Fund.

$5,000 from Robert Tenerowicz to El Camino High School in support of the Tenerowicz Scholarship Fund.

$250 from Cliff Lentz to El Camino High School in support of the wrestling team and activities.

$1,500 from the Excelsior Running Club to El Camino High School in support of the XC activities.

$139.78 from the American Online Giving Fund to El Camino High School in support of ECHS activities, for use under the principal's discretion.

$200 from Blackbaud Giving Fund to El Camino High School in support of ECHS activities, for use under the principal's discretion.

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: January 22, 2026

RE: Acceptance of 2025-26 Fundraisers

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

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:

South San Francisco High School

ASB	Churros Sale – Commencing before and after school on January 30, 2026.
ASB	Dippin' Dots Ice Cream Sale – Commencing January 23, 2026 during the JV and Varsity Basketball game.
AVID	Chick-fil-A Sale – Selling a variety of fried chicken items during the basketball game. Commencing January 21-23, 2026.
AVID	Stuffed Animal Fundraiser – Selling $3 stuffed animals during the Marriage-in-the-Quad event. Commencing February 13, 2026.
AVID	Chocolate Box Fundraiser – Selling World's Finest Chocolates for $2/bar. Commencing January 2026 through February 2026.

Class of 2026	Splash-a-Senior Event – Students will be able to buy buckets of water to dump over a (volunteer) senior. Commencing January 23, 2026.
Class of 2026	Senior Movie Night Concessions Sale – Commencing January 30, 2026.
Class of 2027	Krispy Kreme Fundraiser – Selling donuts before and after school. Commencing January 28-29, 2026.
Class of 2027	Elote Sale – Selling the popular Mexican street food featuring corn-on-a-cob with a variety of toppings. Commencing February 2026.
Class of 2028	Spam Musubi Sale – Commencing after school on March 27, 2026.
Chinese Culture Club	Pineapple Buns Sale – Commencing January 23, 2026.
Drama Club	SNAP Fundraiser – Accepting fundraising via online during performances. Commencing throughout the remainder of the 2025-26 school year.
Fil-Am Club	Rice Plates Sale – Selling a combination of BBQ chicken skewers and rice. Commencing January 23, 2026.
Research Club	Buldak Ramen Sale – Selling ramen before and after school. Commencing December 2025.

El Camino High School

All Clubs	Thursday Boba Sale – Selling boba drinks after school every Thursday. Commencing throughout the remainder of the 2025-26 school year.
ASB	Craft Week – In recognition of National Handmade Day and the Time Capsule, ASB will be selling handmade goods during lunch. Commencing April 6-10, 2026.
ASB	Tape a Teacher and Splash a Senior – As part of Farewell Rally and Soak Week activities, students will be offered the opportunity to purchase tape to secure volunteer teachers to a designated wall and buckets of water to splash volunteer seniors. Commencing March through May 2026.

ASB	Taco Tuesday – Selling tacos after school at the ECHS Red Stage. Commencing January 27, 2026.
ASB	National Pizza Day – Selling slices of pizza after school at the ECHS Red Stage. Commencing February 9, 2026.
ASB	Dia de la Candelaria (Candlemas) – ASB will be selling tamales after school at the ECHS Red Stage. Commencing February 2, 2026.
ASB	Passion Project Expo and Time Capsule Reveal Event Concessions Sale – Selling a variety of snacks during the event. Photobooth services will also be available. Commencing April 10, 2026.
ASB	Spring-on-the-Green Event – Selling tickets to the event at $10 each. Each class will also be selling concessions. Commencing May 1, 2026.
ASB	Mystery Locker - Students may purchase $1 guesses to identify the mystery locker, with the correct guess winning a prize. Commencing January 23-30, 2026.
ASB	Jim Cresta Car Show – Selling car registration at $35 each and lunch at $15 per plate. Commencing March 14, 2026.
ASB	Pie-a-Teacher or Peers – Selling pies to pie a volunteering teacher and/or peer. Commencing March 13, 2026.
ASB	Promposal Kits – Selling Promposal Kits containing artistic signs, balloons, and flowers for delivery during class. Commencing throughout the remainder of the 2025-26 school year.
ASB	Tattoo a Teacher – Students will be able to buy temporary tattoos for teachers to wear during the Staff vs. Student Hoops Rally. Commencing February 2026.
ASB	Bell Schedule Bingo for Rally – Students participate in a bingo-style game during the rally using the bell schedule as part of gameplay. Commencing February 13, 2026.
ASB	Karaoke and Video Game Tournament Night Concessions Sale – Selling a variety of snacks as well as tickets to participate in multiple games. Commencing February 28, 2026.

ASB	Movie, Puzzle, and Trivia Night – Charging a $5 entrance fee and $3 per game for participation. Commencing January 27, 2026.
ASB	Spring Cleaning – Members of the surrounding community will have the opportunity to rent space in the parking lot to sell goods in a flea market–style event. Commencing March 28, 2026.
ASB and Class of 2027	After School Concessions – Selling a variety of snacks after school from local restaurants. Commencing throughout the remainder of the 2025-26 school year.
ASB and Class of 2028	After-School Concessions – Selling a variety of snacks on campus after school. Commencing throughout the remainder of the 2025-26 school year.
ASB and Class of 2029	Build-Your-Own Bouquet and Candy Grams – Making bouquets and candy-grams for distribution during class. Commencing January 2026 through February 2026.
Boys Varsity	Team-based Table Tennis Tournament Concessions Sale – Selling a variety of snacks during the tournament event. Commencing January 31, 2026 during Flex period.
Interact Club	Panda Express Takeover – Restaurant located at 5035 Junipero Serra Blvd. Commencing February 20, 2026.
Interact Club	Habit Burger Takeover – Restaurant located at 305 Gellert Blvd. Commencing January 30, 2026.
Senior Class	Prom Sales – Prom tickets will be sold starting at $140 during the first two weeks of sales, with the price increasing by $10 increments thereafter until the prom date. Commencing January 20, 2026 through March 27, 2026.
Wrestling Club	Blast Fundraising – Accepting online donations to support the Wrestling Club during matches. Commencing throughout the remainder of the 2025-26 season.

Westborough Middle School

7th Grade Class	Halloween Carnival Concessions Sale - Selling a variety of snacks during the carnival. Commencing October 31, 2025.

7th Grade Class	Class T-shirt Sale – Commencing throughout the 2025-26 school year.
Music Club	WMS Music Holiday Concert Concessions Sale – Selling a variety of snacks during the holiday concert. Commencing December 17, 2025.
Music Club	WMS Music Fall Concert Concessions Sale – Selling concessions donated by parents and families to help raise funds for the music department. Commencing October 22, 2025.
Music Club	WMS Music Gear Fundraiser – Selling a variety of apparel featuring the WMS logo. Commencing September 2025 through October 2025.

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: January 22, 2026

RE: Professional Services Agreements Under $25,000

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The following Professional Service Agreements are being submitted for approval:

District Office – Business Services

$3,000	Advanced Inspections – Conduct on-site observations for Parkway Heights Middle School related to Accessibility, Fire Life Safety, and Structural work under legacy DSA applications 01-113867. Services include document review, site inspections, and reporting, with submission of DSA Form 6 for project closeout if compliant, or identification of any incomplete or noncompliant work. Commencing January 22, 2026 through August 30, 2026.
$16,833.50	Opening Technologies - Provide and install a new Aiphone video intercom system at the main entry door of JSES, including a weather-resistant outdoor station with camera, speaker, and call button. A master station will be installed in the main office to enable secure communication with visitors at the front entrance. Commencing January 2026.

District Office – Teaching & Learning

$8,100	Mind Matters – Providing comprehensive Psycho-Educational Evaluation conducted by Grace Lee and Jaclyn Wolf. Services also include up to 2 hours for presentation of report at an IEP meeting. Commencing January 22, 2026 through June 30, 2026.
$9,800	Morrissey-Compton Educational Center, Inc. – Providing comprehensive Psycho-Educational Evaluation conducted by Dr. Nicole Heller, and Language and Speech Evaluation conducted by Sandra Burke. Services also include up to 2 hours for presentation of report at an IEP meeting. Commencing January 22, 2026 through June 30, 2026.
$17,740	Regents of the University of California on behalf of Bay Area Writing Project (BAWP) – Offering a three-session professional development series for elementary teacher leaders (grades 2-5) on the teaching and uses of writing for learning in science. Commencing January 28, 2026 through April 29, 2026.
$24,750	Dionne Aminata, MathTrust, LLC – Providing professional learning services through two programs: Teacher Content Development & Lesson Study, and Leader Capacity Building through Strategic Partnership. Commencing January 27, 2026 through March 3, 2026.
$5,000	Vista – Providing on-site professional development on World Language professional learning implementation at the ECHS site. Commencing January 5, 2026.
$0	TNTP, Inc. – To conduct a districtwide study on student AI fluency through policy review, surveys, and data analysis. The work will assess student attitudes, knowledge, and skills related to artificial intelligence and provide findings and recommendations to support equitable, career-connected AI learning through June 30, 2026.

South San Francisco High School

$6,000	Hope Marie David – Provides color guard coaching services for the SSFHS Music Department, including training students in dance technique and color guard equipment skills. Supports the development and instruction of a performance piece for winter season competitions within a local California circuit. Commencing September 2025 through March 28, 2026.
$6,000	Victoria David-Rulloda – Provides color guard coaching services for the SSFHS Music Department, including training students in dance technique and color guard equipment skills. Supports the development and instruction of a performance piece for winter season competitions within a local California circuit. Commencing September 2025 through March 28, 2026.
$5,000	Allyson Marie Ward – Providing after-school music coaching for the SSFHS Music Department. Commencing August 2025 through April 30, 2026.
$4,926.84	Israel Salvador Aviles Navarro – Teaching a variety of culturally rooted choreography representing traditions from Yucatan, Sinaloa, Hidalgo, and Veracruz. Commencing February 23, 2026 through February 27, 2026.
$450	ODC School – Providing two private hip-hop movement classes led by ODC faculty member Skye Montante for SSFHS students. Commencing November 2025 through December 2025.

El Camino High School

$500	Arturo Rodriguez – Provides flute musician services for the Pit Orchestra from November 20-23, 2025 (6 hours per day, 24 hours total), and for the ECHS Fall Musical, *Once Upon a Mattress*.
$300	Loren Barrun – Provides trumpet musician services for the Pit Orchestra from October 24, 2025 through November 23, 2025 (6 hours per day, 24 hours total).

$225	Kyana Orellana - Provides trumpet musician services for the Pit Orchestra from November 12-23, 2025 (6 hours per day, 24 hours total).
$20,000	Events to the "T" Inc./Toby Proscher – Event planner services for the ECHS 2026 Prom, including coordination of the event location, décor, menu planning, and vendor bookings. Commencing April 5, 2026 through April 11, 2026.

Westborough Middle School

$9,450	Young Audiences of Northern California – Providing multiple in-person mini-course day workshops with various guest performers/speakers specializing in Performance and Arts. Commencing April 24, 2026.
$7,500	The HEAL Project – Delivering the From Seed to Solution interdisciplinary program for the 7th-grade students from February 1 through May 31, 2026. The program integrates science, math, social studies, and language arts through field trips, hands-on learning, and a culminating student showcase focused on food systems, sustainability, and environmental impact.
$3,406.13	Art by YJ – Providing a one-day mini-course workshop on batik dyeing with batik kits included as part of the service. Commencing April 24, 2026.

Los Cerritos Elementary School

$3,066	Marine Science Institute – Providing an on-site assembly presentation for students in grades TK-5 on Inland Voyage: Bay Area Fish and Sharks. Commencing January 27, 2026.

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

THRU: Ted O, Assistant Superintendent – Business Services

DATE: January 22, 2026

RE: Governor's 2026-27 Budget Update

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Governor Newsom recently released his budget proposal and his preliminary assumptions for the 2026-27 State of California budget. The release of the Governor's State Budget proposal in January begins the process for legislative consideration of the State Budget. It also provides critical information for staff to update the district's 2nd Interim Financial Report and multi-year projection. Staff will provide a brief overview as well as any potential implications for SSFUSD.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

For Information and Discussion Only

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #26-01

AFRICAN AMERICAN HISTORY MONTH
FEBRUARY 1 - FEBRUARY 28, 2026

WHEREAS, "Negro History Week" was established in February 1926 and grew in popularity to eventually be designated as ***African American History Month*** *by Presidential Proclamation in 1976; and*

WHEREAS, this year's theme is: ***"A Century of Black History Commemorations,"*** *marks 100 years since Dr. Carter G. Woodson established Negro History Week, with national and local events led by organizations such as the Association for the Study of African American Life and History (ASALH) to honor Black resilience, labor, culture, and the countless contributions African Americans have made to the United States; and*

WHEREAS, the month of February was chosen as it marks the birthday of abolitionist Frederick Douglass and President Abraham Lincoln, both of whom dramatically affected the lives of African Americans; and

WHEREAS, the purpose of African American History Month is to recognize the important role that African Americans have played in the history of our country and to acknowledge the injustices they have suffered and the challenges they continue to face and strive to overcome; and

WHEREAS, African Americans have contributed economically, culturally, and socially to the development of United States history, especially in the area of human rights; and

WHEREAS, African Americans have progressively served as elected and appointed officials at the local and national levels, including Patsy Jo Hilliard who was the first African American and woman to serve on the South San Francisco Unified School District's Board of Trustees from 1975-1980; 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 African 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

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and wishes to honor African Americans during ***African American History Month.***

REGULARLY PASSED AND ADOPTED this 22nd day of January 2026.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #26-02

WEEK OF THE SCHOOL COUNSELOR – FEBRUARY 2 – 6, 2026

*WHEREAS, the **Week of the School Counselor** focuses attention on the unique contributions of these highly-trained professionals who guide students in their educational journeys by providing educational, career, and personal/social development; and*

*WHEREAS, this year the theme is: **"School Counselors Amplify Student Success,"** emphasizing how school counselors enhance student achievement and overall well-being through comprehensive programs and personalized support; and*

WHEREAS, in the K-12 education system, school counselors ensure students have the social and emotional skills to be successful now and, in the future, while providing opportunities for exploration to help students forge their best path forward; and

WHEREAS, they provide a safe and comfortable space to meet students' needs, whether in group settings or in one-on-one sessions, often before students even realize they require this support; and

WHEREAS, in the last few years, when students, teachers, and families have required more extensive support than usual, school counselors have faced new challenges but have always been there to lend a helping hand and transform anxiety, confusion, or fear into positive, supportive, and productive action; and

WHEREAS, through their work in helping to build a positive school climate, school counselors model effective conflict resolution and collaboration, and their leadership has had a positive effect throughout the SSFUSD community;

NOW, THEREFORE, BE IT RESOLVED, that the South San Francisco Unified School District Board of Trustees hereby commends the school counselors for the contributions they make daily to advance the health, well-being, and academic achievement of students during the Week of the School Counselor.

REGULARLY PASSED AND ADOPTED this 22nd day of January 2026.

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

DATE: January 22, 2026

RE: Approval of CDE California State Preschool Program (CSPP) Continued Funding Application (CFA) for Fiscal Year 2026-27 and Adoption of Resolution No. 26-03

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

A Child Development Continued Funding Application is requested for the 26-27 Program year. The CFA is a formal request to the California Department of Education (CDE), for continued funding for our CSPP Preschool program.

FISCAL IMPLICATIONS:

The Maximum Reimbursable Amount (MRA) will be determined by the California Department of Education serving preschool students a minimum of 243 Days of Operation.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve the Continued Funding Application for the fiscal year of 2026-2027 and the adoption of Resolution No. 26-03.

RESOLUTION #26-03 AUTHORIZING CONTINUED FUNDING APPLICATION

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency's current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2026–27. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2026–27 contract documents.

RESOLUTION #26-03

BE IT RESOLVED that the Governing Board of South San Francisco USD authorizes the person/s listed below to sign the FY 2026–27 CFA and all related contract documents for the Governing Board.

NAME/S OF AUTHORIZED REPRESENTATIVE/S	TITLE/S
Eric Claybon	Child Development Program Coordinator
Shawnterra Moore	Superintendent
Ted O	Assistant Superintendent

PASSED AND ADOPTED THIS DATE, 01/22/26, by the Governing Board of SSFUSD of San Mateo County, in the State of California.

I,Amy Lam, Clerk of the Governing Board, certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

01/22/2026

(Clerk's Signature) (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, Teaching & Learning
Eric Claybon, Child Development Program Coordinator

DATE: January 22, 2026

RE: Approval of California Department of Social Services (CDSS) Continued Funding Application (CFA) for Fiscal Year 2026-27 and Adoption of Resolution No. 26-04

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

A Child Development Continued Funding Application is requested for the 26-27 Program year. The CFA is a formal request to the California Department of Social Services (CDSS), for continued funding for our CCTR School-Age Program.

FISCAL IMPLICATIONS:

The Maximum Reimbursable Amount (MRA) will be determined by the California Department of Social Services serving School-Age students a minimum of 243 Days of Operation.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve the Continued Funding Application for the fiscal year of 2026-2027 and the adoption of Resolution No. 26-04.

BOARD RESOLUTION # 26-04

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 20 26 - 2027 .**

RESOLUTION

BE IT RESOLVED that the Governing Board of South San Francisco USD , Vendor#: 6907 , authorizes entering into local agreement with the State of California and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I acknowledge that by providing my electronic signature for this form, I agree my electronic signature is the legal binding equivalent to my handwritten signature. I hereby confirm that my electronic signature represents my execution of authentication of this form, and my intent to be bound by it.

NAME	TITLE	SIGNATURE
Patricia Murray	President	
Dr. Chialin Hsieh	Vice President	
Amy Lam	Clerk	

PASSED AND ADOPTED THIS 22 day of January , 20 26 , by the Governing Board of South San Francisco USD of San Mateo County, California.

I, Amy Lam , Clerk of the Governing Board of South San Francisco USD , of San Mateo County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a 1/22/2026 regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I acknowledge that by providing my electronic signature for this form, I agree my electronic signature is the legal binding equivalent to my handwritten signature. I hereby confirm that my electronic signature represents my execution of authentication of this form, and my intent to be bound by it.

	1/22/2026
Clerk's Signature	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, Teaching & Learning
Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: January 22, 2026

RE: Approval to shift monies approved from one publisher to another

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

This memo requests a shift in previously approved curriculum funding for the Special Education Department. On June 12, 2025, the Board approved specific budgeted amounts for curriculum purchases for Special Education providers as part of an action item. The department is now seeking approval to reallocate these funds as outlined below.

Organization	Description	Expected Amount	Contract Maximum
School Speciality (Spire)	Reading intervention curriculum	$40,000	$45,000
N2y, LLC (Unique)	Adapted k-adult standards aligned curriculum for extensive needs classrooms	$36,000	$40,000
Attainment	Adapted standards aligned curriculum for extensive needs classrooms	$30,000	$35,000
Touch Math	Math intervention curriculum	$45,000	Approved summer 2024: Year 1 - 24-25 **Year 2 - 25-26** Year 3 - 26-27
Enome, Inc (Goalbook)	Goal writing platform for IEPs	$75,505.50	Approved summer 2023: 23-24 - $75,505.50 24-25 - $75,505.50 25-26 - $75,505.50

Learning Without Tears	Early Childhood Curriculum	$19,300	Approved summer 2023: Year 1 - 23-25 Year 2 - 24-25 **Year 3 - 25-26**
Fiscal Implications: ● *New curriculum contracts (for approval tonight):* ○ *Expected cost is $106,000* ○ *Maximum cost is $120,000* ● *Multi-year contracts (continued, approved cost)* ○ *Expected cost is $139,805.50* ● *Total special ed curriculum expenses in SY25-26 (including new contracts + multi-year contracts that were approved in prior years):* ○ *Expected total cost is $246,805.50* ○ *Maximum total cost is $259,805.50* ● *Resource Code 6762 will cover the cost of these curricular needs for the department of special education*			

In addition, as a consent agenda item at the June 12, 2025 meeting, the board approved special education to work with United Sound music for the amount of $7,500.

This memo seeks to shift amounts due to needs that came after approval. The shift seeks to solve the request without asking for further funding allocations. Following are the shifts we request approval to make.

Organization	Approved Amount	Change	Net Change
United Sound	$7,500	-$7,500	$0
School Speciality (Spire)	$45,000	$44,000	$89,000
N2y, LLC (Unique)	$40,000	-$12,000	$28,000
Attainment	$34,000	-$7,200	$26,800
Touch Math	$45,000	0	$45,000
Enome, Inc (Goalbook)	$75,505.50	0	$75,505.50
Learning Without Tears	$19,300	-$17,300	$2,000
Totals	**$266,305.50**	-	**$266,305.50**

FISCAL IMPLICATIONS:

No fiscal implications.

RECOMMENDATION:

It is recommended that the Board of Trustees approve this shift in budgeted amounts so that we can meet the curricular and course work needs of our students with Individual Educational Plans (IEPs).

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: January 22, 2026

RE: Approval of Agreements associated with USCIS Nonimmigrant O-1A Teacher Visa Petitions

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The District seeks Board-approval to enter into agreements with:

1. Corpuz and Associates, P.C. (Attorney) to provide legal immigration services in connection with filing the I-129 (O-1A) Nonimmigrant Teacher Visa Petition of South San Francisco Unified School District on behalf of the following teachers only: Zaldy Alima, Revitche Quijano, and Maria Jessica Roa pending verification of teacher eligibility; and
2. Zaldy Alima, Revitche Quijano, and Maria Jessica Roa regarding the reimbursement of fees for the United States Citizenship and Immigration Services (USCIS) Nonimmigrant O-1A Teacher Visa Petition pending verification of teacher eligibility.

Since the 2021-22 school year, SSFUSD has partnered with several agencies sponsoring J-1 Exchange Visitor programs to hire international exchange teachers to diversify the educator work force in our District, provide cultural enrichment for the exchange teachers, and help address critical staffing shortages in hard-to-fill positions. At the end of the 2025-26 school year, the exchange program will come to an end for the District's first cohort of J-1 international exchange teachers. In an effort to explore pathways for retention for these educators, who have become a valuable part of our District community and workforce, the District seeks approval to enter into an agreement with Corpuz and Associates, P.C.

(Attorney) to provide legal immigration services in connection with filing a USCIS O-1A Nonimmigrant Teacher visa petition on behalf of three teachers pending verification of teacher eligibility. Within the scope of work, Corpuz and Associates P.C. would support both the District and the teachers to prepare the necessary documents required. A successful O-1A visa petition, if approved, is granted for an initial period of up to three years.

As part of this petition process, the District also seeks approval to enter into individual agreements with each named teacher regarding the reimbursement of fees for the USCIS O-1A Nonimmigrant Teacher visa petition pending verification of teacher eligibility.

Upon receipt of documentation confirming payment to the USCIS, the District shall reimburse teachers $1,055.00 for the cost of submitting USCIS Form I-120, $2,805.00) for the cost of submitting USCIS Form I-907, and $600.00 for the cost of the New Asylum Program Fee for the purpose of applying for a Nonimmigrant O-1A Visa. The reimbursements for the fees of Form I-129, Form I-907 and New Asylum Program Free shall be made to teachers even if the petition for the Nonimmigrant O-1A Visa is denied.

Additionally, should the Nonimmigrant O-1A Visa be approved, and the teacher returns to their teaching position in the District for the entire term of the Nonimmigrant O-1A Visa, the District shall reimburse the teacher fifty percent (50%) of the cost for attorney fees (Corpuz and Associates P.C.) in an amount not to exceed $2,950.00 upon receipt of documentation confirming payment. Should the Nonimmigrant O-1A Visa not be approved, the District shall not reimburse the teacher for any attorney fees.

FISCAL IMPLICATIONS:

The per-teacher cost is not to exceed $7,410, broken down as follows:

Expense	**Cost**
Reimbursement of required USCIS Form I-129 fee	$1,055
Reimbursement of required USCIS Form I-907	$2,805
Reimbursement of required USCIS Asylum Program Fee	$600
If O-1 Visa petition is successful, reimbursement of 50% Attorney Fees	$2,950
Estimated Cost per Participant (assuming O-1 visa petition is successful)	$7,410

Therefore, the total cost to the District of entering into the agreement with Corpuz and Associates, P.C. and the individual agreements with three (3) teachers (Zaldy Alima, Revitche Quijano, and Maria Jessica Roa) pending verification of teacher eligibility is not to exceed $22,230.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Corpuz and Associates, P.C. and the individual agreements with Zaldy Alima, Revitche Quijano, and Maria Jessica Roa pending verification of teacher eligibility as presented.

ATTORNEY-CLIENT RETAINER AGREEMENT

This ATTORNEY-CLIENT RETAINER AGREEMENT ("Agreement") is entered into by and between **South San Francisco Unified School District (SSFUSD)/Teacher Beneficiaries** (Clients) and BENJY M. CORPUZ, Esq./CORPUZ AND ASSOCIATES, P.C. (Attorney).

A. SCOPE AND DUTIES: Under this Agreement, the Clients retain Attorney to provide legal immigration services in connection with filing the I-129 (O-1A) Nonimmigrant Teacher Visa Petition of South San Francisco Unified School District (SSFUSD) on behalf of some selected and approved named Teacher/Beneficiaries ONLY.

1. Zaldy Alima; and
2. Revitche Quijano; and
3. Maria Jessica Roa.

Briefly, here are the requirements, the scope of work, and the process per beneficiary:

1. Review and analyze documents, re-draft letters, and follow-up requirements.
2. Organize evidence and draft/finalize a cover letter.
3. Prepare all USCIS forms for review and signature of SSFUSD's Representative.
4. Mail/file the petition/application packet with the USCIS California Service Center.
5. USCIS acts on the I-129 O-1A Teacher's Petition WITHIN 15 DAYS from receipt.
6. Respond to USCIS requests for additional evidence, if there are any.

Clients, SSFUSD and respective Beneficiaries, must provide all personal and District documents and statements, and must sign all forms and papers supporting the Petition/Application, per beneficiary.

This Agreement does not obligate the Attorney to provide services in connection with any appeal to any administrative board, judicial court, or any interview with USCIS' field office or U.S. Embassy/Consulate abroad. A separate fee agreement shall be made for assistance in applying for a U.S. visa in the U.S. Embassy/Consulate.

B. GUARANTEE OF PROFESSIONAL COMPETENCE: The Attorney agrees to use due diligence in furthering the Clients' best interest under the laws. However, the Attorney makes no guarantee of the outcome of the case. The Attorney is liable to the Client/s for the Attorney's negligence or incompetence.

C. LEGAL FEES: Our professional fee for the entire process is $5,900.00 per beneficiary/teacher (excluding all USCIS fees and actual mailing costs and expenses), payable as follows:

1. $1,000.00 non-refundable fee to retain us and start working on Clients' case.;
2. $2,000.00 upon filing the I-129 (O-1A) Teacher Visa Petition/Application.
3. The $2,900.00 balance is payable upon receipt of the USCIS Decision, regardless of the respective petition's outcome or whether or not USCIS approves the petition.

The named teacher/beneficiary respectively agrees to advance all fees (as they are due), subject to immediate reimbursements by SSFUSD in accordance with their separate fee-sharing Agreement.

D. COSTS AND EXPENSES: The Attorney is authorized to incur reasonable costs and expenses in express mail/others to expedite the preparation and mailing of the I-129 (O-1A) Teacher Petition/Application Packet, for which the Teacher Beneficiary shall be respectively responsible and payable to Attorney upon receipt of invoices from Attorney.

E. MODIFICATIONS: Any modification of this Agreement must be made in writing and signed by the Client/s and the Attorney.

F. PRIOR AGREEMENTS: This Agreement incorporates all prior agreements and understandings between Client/s and the Attorney.

G. EFFECTIVE DATE: This Agreement shall become effective when Attorney and Client/s sign it and upon Attorney's receipt of the fees listed in clause C above.

H. USCIS FILING FEES: Clients, SSFUSD and Teacher/Beneficiaries, agree to pay all USCIS filing fees to be paid in advance by the respective Teacher Beneficiary subject to reimbursements by SSFUSD as per their separate fee agreement.

Note: All USCIS fees are subject to change as indicated on the USCIS website.

Client/s acknowledge that she/they has/had fully read and understood this Agreement. By signing this Agreement, Clients agree to all the terms and conditions set forth herein.

Client SSFUSD Representative Signature: _____ Date:_____
Print: Ted O

Teacher/Beneficiary 1 Signature: _____ Date:_____
Print: Zaldy Alima

Teacher/Beneficiary 2 Signature: _____ Date:_____
Print: Revitche Quijano

Teacher/Beneficiary 3 Signature: _____ Date:_____
Print: Maria Jessica Roa

Attorney Signature: _____ Date: _____
Print: BENJY M. CORPUZ
CORPUZ AND ASSOCIATES, P.C.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND _____ REGARDING THE REIMBURSEMENT OF FEES FOR THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES NONIMMIGRANT O-1A TEACHER VISA PETITION

_____, 2026

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District (District) and Zaldy Alima (Teacher). The parties have agreed to the following:

Upon receipt of documentation confirming payment to the United States Citizenship and Immigration Services (USCIS), the District shall reimburse Teacher one thousand fifty-five dollars ($1,055.00) for the cost of submitting USCIS Form I-129, two thousand eight hundred five dollars ($2,805.00) for the cost of submitting USCIS Form I-907 and six hundred dollars ($600.00) for the cost of the New Asylum Program Fee for the purpose of applying for a Nonimmigrant O-1A Visa. The reimbursements for the fees of Form I-129, Form I-907 and New Asylum Program Free shall be made to Teacher even if the petition for the Nonimmigrant O-1A Visa is denied.

Additionally, should the Nonimmigrant O-1A Visa be approved and Teacher returns to their teaching position in the District for the entire term of the Nonimmigrant O-1A Visa, the District shall reimburse Teacher fifty percent (50%) of the cost for attorney fees in an amount not to exceed two thousand dollars ($2,950.00) upon receipt of documentation confirming payment. Should the Nonimmigrant O-1A Visa not be approved, the District shall not reimburse Teacher for any attorney fees.

This good faith agreement is effective upon signature by the District representative and Teacher below.

District:	Teacher:
_____	_____
Ted O	Zaldy Alima
Date: _____	Date: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND _____ REGARDING THE REIMBURSEMENT OF FEES FOR THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES NONIMMIGRANT O-1A TEACHER VISA PETITION

_____, 2026

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District (District) and Revitche Quijano (Teacher). The parties have agreed to the following:

Upon receipt of documentation confirming payment to the United States Citizenship and Immigration Services (USCIS), the District shall reimburse Teacher one thousand fifty-five dollars ($1,055.00) for the cost of submitting USCIS Form I-129, two thousand eight hundred five dollars ($2,805.00) for the cost of submitting USCIS Form I-907 and six hundred dollars ($600.00) for the cost of the New Asylum Program Fee for the purpose of applying for a Nonimmigrant O-1A Visa. The reimbursements for the fees of Form I-129, Form I-907 and New Asylum Program Free shall be made to Teacher even if the petition for the Nonimmigrant O-1A Visa is denied.

Additionally, should the Nonimmigrant O-1A Visa be approved and Teacher returns to their teaching position in the District for the entire term of the Nonimmigrant O-1A Visa, the District shall reimburse Teacher fifty percent (50%) of the cost for attorney fees in an amount not to exceed two thousand dollars ($2,950.00) upon receipt of documentation confirming payment. Should the Nonimmigrant O-1A Visa not be approved, the District shall not reimburse Teacher for any attorney fees.

This good faith agreement is effective upon signature by the District representative and Teacher below.

District:	Teacher:
_____	_____
Ted O	Revitche Quijano
Date: _____	Date: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND _____ REGARDING THE REIMBURSEMENT OF FEES FOR THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES NONIMMIGRANT O-1A TEACHER VISA PETITION

_____, 2026

This Memorandum of Understanding (MOU) is between the South San Francisco Unified School District (District) and Maria Jessica Roa (Teacher). The parties have agreed to the following:

Upon receipt of documentation confirming payment to the United States Citizenship and Immigration Services (USCIS), the District shall reimburse Teacher one thousand fifty-five dollars ($1,055.00) for the cost of submitting USCIS Form I-129, two thousand eight hundred five dollars ($2,805.00) for the cost of submitting USCIS Form I-907 and six hundred dollars ($600.00) for the cost of the New Asylum Program Fee for the purpose of applying for a Nonimmigrant O-1A Visa. The reimbursements for the fees of Form I-129, Form I-907 and New Asylum Program Free shall be made to Teacher even if the petition for the Nonimmigrant O-1A Visa is denied.

Additionally, should the Nonimmigrant O-1A Visa be approved and Teacher returns to their teaching position in the District for the entire term of the Nonimmigrant O-1A Visa, the District shall reimburse Teacher fifty percent (50%) of the cost for attorney fees in an amount not to exceed two thousand dollars ($2,950.00) upon receipt of documentation confirming payment. Should the Nonimmigrant O-1A Visa not be approved, the District shall not reimburse Teacher for any attorney fees.

This good faith agreement is effective upon signature by the District representative and Teacher below.

District:	Teacher:
_____ Ted O Date: _____	_____ Maria Jessica Roa Date: _____

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: January 22, 2026

RE: Approval of 1-Year Contract with New Direction Solutions, LLC (d/b/a ProCare Therapy)

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District has a continued need for substitutes to fill certificated and classified vacancies on a daily basis. To meet the staffing needs of our district, the Human Resources Department seeks to enter a one-year agreement with New Direction Solutions, LLC (d/b/a ProCare Therapy). New Direction Solutions, LLC (d/b/a ProCare Therapy) provides substitute staffing for a wide variety of essential certificated and classified positions, including positions that fall under the Special Education Department. New Direction Solutions, LLC (d/b/a ProCare Therapy) provides comprehensive pre-employment screening of their substitutes to ensure that they are qualified and meet applicable professional standards. New Direction Solutions, LLC (d/b/a ProCare Therapy) will be responsible to pay their substitutes directly and bill us for substitutes we use only. We anticipate using New Direction Solutions, LLC (d/b/a ProCare Therapy) for district and site vacancies.

FISCAL IMPLICATIONS:

The current estimated cost is not to exceed $150,000.00. Personnel Services (715) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the contract with New Direction Solutions, LLC (d/b/a ProCare Therapy) to support the South San Francisco Unified School District with our need for certificated and classified substitutes for the 2025-26 school year.

CLIENT SERVICES AGREEMENT
Education Division

ProCare Therapy, a d/b/a of New Direction Solutions, LLC (the "Company") and

South San Francisco Unified
whose principal location is 398 B St., South San Francisco, CA 94080 ("Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Company's employees (the "Consultant" or "Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

SECTION 1
Scope of Services

The Company, a staffing agency in the business of providing supplemental staffing to the public and private education sector, will use commercially reasonable efforts to provide Consultants to Client on a temporary basis or, if specifically requested by Client, for permanent placements. The parties agree that Company cannot guarantee the result or performance of the Consultants placed on a temporary or permanent basis. Client attests that it currently holds and agrees it will maintain all requirements necessary to operate its business and to utilize the Consultants in the positions assigned. If a Consultant is unable to complete the specified assignment, Company may use its commercially reasonable efforts to find a replacement in a timely manner.

SECTION 2
Independent Contractor

The parties agree that the relationship of each to the other is that of an independent contractor. All Consultants will remain employees of the Company, which is solely responsible for providing and maintaining payroll services for any Consultant placed with Client, maintaining payroll records, and withholding and remitting all payroll taxes and social security payments, unless the parties otherwise agreed to in writing. Company does not ordinarily use subcontractors in providing services. Should the need to use a subcontractor arise, the Company will notify Client in advance of the assignment to receive approval.

SECTION 3
Term of Agreement

This Agreement begins on the date of the latest signature below ("Effective Date") and remains in effect for a period of one (1) year unless terminated earlier in accordance with the provisions of this Agreement. Following the initial term, this Agreement will automatically renew for successive one-year periods. If either party elects not to renew, all obligations under this Agreement will cease at the end of the current term, except for any provisions that expressly or by their nature survive termination.

SECTION 4
Telepractice Services

Company, at Client's request, may provide telepractice services through its teletherapy provider VocoVision. Should utilization of VocoVision occur, Client will receive **Addendum A – Teleservices Assignment Confirmation** which outlines specific terms and conditions regarding VocoVision's telepractice services.

SECTION 5
Insurance

Company will maintain at least the following minimum amounts of insurance:

General Liability - $2,000,000 per occurrence and $4,000,000 aggregate.
Workers Compensation - in accordance with state regulations.
Employer's Liability - $1,000,000.
Excess Liability over General Liability and Employer's Liability - $5,000,000 per occurrence and $5,000,000 aggregate.
Professional Liability - $1,000,000 per occurrence and $3,000,000 aggregate.
Sexual Abuse and Molestation - $1,000,000 per claim and $3,000,000 aggregate

SECTION 6
Competency and Licensing

Company will make reasonable efforts to present only Consultants qualified for their discipline based on the applicable Department of Education licensing and certification requirements, professional standards, and Client requirements for the disciplines placed with Client. The Company will conduct pre-employment screenings to provide Consultants who meet the applicable standards and Client requirements. To assist in these efforts, Client will provide Company with all necessary standards and Client requirements for each discipline a Consultant may work in. Client acknowledges that it possesses the unique and necessary knowledge to assess the qualifications of any Consultant referred to work with Client, and Client agrees that it has the ultimate responsibility of approving a

Consultant's licensure, certifications, and qualifications as acceptable for Client in the assigned discipline. To this end, Company will make available to Client all necessary Consultant records that Company may disclose and may, at Client's discretion, facilitate an interview between Client and Consultant to assist in the assignment decision. If Client becomes aware of any notices, findings, or information, including but not limited to fingerprint search results, that may negatively impact the start or continuation of an assignment, Client will notify Company in writing within three (3) business days of Client's knowledge of such information and will provide Company with all relevant and necessary details regarding the situation. Failure to notify Company may result in the termination of this Agreement and any current or future assignments.

SECTION 7
Credentialing and Onboarding

Company shall ensure all Consultants assigned to Client have passed all required background checks, fingerprinting, and security screenings in accordance with federal, state, and local requirements as applicable to Client and the assigned discipline. Client will confirm that Consultants meet these requirements prior to the start of an assignment.

Client acknowledges that Consultants must complete Company's onboarding and credentialing processes prior to the start of an assignment, and Client agrees that Consultants may not provide any services prior to their completion of onboarding and credentialing. Company will provide Client with written notice of Consultant's completion of onboarding and credentialing and Consultant's authorization to begin work. If Client authorizes a Consultant to begin work before completion of the onboarding and credentialing process, Client accepts full responsibility for such authorization. Client agrees to indemnify, defend, and hold harmless Company from all liabilities, losses, damages, costs, and expenses arising due to Consultant's performance of services during such period and agrees that in no instance is Company liable to Client for its decision to authorize work without Company's written approval and confirmation of completion of onboarding and credentialing.

SECTION 8
On-Site Responsibility

Client will provide Consultants with orientation to all Client specific policies, procedures, and processes necessary to provide services, including but not limited to safety policies and procedures, and Client will provide all necessary support, facilities, training, direction, and means for Consultants to satisfactorily complete the assignment. Client acknowledges that Company does not provide special education, therapy, nursing, or related services and only provides candidate identification and placement services. As such, the provision of Consultant's services is not supervised by Company. Client will provide Consultant and Company written notice and contact information of the Client supervisor assigned to each Consultant. At all times, Consultants are subject to Client's guidance, supervision, and control for the work performed and services provided. Client is responsible for Consultant's adherence to the applicable standards of practice and Client requirements, and only Client is responsible for determining the appropriate services to be provided by Consultant. Client will not allow Consultant, at any time, to perform work or provide services that are outside the scope of the duties and responsibilities of their assigned position, and Client will not allow Consultant to perform work at any location other than the location(s) agreed upon with Company. Client will not allow, request, or require that Consultants use any automobile, regardless of ownership, or Consultant's personal devices in performance of any work for Client without the written consent of Company. Client acknowledges that any deviation from Client's policies and procedures, as orientated to Consultants, should be immediately reported in writing and directly to Company so it may offer correction and/or counseling to the Consultant.

SECTION 9
Administrative Responsibilities

Client is responsible for orienting Consultants to Client's policies and procedures regarding the submission of any paperwork required for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. Should Consultant fail to submit paperwork as required by Client's policies and procedures, Client will notify Company in writing within three (3) business days of Client's knowledge of the alleged failure. Failure to timely notify Company or notify Company before an assignment ends negates any Client claim to withhold payment due to untimely work and/or paperwork non-compliance.

Where required by federal, state, or local law, Client acknowledges it is responsible for providing and administering meal and rest periods to Consultants in accordance with such laws because Company does not maintain control over Client's workplace. If Client operates in such a jurisdiction, Client will provide a written policy outlining Client's requirements and procedures to Company and Consultants, and Client will provide appropriate training to Consultants so they may comply with such policy. Client agrees to indemnify Company for any payments or other expenses incurred by Company relating to Client's failure to properly administer any legally required meal or rest breaks. Client will immediately notify Company in writing if it is unable or unwilling to provide or administer legally required meal and rest breaks. In such an event, Company may immediately terminate any or all current and future assignments with Client. In the event of any inquiries regarding meal and rest break compliance, Client and Company will cooperate in good faith to resolve the matter in accordance with applicable laws and best practices. If corrective action is necessary, the parties will work together to determine an appropriate resolution.

SECTION 10
Workplace Conditions and Reporting of Work-Related Injuries

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed necessary for the positions to which Consultants are assigned. Client warrants that its facilities and operations comply with all applicable federal, state, and local safety and health laws, regulations, and standards, including but not limited to all applicable workplace safety standards. Client agrees it is responsible for providing all necessary safety training and equipment to Consultants, and for each Consultant's compliance with applicable health and safety requirements, including those instituted by Client. Client ensures compliance with all applicable workplace safety obligations, including general training on the reporting of work-place injuries or incidents, and occupational exposure to bloodborne pathogens. Records of such occurrences will be maintained by Client and will be accessible to Company. In the event of a workplace injury, incident, or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the appropriate treating department as per Client protocol. Consultant will concurrently report any workplace injury, incident, or exposure to Company for the purpose of reporting such event to Company's workers' compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for providing written notification of such change to both Company and Consultants.

SECTION 11
Employment of Consultants

Should Client wish to engage in a contingency search agreement for specific disciplines to help fulfil required staffing levels, the parties will work together to develop a separate agreement outlining the scope of such requested search.

SECTION 12
Equal Opportunity and Workplace Harassment

Both parties agree to provide equal opportunity to all Consultants and agree that they will not discriminate against, harass, or retaliate against any Consultant based on race, religion, color, sex, national origin, age, disability, veteran status, or any other status or condition protected by applicable federal, state, or local laws. Client will promptly investigate all allegations of discrimination, harassment, and retaliation, and will immediately report to Company any such incident or suspected incident involving a Consultant and Client employees or agents or occurring at Client's worksites. Client will indemnify Company for all losses, liabilities, or damages associated with defending any charge, complaint, claim, cause of action or suit by any governmental or administrative agency and/or any Consultant or anyone acting on Consultant's behalf, arising in whole or in part due of Client or Client's employees or agents.

SECTION 13
Timekeeping and Invoicing

Client will ensure that Consultants accurately record the start and stop times for all hours worked in accordance with Client's policies and that Consultants utilize Client's designated method for submission of Company's timesheet. Timesheets and/or timesheet approvals are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

Company will generate an invoice based on timesheets submitted. Each invoice will contain a unique invoice number, date(s) of services provided, Consultant name, job title, hourly bill rate, total hours billed, and total amount due. Company pays overtime in compliance with federal, state, and local laws. Client agrees to be billed at one and one-half (1.5) times the regular bill rate for all hours when Company is required to pay overtime. Client must notify Company in writing if pre-approval is required for overtime hours prior to any such hours being worked. Client attests that only Client employees with appropriate knowledge and authority will review and approve invoices and will notify Company of any errors within thirty (30) days of the date of invoice, and Company agrees that all non-disputed amounts are due and payable according to the standard payment terms contained herein. Company and Client will work in good faith to resolve any errors, and Company will provide a corrected invoice mutually acceptable to both parties within ten (10) business days of a resolution. In the event Client fails to report errors within thirty (30) days, disputes will not be accepted, and the invoice will be due and payable in full.

SECTION 14
Payment Terms, Default Charges, and Minimum Wage Increases

Company will submit invoices to Client on a weekly basis for all services provided during the previous week. **Client's payment is due within thirty (30) days of receipt of invoice.**

Invoices are considered past due if not paid by the agreed upon due date. Client agrees to pay all necessary collection costs, including reasonable attorney's fees and costs. Company reserves the right to approve or discontinue any extension of credit and the terms governing such credit.

If Company is required to increase Consultant's compensation due to minimum wage increases or experiences an increase in compensation costs as a direct result of any law, order, or other government action, Client agrees that Company may increase the bill rates at a proportional level. Company agrees it may only increase bill rates up to a level that places Company in the same position it was prior to such law, order, or action. Company will provide thirty (30) days written notice to Client prior to any such change taking effect.

SECTION 15
Limitation of Liability

NEITHER PARTY WILL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND WILL NOT BE LIMITED BY THESE PROVISIONS.

SECTION 16
Incident and Error Tracking

Client will report to Company any performance issues, incidents, errors, or other similar events related to the work or services provided by Consultants. Company will document reported incidents and may track all such events for quality assurance purposes. All supporting documentation is required within three (3) business days of Client's knowledge of the occurrence.

SECTION 17
Termination of Assignment With Cause

Immediately upon Client's knowledge, Client will report to Company any behavior issue, deviation from the accepted standards of practice, policies, and procedures as orientated to Consultant, or incident that would be considered adverse to Client's operations. In such an event, Client may request, in writing, that Company facilitate the immediate removal of Consultant. Client agrees it will not immediately remove a Consultant or terminate an assignment unless Company has been notified in writing or, based on Client's good faith assessment, that immediate dismissal is necessary to protect Client's operations. Upon termination of assignment or removal of a Consultant, Client will provide documentation specifying the reasons and facts of the termination to Company within two (2) business days. If Client does not report such deviation(s) and terminates an assignment or does not provide the required documentation following a termination, Client will be assessed an amount equal to five (5) days of billings at the bill rates and minimum hours agreed upon in the applicable Client Assignment Confirmation. The parties agree that Consultants are an integral part of Company's operations and a resource that may have been developed over years, and Client acknowledges that Company may not be able to find another position for Consultant, ultimately leading to termination of Consultant's employment with Company. Accordingly, any delay or absence of written notice may result in lost revenue or other consequences not foreseen at this time. Therefore, the parties agree the liquidated damages in this Section are reasonable for the probable loss suffered by Company in the event of Client's breach of this provision.

Client is responsible for all costs and fees up to the point of termination. Client will provide Company a five (5) business days exclusivity period to refill the position in the event of termination with cause. Should Company identify a suitable Consultant, Client will agree to the original or extended terms of the terminated Consultant's assignment. In the event a replacement Consultant requires higher compensation, Client agrees that Company may proportionately increase the bill rate to put Company in the same position as it was before the termination.

SECTION 18
Termination of Agreement and Termination of Assignment Without Cause

Client may terminate an assignment or this Agreement upon thirty (30) days written notice. Client is responsible for all charges and fees prior to notice date and through the 30-day period of notice. If Client is unable to or does not provide thirty (30) days written notice, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours for all terminated assignments. In the event of termination without cause, Client is responsible for any housing and travel costs actually incurred by Company because of such termination.

SECTION 19
Minimum Hours

Client will provide Consultants with the number of work hours per week specified in the applicable Client Assignment Confirmation. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the minimum work hours. Minimum work hours will be reduced to reflect scheduled closings for holidays and planning days.

SECTION 20
Force Majeure and Unscheduled Facility Closure Policy

Neither party is liable for failure or delay in performing its obligations, if such failure or delay is due to natural disasters, pandemics, acts of war, government regulations, or other events or causes beyond the parties' control. Further, the parties agree that Company is not liable for failure or delay in performing its obligations, if such failure or delay is due to termination of Consultant or Consultant's resignation. If services are interrupted, both parties will make reasonable efforts to resume operations.

Notwithstanding the foregoing, the parties agree that in the event of an unforeseen or unexpected interruption resulting from a complete or partial unscheduled closure of Client's facilities due to natural or manmade events, including but not limited to fires, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services all Consultants whose services can be performed in such a setting. Client agrees to be billed for virtual services at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours will be entered and processed according to the normal time submittal and approval process, unless otherwise requested in writing by Client and agreed upon by Company. Company and Client will work in good faith to determine which contracted disciplines qualify for virtual services, however Client may not decline virtual services of a Consultant if the same services are provided virtually by Client employee(s).

SECTION 21
Multiple Locations

If Client requires Consultant to travel to and perform services at more than one location, Client will compensate Company for travel time between facilities at the regular hourly bill rate and for mileage not to exceed the then current IRS reimbursement rate.

SECTION 22
Issue Resolution

In the event Client encounters an issue that is not satisfactorily resolved by its Company representative, Client should escalate the issue to the appropriate Company manager by calling 800-849-5502. Please ask for your account representative's manager.

SECTION 23
Indemnification

To the fullest extent permitted by law, each party (the "Indemnifying Party") will indemnify, defend, and hold harmless the other party, and each of their respective officers, directors, agents, and employees (the "Indemnified Party") against all liabilities, losses, damages, costs and expenses ("Losses") to the extent caused by the actions or inactions of the Indemnifying Party. In no event will the Indemnifying Party's obligations extend to Losses resulting solely from the negligent act or omission, willful misconduct, breach of this Agreement, or unlawful act of an Indemnified Party.

The Indemnified Party will notify the Indemnifying Party within five (5) business days after receiving notice of a claim, lawsuit, demand, action, or threatened action ("Claim") covered by the indemnity obligations in this Agreement and will provide the Indemnifying Party with all necessary documentation for the Indemnifying Party to assess its obligations under the Agreement. The parties will keep each other reasonably informed regarding the status of any Claim, will work in good faith in the defense and settlement of Claims, will provide notice to and consult with each other prior to settling any Claim. Neither party will, without the other's written consent, settle or compromise any claim or consent to the entry of any judgment regarding any Claim which indemnification is being sought unless such settlement, compromise, or consent (i) includes an unconditional release of the other party from all liability arising out of such claim; (ii) does not include any admission or statement suggesting any wrongdoing or liability on behalf of the other party; (iii) does not contain any equitable order, judgment, or term that affects, restricts or interferes with the business of the other party; and (iv) does not place any monetary obligations or liabilities on the other party. Any omission or delay in complying with this paragraph by the Indemnified Party will relieve the Indemnifying Party of its obligations to the extent it is prejudiced by such omission or delay. This Section will survive any termination or expiration of this Agreement.

SECTION 24
Confidentiality

Each party acknowledges that, they (the "Receiving Party") will learn confidential information of the other party (the "Disclosing Party"). Confidential information (as defined here and below) is any information which is private to the Disclosing Party but is shared by to the Receiving Party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements, and terms and conditions of this Agreement.** It is agreed that neither party will disclose any Confidential Information of the other party to any person or entity nor permit any person or entity to use Confidential Information, except as required to fulfill the party's obligations under this Agreement.

Confidential Information of Company also includes, but is not limited to, any and all information owned or controlled by Company and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Company and which is not generally disclosed to the public, including but not limited to employee and Consultant information and Company's technical data, policies, financial data, contract terms and provisions, billing rates, and permanent placement fees whether disclosed orally, in writing, or by inspection, and that should be reasonably understood to be confidential given the nature of the information.

If the Receiving Party attempts to use or dispose of any Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of this Agreement, the Disclosing Party has the right, in addition to other remedies which may be available to it, to obtain injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant. The parties acknowledge and agree that monetary damages may not be a sufficient remedy for any breach or threatened breach of this Section and, therefore, such injunctive relief is appropriate as a remedy and the breaching party waives any requirement for the securing or posting of any bond showing actual monetary damages in connection with such breach.

The parties understand and agree that nothing in this Section is meant to prevent any disclosure of Confidential Information required under federal, state, or local law, regulation, or a valid order issued by a court or governmental agency (each a "Legal Order"). Before making such disclosure, the Receiving Party will provide the Disclosing Party with (i) prompt written notice of such Legal Order so the Disclosing Party may seek, at its own costs and expense, a protective order or other remedy; and (ii) reasonable assistance, at the Disclosing Party's costs and expense, in opposing such disclosure. If, after providing notice, the Receiving Party remains subject to a Legal Order to disclose any Confidential Information, the Receiving Party will disclose only the portion of Confidential Information that such Legal Order specifically requires to be disclosed.

SECTION 25
Family Education Rights and Privacy Act, Data Protection, and Cybersecurity

Where applicable, Company will comply with all laws, rules, and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about Client's students may be contained in records maintained by Company and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect relevant records in accordance with FERPA and Client policy. If necessary, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines. Notwithstanding the foregoing, Client will not, unless necessary in furtherance of this Agreement, disclose such information to Company or Consultant, and Client will not, under any circumstances, allow Consultant to remove such information from Client facilities. If such removal occurs, Client will immediately notify Company, and the parties will work in good faith to remedy the situation. Except where required by law, Company will not disclose to any third party, without prior consent of a parent/guardian and written consent of Client, any information regarding students that Company may learn or obtain during this Agreement.

The parties will implement and maintain reasonable security measures to protect data from unauthorized access, disclosure, or use and will comply with all applicable federal, state, and local laws regarding privacy and data protection. In the event of a data breach affecting the other party, the affected party must notify the other party within five (5) business days of its awareness of the breach. Upon termination of this Agreement or upon the other party's request, each party will return or securely destroy records and data in accordance with applicable laws. Client agrees Company is free from any liability arising from or relating to Client's failure to provide onsite supervision or to orient and train Consultant on Client's policies, procedures, or oversight related to data protection.

SECTION 26
State Retirement System Notice

This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Company. Client agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant and fulfilling all associated administrative duties. The parties agree that the applicable employee share paid to the system by Client shall be deducted from the amount due to Consultant by Company. Client and Company expressly acknowledge and agree that if any Consultant is required to or elects to participate in a retirement system/pension, Client is solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension. Client will immediately notify Company if any Consultant is required to or voluntarily elects to participate in any such system. In such event, Client will advise Company of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client will withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by Client will be deducted from the amount owed to Company by Client.

SECTION 27
Conflicts of Interest

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with the ability to perform under this Agreement. To that end, the parties hereby certify and represent that their officials, employees, and agents do not have any significant financial or other pecuniary interest in the other party's business or operations, and no inducements of monetary or other value were offered or given to any officer, employee, or agent of the other party. Each party agrees to within five (5) business days notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

SECTION 28
Client Funding

The parties acknowledge that Client's obligations under this Agreement may be subject to budgetary constraints and appropriations by government authorities. If funding for services under this Agreement is reduced or eliminated by governmental action, Client will immediately notify Company in writing. In such cases, the parties will negotiate in good faith to modify the Agreement to allow for

continuation of services. However, if Company, in its sole discretion, determines that it is not feasible to continue providing services at reduced costs, Company may immediately terminate this Agreement and all current and future assignments, without liability to Client.

SECTION 29
Survival

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation, or expiration of this Agreement, will survive termination, cancellation or expiration of this Agreement.

SECTION 30
Notices

All notices required to be given in writing will be sent to the names/addresses listed below.

To Company
New Direction Solutions LLC dba ProCare Therapy
Attn: Contract Department
5550 Peachtree Parkway, #500
Peachtree Corners GA 30092
Email: ContractNotices@procaretherapy.com

To Client
South San Francisco Unified
398 B St., South San Francisco, CA 94080

SECTION 31
Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State where the services are provided, without regard to its conflict of laws principles. Any legal action or proceeding arising out of or relating to this Agreement shall be venued in San Mateo County, California.

SECTION 32
Electronic Signatures, Counterparts, and Authority

This Agreement and any related documents may be executed and delivered electronically, including by email or electronic signature software. Signatures transmitted electronically will be considered valid and binding as if they were original signatures.

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. A signed copy of this Agreement transmitted by electronic means (such as email or other software) will have the same legal effect as an original signed copy.

The persons signing this Agreement represent that they have the proper authority to bind their respective party. If Client is entering into this Agreement on behalf any additional affiliated facilities, Client represents that it has the proper authority to bind those facilities to the terms of this Agreement. As such, Client will be jointly and severally liable under this Agreement for the obligations of such additional affiliated facilities.

SECTION 33
Severability and Waiver

If any provision of this Agreement is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect. When possible, the parties agree to negotiate in good faith to replace any invalid or unenforceable provision with a legally valid alternative.

Failure or delay by either party to enforce any provision of this Agreement will not be considered a waiver of that provision or any other provision, and a waiver of any right(s) under this Agreement must be in writing and signed by the waiving party. No waiver of any default will be deemed a waiver of any subsequent default.

SECTION 34
Entire Agreement

This Agreement and each duly executed Amendment or Exhibit represents the entire agreement between the parties and supersedes any prior understandings or agreements, whether written or oral, between the parties with respect to the subject matter herein. The parties acknowledge that they were given the opportunity to discuss this Agreement with legal counsel. Should any provision of this

Agreement require judicial interpretation, the interpretation shall not apply any rule of construction to construe the provision(s) more strictly against one party. This Agreement will inure to the benefit of and will be binding upon the parties hereto and their respective heirs, personal representatives, successors, and assigns, subject to the limitations contained herein. This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***

CLIENT ID – CLIENT NAME

95164 - South San Francisco Unified	**New Direction Solutions, LLC dba ProCare Therapy**
_____	_____
Signature Date	Signature Date
_____	_____
Print Name	Print Name
_____	_____
Title	Title

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: January 22, 2026

RE: SSFUSD Multilingual Learner (ML) Master Plan

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On July 12, 2017, the California State Board of Education (SBE) approved the California English Learner (EL) Roadmap Policy: Educational Programs and Services for English Learners to help California's local school districts and charter schools welcome, understand, and educate the diverse population of students who are learning English.

The EL Policy contains four principles to guide LEAs toward creating conditions that will allow English learners to thrive. The principles are as follows:

I. Assets-Oriented and Needs-Responsive Schools
II. Intellectual Quality of Instruction and Meaningful Access
III. System Conditions that Support Effectiveness
IV. Alignment and Articulation Within and Across Systems

In SSFUSD, we re-evaluate our Multilingual Learner Master Plan on an annual basis. Here is a link to the revised SSFUSD Multilingual Master Plan.

Changes to the ML Master Plan are summarized in the adjunct document titled "ML Master Plan Updates".

FISCAL IMPLICATIONS:

There is no fiscal impact on the changes of the Multilingual Master Plan.

RECOMMENDATION:

It is recommended to the South San Francisco Unified School District board of trustees to approve the changes to the Multilingual Master Plan for the 2025-2026 school year.

SSFUSD ML Master Plan Updates
2025-2026

Original Language	New Language/Change Made	Figure/Table	Notes
Old Members/Board Members	New Board Members and positions, new Assitance Supes.		
	California		
Old Supertindendent's message	New message		
District Context	Updated using AI		
District Vision/Mission	Updated according to current website		
The district	our		
Any mention of Director of English Learner Services	Assistant Superintendent of Teaching & Learning		
Education Services	Teaching and Learning		
Parent/Guardian, parents and guardians, etc	parents/guardians		
English Learner	multilingual learner (unless referring to state/federal terminology)		
Multlilingual Learner Department	Multilingual Learner Services Team		
Superintendent	Assistant Superintendent of Teaching and Learning		
classroom	program		
This process will ask the parents/guardians to indicate whether the student was previously enrolled in California public schools, and whether or not they received English learner services prior. After determining that the student is new to California public schools, the system will prompt the parent/guardian to complete the Home Language Survey (HLS).			
	enrolling in grades K-12 (TK registration is still a paper-pencil enrollment). The online registration process will include the Home Language Survey which must be filled out the first time a student is enrolling in California public schools, grades K-12 for the first time (enrollment in pre-school or TK are not considered as previous enrollment in California public schools).		
If the student has already completed a Home Language Survey from a prior enrollment within California, they will not be prompted to fill out a new survey; however,			
tested	assessed		
program	plan		
for	in		
in SSFUSD's custody (meaning they've been released by their previous school)	released by their previous school		
	"TBD"		Reflects CALPADS language
	a member of the Family Liaison team		
	/experience		
	/guardians		
	This written notification is developed at the state level, and is provided in both English and the Student's primary language		Broken Link removed
"program option at the intermediate and secondary level"	supports		
		Figure 2.1	
	(CDE)		
At minimum, students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD.	The grade-level curriculum and teaching methods are designed specifically for students learning English, with a focus on English Language Development (ELD) alongside and within core subjects. The primary goal is to enable students to succeed in mainstream English-only classrooms by developing proficiency in reading, writing, speaking, and listening.		
6-12	K-12		
level of Newcomer support	the desired level of Newcomer support,		
	another school's		
	However, each school site is responsible for providing the necessary language support in order for students to access grade-level content and continue to develop their English proficiency.		
children	student		
	must		
	by the parents/guardians and the ML support team/counselor will review the student's academic performance in their course work and on standardized state assessments. If the parents/guardians would like to move forward, then they will be required to sign the ML Services Waiver of Liability Form (See Appendix).		
	as an English learner		
	and attending classes		added to clarify that the student should not be out of school while waiting on the investigation results
	district's recommendation is to transfer the student, after the appropriate steps have been completed,		Added to clarify who makes the recommendation, and reinforce that the other steps must occur prior to making the recommendation
ML	special education and language development		
	school		Added to site for public clarity
	Additionally, they will need to		
	Presechool/Transitional Kindergarten/Kindergarten section was editited to reflect current practices. We no longer test TK, but their HLS is considered valid to determine Kinder testing		
6	seven		updated to reflect 7 multilingual typologies
formal schooling	educational experience		

Original Language	New Language/Change Made	Figure/Table	Notes
	Dually Identified English Language Learners		
	These students may or may not have had some exposure to the formal study of English; however, they have had a formal educational program in their native country, and many have the background knowledge that supports them in their content instruction in English.		
	Newcomer support		
	they may need to be assessed in		
	and address the gaps in their academic knowledge		
TK-2	K-5		
outside this document			
the			
	identified as possible multilingual learners ...however, their results indicate that they are initially fluent in English.		
	nor will they require enrollment in a school site's designated ELD program.		
	grade-level		added to define curriculum as being grade-level
	Dually Identified English Language Learners These students are identified as English Learners who also have an active Individualized Education Plan (IEP) that supports their learning differences. A dual identified student needs both English Language Development services listed under Title III and services to support their learning differences guaranteed under IDEA (Individuals with Disabilities Education Act). One does not negate the other. The designated ELD services will be provided in either general education or within special education services depending on what is indicated in the student's IEP. Within the IEP, case managers will ensure that each goal, whether academic or behavioral, is linguistically appropriate. It should be noted that "the normal process of English language development, as well as manifestations of dialect and sociolinguistic variance shall not be diagnosed as a disabling condition." (5 CCR 3023[b]).		
Student Services	Student and Family Services		
tested	assessed		
on	with		
	(or the Alternate Initial ELPAC if they qualify)		
	public school		
	should		
	public school system		
	public		
	California State		
	Title to Section: SSFUSD's Commitment to Access		
SSFUSD is committed to providing multilingual learners with a challenging grade-level core curriculum and instruction that develops proficiency in English as rapidly and effectively as possible to assist students in achieving their college and career goals so they may become productive members of our society.	SSFUSD is committed to ensuring multilingual learners receive rigorous, grade-level instruction and effective English language development that empowers them to reach their college and career goals and thrive in their communities.		
	Furthermore, the district is working on strategies to support language development beginning in Preschool and Transitional Kindergarten, aligning the practices with K-12.		
to	for		
Below is a graphic that	Figure 3.1		
	non-evaluative learning walks		
		Table 3.2	
	*Students may be clustered into one grade-level class period for integrated ELD support versus in a sheltered course where all students are emergent multilingual learners	Table 3.3	
two	three		updated to reflect federal definition
	Table 3.4 outlines the entry and exit criteria for newcomer students. The purpose of entry and exit criteria is to clarify w		Expanded to complete sentence
		Table 3.4	Number updated
SRI	grade level		
	3rd grade reading level benchmark		Changed from specific test name since it changes
	The multilingual learner team within the Teaching and Learning department		updated to reflect reorg - we no long have a ML department perse
	Spanish for Native Speakers not offered at Middle School	Table 3.5	
Spanish	Native	Table 3.6	
	core		
ELD includes two ways to intentionally plan for language development instruction and is detailed in the California English Language Arts/English Language Development.	ELD includes two intentional approaches to language development instruction, described in the California ELA/ELD Framework.		
	credentialed		
	class		

Original Language	New Language/Change Made	Figure/Table	Notes
Designated intervention Course	Designated ELD for Long-term English Learners		Designated ELD is a core subjuct, not an intervention
	These courses will focus on explicit language development around: Comprehension Vocabulary development Advanced grammatical structures to comprehend and produce academic language In addition, a core focus will be on goal setting, active engagement, and developing strong teacher-student relationships. These courses will maintain the three R's: Rigor Relevance Relationships		
	Special Education Services Section: Updated to include language around linguistically appropriate goals		
	referral		
	Low English proficiency is not, in itself, a disability. If a student is suspected of having a learning difference, it must be determined that the student is demonstrating the observed behavior or challenge in their L1. From there it may be determined that the student has a learning difference affecting their performance, not a language proficiency issue.		
	While considering the identification of a multilingual learner it is imperative that "the normal process of English language development, as well as manifestations of dialect and sociolinguistic variance shall not be diagnosed as a disabling condition." (5 CCR 3023[b]).		
	linguistically appropriate goals and objectives (LAGOS)...These goals should not be a specific "ELD goal", as learning a language is not a disability. However, it may be appropriate to tie an ELD standard to a student's IEP goal. Within the IEP, the following documents must to be reviewed and updated when a student is dual identified: Information/Eligibility Special Factors Statewide Assessments Present Levels of Performance (PLOP) Linguistically Appropriate Goals and Objectives (LAGOS) Services Notes		
graduate	to earn a diploma		
	which diploma they earn will depend		
, their pathway to a diploma may be different than the students able to complete their graduation requirements in the typical 4 year cohort graduation model.			
California	Comprehensive		
	five		
	or high school equivalency credential		
	State Minimum High School Diploma (AB 2121)		Changed to reflect that this is the State minimum diploma
	High School Diploma from our Continuation High School		
	Table 3.8 outlines the diploma requirements in more detail.		
	be eligible to		
	Though placement will be considered on a case by case situation.		
	Alternative Graduation Options for Credit Deficient Multilingual Learners - section updated suggested Change: ELPAC 3 & 4 to ML for 4+ years		
	they will be counseled on their timeline for completion if they choose the diploma pathway or the option to join		added to reflect current practice
	Ethnic Studies - (1 semester) (State Req. beginning for 29-30 graduating class) Financial Literacy - (1 semester) (State Req. beginning for 30-31 graduating class)	Table 3.8	
	The School site must notify the student and parent/guardian of the student's eligibility within 30 days of the student's enrollment into the school	Table 3.8	
	including Algebra	Table 3.8	
	(3	Table 3.8	
	3		
	OR Pass an English AP examination with a score of 3 or higher (AP English Language and Composition, AP English Literature or Composition, or AP Seminar). OR achieve a score of 480 or above on the Evidence-Based Reading and Writing section of the SAT.		
Federal and state laws require that California's ELD test be aligned with state-adopted ELD Standards. In California, the State Board of Education adopted revised ELD Standards in 2012.	, as per federal and state laws, to the state-adopted CA 2012 ELD standards. It assesses students in four domains: Listening, Speaking, Reading, and Writing.		
	Per the CDE, parents/guardians are unable to opt their student out of the Summative ELPAC or Summative Alternate ELPAC, unlike the CAASPP, regardless of whether the student is receiving English Language Development services or is dual identified.		
in learning English	developing English proficiency	Table 4.1	
	public schools	Table 4.1	
	as determined by the Home Language Survey.	Table 4.1	
	Seciton on Alt Initial ELPAC	Table 4.1	
	*California is a "one-for-all" state. If a student qualifies for one Alternated Assessment, they qualify for all.		

Original Language	New Language/Change Made	Figure/Table	Notes
	l multilingual learner instructional programs as compared to their English Only peers*		
	*If a student is dual-identified, meaning they have an active IEP, they are compared to other English Only peers with similar learning differences.		
		Table 4.2	
	at the time of the test administration		
ELD	Designated ELD		
schools	level		
	RFEP)		
	and Alternate Summative ELPAC Overall Performance level (PL) 3 have		
	or overall PL 3 for the Alternated Summative ELPAC,		
	Observation Protocol for Teachers of English Learners (OPTEL), as protocol created and recommended by the CDE for use by classroom teachers. SSFUSD teachers will conduct an observation of the student to determine their observed level of English proficiency. This criterion collects the teacher's input, but the teacher is not making the final decision as to whether the student should or should not be reclassified. The OPTEL in addition to a		
(See Appendix - Teacher Input for Reclassification Form)			
	This is a consultation, but not a determining factor as to whether the student will be reclassified.		
	If the student has an active IEP, then the student's performance will be compared to that of an English Only peer with similar disabilities.		
	For all dually-identified students, progress on IEP goals and objectives related to ELA may also be utilized to assist the team with measurement of progress towards English language proficiency, where district benchmark assessments may not be a true reflection of the student with a disability's skill set.		Taken from Reclassfication page in SEIS
Taken	Adapted		
	Parent/Guardian is consulted and their opinion solicited if the parent/guardian cannot be reached after the LEA has demonstrated a good faith effort to contact the parent/guardian, the LEA may move forward with the reclassification.	Table 4.4	
	An overall score of 2.5 at minimum.	Table 4.4	
	Level 2 (Foundational Understanding)	Table 4.4	
	IXL 6th: 400F, 450S 7th: 500F, 550S 8th: 600F, 650S 9th: 700F, 750S 10th: 800F, 850S 11th: 900F, 950S 12th: 1000F, 1050S	Table 4.4	
	DIEBELS 3rd: 323-433 4th: 320-431; 2399 or higher on ELA SBAC 5th: 319-427; 2444 or higher on ELA SBAC *scores vary depending on time of year *K-2 students cannot be RFEP'd using DIBELS starting in 2026-26	Table 4.4	
department	team		
	or a 3 on the Summative Alternate ELPAC, and meets the threshold for the secondary basic skills assessment		
is on grade level for reading according to the district adopted reading assessment			
	or through a letter signed by the parents/guardians.		
	the ML ToSA, site admin,		
recommendation	observations and student work		
	into consideration		
	If the recommendation is to reclassify,		
	"Exited EL", program enrollment is updated, and the correct flags are assigned in t		
This enables district personnel to monitor all reclassified students for four years in order to ensure correct classification, placement, and additional academic support to ensure ongoing success in the mainstream program.	This allows district personnel to monitor reclassified students for four years to ensure proper placement and provide any necessary support for their continued success.		
		Figure 4.2 Overview of Reclassification Process	
	testing accommodations have not previously supported the student in fully demonstrating their English proficiency within that domain, and there is evidence of participation in a comprehensive ELD program (Integrated and Designated ELD).		
	Dual identified students taking the Summative ELPAC will be reclassified using the same criteria and process as those identified as "EL" without an IEP. Dual identified students must earn an overall 4 on the Summative ELPAC to begin the reclassification process. In accordance with the student's IEP, these students may require specific accommodations while completing the Summative ELPAC in order to earn an overall 4 required for reclassification. In other instances, some dual identified students' learning differences may require one or two domain exemptions* to earn an overall 4. Any accommodations or domain exemptions		
	student's learning differences impact their participation in that domain,		

Original Language	New Language/Change Made	Figure/Table	Notes
	must determine if this is due to the nature of the identified student's learning difference or their language development. If it is determined that the student does not meet the standard secondary assessment criteria, alternate proof of the student's basic skills can be used, including the student's progress on their goals (relating to ELA) within the IEP.		
	*Students can be exempt from a maximum of 2 domains, one from Oral Language (Listening or Speaking) and/or one from Written Language (Reading or Writing).		
	Dual identified students may only take the Alternate Summative ELPAC if they qualify for alternative assessments under the California Board of Education Guidelines (see below for alternative assessment requirements). They are fully expected to meet all criteria for reclassification whether through the standard or alternate pathway. Once completed, the Alternate Summative ELPAC will provide a performance level for the student. In order to initiate the reclassification process, the student must score within the Fluent English Proficient (3) range. The IEP team, including a multilingual learner specialist, may use multiple criteria in conjunction with the four reclassification criteria to reach the most appropriate decision for each student.		
	(PL 3), (PL 2), (PL 1)	Table 4.5	
	*California is a "one-for-all" state, meaning if a student qualifies for one alternate assessment they qualify for all. I.e. If a student qualifies for the CAA, then by default they qualify for the Summative Alternate ELPAC.		
	collect the data and use it to inform program design, academic supports, and professional learning goals.		
teacher/teachers	teacher(s)		
EL Monitoring Form	- SSFUSD - OPTEL)		
rigorous	grade-level		
	the additional core content areas for multilingual		
	additional core content areas		
	credentialed		
		Figure 5.1	
	core		
	designated		
	credentialed		
	Early Emerging (1) Late Emerging/Early Expanding (2) Late Expanding (3) Bridging (4)		
	Part I: Interacting in Meaningful Ways Collaborative, Interpretive, and Productive Interactions Part II: Learning About How English Works Structuring Cohesive Texts Expanding and Enriching Ideas Connecting and Condensing Ideas. Part III: Using Foundation Literacy Skills As Appropriate		
	another core content course	Table 5.1	
at	in		
at	to		
department	team		
groups of MLs present different typologies that	Different typologies of ML students		
	or has a novice level understanding of English.		
	Added new Table 5.3 to outline DELD in K-5. All subsequent table numbers are adjusted in Chapter 5	Table 5.3	
	Designated		
Multilingual Learners with an IEP in grades K–12 in general education classes receive designated and integrated ELD instruction from the general education teacher. In SDC classes, the Special Education Academic Specialist provides ELD instruction to the Multilingual Learner.	Additionally, the IEP team must identify the setting in which Dual Identified students will receive their designated ELD services. These services can be provided in a special education or general education setting.		
To that end, core curriculum instruction for MLs is still guided by the appropriate curricular area standards (e.g. Mathematics, Next Generation Science, History/Social Science); however, the California English Language Development Standards, and the CCSS for literacy should be used In tandem with the core curricular standards to support ML's understanding of the content and to continue developing their English language comprehension. The ELD standards inform the teacher of the degree of linguistic scaffolds and support necessary at a specific proficiency level for MLs to perform collaborative, interpretative and productive tasks across all four language domains as well as to establish reasonable performance expectations and goals. This is especially powerful with MLs when an interdisciplinary approach to instruction in order to increase and facilitate connections between concepts and content areas is made. As a result, the responsibility for ELD should be shared through collaboration and planning among teachers across and within grade levels at the elementary level, and across departments at the intermediate and secondary level. Both the CCSS and the ELD Standards call for the integration of the four domains of language: reading, writing, listening and speaking as tools for learning knowledge and skills across the content areas to support the development of the domains themselves. Therefore, the ELA/ELD Framework recommends an interdisciplinary approach to instruction in order to increase and facilitate connections between concepts and content areas. This is especially powerful with MLs and when integrating ELD. As a result, the responsibility for ELD must be shared through collaboration and planning among teachers across and within grade levels at the elementary level, and across departments at the intermediate and secondary level in order to successfully implement the CCSS for literacy and the ELD standards in tandem with content standards.	To that end, instruction for multilingual learners (MLs) continues to be guided by the standards of each core subject (e.g., Mathematics, Next Generation Science, History/Social Science). However, to fully support MLs' comprehension of grade-level content and continued development of English proficiency, teachers must use the California English Language Development (ELD) Standards and the CCSS for literacy in tandem with core content standards. The ELD Standards help teachers determine the appropriate level of linguistic scaffolding and support needed at each proficiency level so that MLs can successfully engage in collaborative, interpretive, and productive tasks across all four language domains—reading, writing, listening, and speaking. These standards also guide the development of meaningful expectations and language goals for students. The ELA/ELD Framework emphasizes that both the CCSS and the ELD Standards require integrated instruction across all content areas, where reading, writing, listening, and speaking serve as tools for learning and applying academic knowledge. An interdisciplinary approach strengthens learning for MLs by making purposeful connections across concepts and subjects. As a result, ELD is a shared responsibility. Effective implementation requires collaborative planning among teachers—across and within grade levels at the elementary level, and across departments at the middle and high school levels—to ensure that the CCSS for literacy and the ELD Standards are integrated into grade-level content instruction.		

Original Language	New Language/Change Made	Figure/Table	Notes
Integrated English Language Development Instruction The 2012 California English Language Development Standards were specifically designed to be used in tandem with all academic content standards to ensure multilingual learners full access to the core curriculum. Reinforced in the California English Learner Roadmap, multilingual learners are to be provided with access to well-articulated, standards-based core curriculum. Integrated English Language Development is the second component of the District's Comprehensive ELD Program and will be provided throughout the day and across the disciplines. It is intended to provide multilingual learners with access to the content in all the curricular areas through the consistent and systematic use of explicit language acquisition strategies (e.g. Be GLAD©, CRLP). It also intends to develop MLs' linguistic development in those disciplines through instruction of the specific academic language, discourse practices and text types characteristic of each of the content areas. At the elementary level (K-5), teachers are responsible for the delivery of all core content instruction and ensuring that content is accessible to multilingual learners through the use of Integrated English Language Development strategies. At the intermediate and secondary levels, core content teachers are responsible for the delivery of content instruction incorporating Integrated English Language Development strategies. As the second component of a comprehensive Structured English Immersion (SEI) program, any instruction for Multilingual Learners in the content areas that is delivered in English must be: Accompanied by Integrated English Language Development instructional strategies Equal in rigor and focused on increasing the comprehensibility of the academic courses normally provided to RFEP and never-EL students in the district Address all the essential subject matter standards taught in a school setting Provide primary language support as needed to ensure access to the core curriculum. Promote acquisition of academic language guided by the ELD Standards as specified in the section below. Provided by a credentialed teacher to provide specialized instruction for English learners. EL Roadmap Principle 2A~ (Integrated ELD) Interdisciplinary Instruction and Integrated ELD It is important to recognize that acquisition of disciplinary knowledge is interdependent with students' ability to understand and use English for these purposes. This obliges us to move away from teaching only during Designated ELD time and approach ELD instruction for multilingual learners throughout core content areas. Designated ELD emphasizes critical elements that are fundamental for students learning the language of English, particularly the use of techniques and strategies to learn "How English Works". However, this component only addresses the goal of helping multilingual learners to overcome language barriers and does not address the need of providing ML students with access to the core curriculum. Language research strongly suggests that without explicit support in how to use English to comprehend text and express their thinking in context, multilingual learners continue to be unsuccessful academically. To that end, instruction for multilingual learners (MLs) continues to be guided by the standards of each core subject (e.g., Mathematics, Next Generation Science, History/Social Science). However, to fully support MLs' comprehension of grade-level content and continued development of English proficiency, teachers must use the California English Language Development (ELD) Standards and the CCSS for literacy in tandem with core content standards. The ELD Standards help teachers determine the appropriate level of linguistic scaffolding and support needed at each proficiency level so that MLs can successfully engage in collaborative, interpretive, and productive tasks across all four language domains—reading, writing, listening, and speaking. These standards also guide the development of meaningful expectations and language goals for students. The ELA/ELD Framework emphasizes that both the CCSS and the ELD Standards require integrated instruction across all content areas, where reading, writing, listening, and speaking serve as tools for learning and applying academic knowledge. An interdisciplinary approach strengthens learning for MLs by making purposeful connections across concepts and subjects. As a result, ELD is a shared responsibility. Effective implementation requires collaborative planning among teachers—across and within grade levels at the elementary level, and across departments at the middle and high school levels, to ensure that the CCSS for literacy and the ELD Standards are integrated into grade-level content instruction. Integrated ELD In the course of learning the core content, MLs need to be provided with multiple opportunities to read, analyze and create texts of different types (Part I – ELD Standards: interpretive, and productive modes). They also need rich and varied opportunities for collaboration and interaction to use language to gain and exchange information and ideas (Part I – ELD Standards: collaborative mode). Guided by the ELD standards, teachers will need to provide different degrees of language scaffolds to support students' abilities to accomplish these tasks. Part of these scaffolds involve unpacking the meaning of the texts they encounter by analyzing the vocabulary and syntax used in sentences as well as the way the text is organized and structured in order to not only better comprehend the topic but also the language of the discipline (Part II – ELD Standards: language processes). Examples on how to promote academic language development are derived from research and delineated in the CA ELA/ELD Framework. The following are some critical strategies used to promote academic language development: Carefully plan approach to help ML students to access the lesson objectives Choose rich and worthwhile text and topics for discussion Post frequently used phrases that facilitate turn-taking, elaborations and extensions during small group discussions or collaborative learning Chart domain-specific vocabulary as reference for student use in discussions and writing Structure collaborative activities in such a way that students use the vocabulary in purposeful ways Provide open sentence frames that allow for use of target academic language and more extended discourse Show models of how language resources are used to make meaning, such as how a writer presents evidence to support an argument Guide the analysis of different text type organization and the connecting and transitional words that make it cohesive Tap into students' primary language knowledge such as cognates	Integrated English Language Development Instruction The 2012 California English Language Development Standards were designed to be used alongside all academic content standards, ensuring multilingual learners (MLs) have full access to a well-articulated, standards-based core curriculum (California English Learner Roadmap, Principle 2A). Integrated ELD is the second component of the District's Comprehensive ELD Program and occurs throughout the school day and across all disciplines. Its purpose is twofold: to provide MLs with access to grade-level content, and to develop students' proficiency in the academic language, discourse, and text structures specific to each subject area. Instruction must include systematic, explicit language development strategies (e.g., Be GLAD, CRLP) and may incorporate primary language support as needed to ensure access to the core curriculum. Responsibilities Across Grade Spans Elementary (K–5): Classroom teachers teach all core subjects and must ensure MLs can access grade-level content through Integrated ELD strategies. Middle and High School: Content-area teachers must incorporate Integrated ELD within their instruction to make disciplinary content comprehensible and promote academic language growth. Integrated ELD Requirements in a Structured English Immersion (SEI) Program Instruction delivered in English to multilingual learners must: Include Integrated ELD instructional strategies. Maintain equal rigor and ensure comprehensibility of academic coursework provided to RFEP and never-EL students. Address all essential subject-matter standards. Provide primary language support when needed. Promote acquisition of academic language guided by the ELD Standards. Be delivered by a credentialed teacher providing specialized instruction for English learners. Connection Between Language and Disciplinary Knowledge A multilingual learner students' ability to learn discipline-specific content depends on their ability to use English to interpret, analyze, produce, and discuss ideas in that discipline. Therefore, ELD instruction cannot be limited to Designated ELD time. While Designated ELD teaches "How English Works," Integrated ELD ensures MLs can use English to access, understand, and communicate grade-level content. Without explicit language support in content areas, students are unable to meet academic expectations, even with Designated ELD alone. To fully support MLs, teachers must use the ELD Standards and the CCSS for Literacy in tandem with core content standards, providing appropriate language scaffolds for collaborative, interpretive, and productive tasks across the four language domains: reading, writing, listening, and speaking. Interdisciplinary Instruction and Shared Responsibility The ELA/ELD Framework emphasizes that language development occurs through rich engagement with content in all subject areas. Reading, writing, listening, and speaking function as tools for learning content and for developing language. Therefore, the responsibility for ELD is shared across: Grade levels (elementary) Departments (middle and high school) Collaborative planning is required to ensure that content instruction and language development are intentionally interconnected. Practices that Promote Academic Language Development Research-based strategies from the CA ELA/ELD Framework include: Planning lessons with clear content and language objectives. Selecting rich texts and topics worth discussing and writing about. Posting and modeling phrases that support turn-taking, elaborations, and extensions. Charting domain-specific vocabulary for use in discussion and writing. Designing collaborative structures that require purposeful use of disciplinary vocabulary. Providing open sentence frames that support extended academic discourse. Modeling how language resources support meaning (e.g., how evidence is cited in argumentation). Analyzing text structures and cohesive devices (e.g., transitions, syntax). Leveraging students' primary language knowledge (e.g., cognates). In Integrated ELD, students engage with diverse text types and participate in collaborative, interpretive, and productive tasks while receiving the language scaffolding necessary to access content and express complex ideas (ELD Standards Part I & II).		
	Dual Identified students (multilingual learner students with an active IEP) shall receive English Language Development support in addition to their Special Education services as outlined in the student's IEP. When a multilingual learner qualifies for Special Education services, linguistically appropriate goals and objectives (LAGOS) are written as part of the student's IEP. Goals written for dual identified students should relate only to their learning differences, as learning a language is not a disability.		
authorized	credentialed		
culturally responsive	culturally and linguistically responsive		
	designated class period		

Original Language	New Language/Change Made	Figure/Table	Notes
	New Section: District Family and Community Engagement Team District/School Liaisons support students and families whose primary language is not English by helping them access equitable opportunities for academic success. The liaison team serves as a cultural and linguistic bridge between families, school staff, and community partners, ensuring that language does not become a barrier to learning or engagement. Responsibilities include assisting with school and district communication, connecting families to essential resources and programs, and advocating for services that address students' linguistic and academic needs. By fostering strong relationships and promoting an inclusive school environment, the liaison helps empower multilingual learners and their families to thrive in the school community. The Liaison team also supports families with school enrollment, communicates important information, advocates for student needs, and helps families navigate the education system with confidence. Through trust, relationship-building, and ongoing support, the liaison contributes to a welcoming environment where multilingual and migrant students can succeed both in school and beyond.		
	Newcomer Lead Cohort - K-5 Newcomer Teacher Leads play a critical role in supporting newcomer students. These teachers help organize newcomer groups at their sites, engage in student work analysis, and teach newcomer groups within their grade level or span (K-2, 3-5). Monthly expectations include one hour of planning and preparation, one hour for administering and grading common assessments, and one hour of support for teachers implementing LOOK/content curriculum or bilingual paras working with newcomers. They also communicate with staff regarding newcomer proficiency and progress, review intake forms in Ellevation, oversee Imagine Learning usage and settings, and complete progress-monitoring assessments three times per year. Teachers are committed to the implementation of best practices, routines, and strategies, including academic discourse for newcomers and newcomer well-being and belonging.		
Director of ML Services/Special Projects	the Teaching & Learning Department		
Assist in the completion of student questionnaire Establish the ML file to send to school site			
	Support Case Managers with testing accommodations, exemptions, and Linguistically Appropriate Goals and Objectives Complete reclassification testing, documentation, and meetings Plan and coordinate the district wide reclassification ceremony Support, verify, assess, and coordinate California State Seal of Biliteracy and Home Language Recognition Support bilingual paraprofessionals in training, support with schedule creation and other day to day responsibilities as needed		
	District Family and Community Engagement Team Section		
six	four - six	7.1	
	annually		
	However, parents/guardians are unable to opt their student out of the Summative ELPAC nor change the student's identification once the student has taken the Initial ELPAC and the Summative ELPAC.		
	or the Certified Languages International phone system may be used.		
Multilingual Learner Services Team	District Family and Community Engagement Team		
	The District Family and Community Engagement Team maintains a list of county and community services in an effort to assist in the coordination of resources for parents, including the SSFUSD Family Resource Center.		
Goals updated to connect with 5 Essential Practices	are structured around the Essential Practices for Multilingual Learners: (1) Access and Rigor; (2) Language Development; (3) Data-Driven Decisions; (4) Asset-Based Approach (5) Addressing the Whole Child.		
weekly	monthly		
	Summative		
	or Alternate Summative ELPAC score of Well Developed 3		
"Met"	the outlined score levels on district		
	(See Table 4.4)		
	Multilingual learner students that have an active Individualized Education Plan.		
	ML Multilingual learner - The term multilingual learner reflects the most up-to-date, asset-based language for describing students who are developing English proficiency. It acknowledges that these students bring valuable linguistic knowledge to the classroom, as they are already proficient in one or more languages.		
	ToSA Teacher on Special Assignment - a certified teacher who is temporarily reassigned from a standard classroom to a different role within a school or district, such as a coach, curriculum specialist, or instructional coordinator.		
This is a folder that contains all relevant information regarding the language and academic progress of English Learners. Stored in the student's Cumulative Record folder at the school the student attends.	Formerly, this was a folder that contained all relevant information regarding the language and academic progress of English Learners. Stored in the student's Cumulative Record folder at the school the student attends. This has been replaced by the digital program ELLevation and appropriate tagging in the student information system.		
	It is used to meet the 3rd criteria for Reclassification.		
Rows: Elementary/Secondary Teacher Input for Reclassification			

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: January 22, 2026

RE: Approval of Service Proposal with Young Audiences of Northern California and SSFUSD, February 1, 2026 – September 1, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Young Audiences of Northern California (YANC) in partnership with the South San Francisco Unified School District will provide curriculum development and program delivery in STEM + Arts Integration and Arts Learning for 2026 STEAM summer school. This program is for 3rd through 8th grade students to support learning in the curricular areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM) through project-based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical Thinking, Creativity and Collaboration as well as Social Emotional Wellbeing.

Classroom Teacher/ Arts Integration Special Teaching Artist Intensive PD for Classroom Teachers and Teaching Artists in June 4 – 10, 2026

With the goal of expanding teacher practice and strengthening arts education, YANC will provide professional development to summer school educators on Arts Integration into STEM curriculum development. Participating Teachers and Teaching Artists will participate in a 5-day intensive focusing on the practices of Harvard's Project Zero, and tools to strengthen teaching practices including:

- **Arts Integration**
- **Making Learning Visible**
- **Culturally Relevant Practices**
- **Additional ELL Support**
- **GLAD integration into science curriculum**
- **Peer to Peer learning**
- **SEL**
- **Team teaching best practices**
- **Building classroom climate and culture**

Summer STEAM - Arts Integration Summer Sessions (20 days) With Embedded Professional Development included **June 10 – July 10, 2026**

YANC delivers maximum impact on student learning by ensuring that all Programs are arts-focused, child-centered, outcomes-driven, and measurably effective. To achieve these qualities, all YANC Signature Core Programs contain the following four essential elements, offering children the opportunity to:

- **Experience** the art form demonstrated by a professional artist
- **Understand** the art form and its history and culture
- **Create** the art form
- **Connect** their learning to other areas of study, and to their lives and world

FISCAL IMPLICATIONS:

The total contracted cost for Young Audiences of Northern California support shall not exceed $345,000. LCAP G5/3B funds (MGMT: 600) and Expanding Learning Opportunity Program monies (MGMT: 358) will be utilized to cover the cost.

Artistic and Training Personnel	**$294,155**
Breakdown:	
Artist Fees	$259,155
Professional Development	$35,000
Administrative Costs	**$50,845**
Breakdown:	
YANC Project Management	$15,000

Program Manager	$20,000
Teaching Artist Support Team	$6,500
Materials	$8,000
Administrative Overhead/Travel	$1,345
Total Cost	**$345,000**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Service Proposal between Young Audiences of Northern California and SSFUSD, February 1, 2026 – September 1, 2026 in the amount not to exceed $345,000.

Young Audiences Arts for Learning Northern California



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
2026
STEAM SUMMER SCHOOL
STEM + ARTS INTEGRATION

YOUNG AUDIENCES OF NORTHERN CALIFORNIA
Service Proposal

District:
South San Francisco Unified
School District (SSFUSD)
398 B Street
South San Francisco, CA 94080
650-877-8700
www.ssfusd.org

Contractor:
Young Audiences of Northern
California (YANC)
57 Post Street #511
San Francisco, CA 94104
www.ya-nc.org
Fed I.D. #: 94-1553479

Service Period
1 February 2026 – September 1, 2026

Contract Amount: $345,000

Contractors Areas of Service:
Young Audiences of Northern California in partnership with the South San Francisco Unified School District will provide curriculum development and program delivery in STEM + Arts Integration and Arts Learning for 2026 STEAM SUMMER SCHOOL. This program is for 3rd through 8th grade students to support learning in the curricular areas of Science, Technology, Engineering, Arts, and Mathematics (STEAM) through project-based learning lessons. Students will focus on building their 21st Century competencies: Communication, Critical Thinking, Creativity and Collaboration as well as Social Emotional Wellbeing.

Classroom Teacher/ Arts Integration Special Teaching Artist Intensive
PD for Classroom Teachers and Teaching Artists
June 4-10 (3 days of training and 2 set-up days within this timeframe)

With the goal of *expanding teacher practice and strengthening arts education*, Young Audiences of Northern California will provide professional development to summer school educators on Arts Integration into STEM curriculum development. Participating Teachers and Teaching Artists will participate in a 5-day intensive focusing on the practices of Harvard's Project Zero and tools to strengthen teaching practices including:

- Arts Integration
- ELD arts integrated Curriculum
- Making Learning Visible
- Culturally Relevant Practices
- Peer to Peer learning
- SEL/Centering belonging
- Team teaching best practices
- Building classroom climate and culture

NOTE: 1-2 additional professional training days may be required prior to June to review ENGIE and ELD curriculum.

Through a series of hands-on activities, pedagogical strategies will be put into action, allowing participants to make connections to core educational content while exploring strategies in multiple art forms.

Time will be allocated during this training to ensure participating teachers will collaborate and develop their summer arts integrated curriculum with their Teaching Artist partner.

S**ummer STEAM - Arts Integration Summer Sessions *(20 days)***
With Embedded Professional Development included
June 10-July 10

Skills acquired during the Teacher Intensive will be put into practice during the Summer Learning Institute. Teachers will co-facilitate their STEM + Arts Integrated curriculum alongside Arts Integrated Specialist (Teaching Artists), working with the 4th - 8th grade level classroom cohorts of students. During the five-week summer session, initial facilitation of Daily Block One (STEM) will be led by the classroom teacher with teaching artist support and during Daily Block Two (Arts Integration/Arts Learning) facilitation will be led by teaching artist with classroom teacher support. This allows cooperative learning that can lead to co-designed curriculum development. This is a generated learning environment for both classroom teachers and teaching artists to learn from one another and continue to strengthen and build their teaching practices.

Impact on Students in Summer School

Integrating Arts into STEM learning for a **summer school program** will create a dynamic and engaging experience that enhances student learning while making the program fun and joyful.

A**rts-integrated STEAM learning** can impact students in a summer school setting:

1. Prevents Learning Loss

2. Enhances Creativity & Problem-Solving
3. Increases Engagement & Enjoyment
4. Supports Emotional & Social Growth
5. Encourages Hands-On Learning & Experimentation
6. Strengthens ELD comprehension

Classroom Coaching

Additional coaching will be provided by the Young Audiences of Northern California's team during the five weeks of programming, ensuring that teachers build confidence in incorporating the arts and are able to transfer these skills to their classrooms in the fall.

Teaching Artist will participate in two class sessions per day:

1. STEAM / Arts Integration
2. Arts Learning

Proposal Notes:

Budget is based on 200-250 students in 14 classrooms.

14 Teaching Artist (Arts Integration) working one-on-one with 14 classroom teachers

PAYMENT TERMS:

Contract Amount: $345,000

Payments will be made in three payments:

- $115,000 – March 13, 2026
- $115,000 – June 18, 2026
- $115,000 – July 16, 2026

ADDITIONAL STUDENTS
1 Teaching Artist is required for each class added.
Cost per added Teaching Artist - $17,500

Protocols and Contingency Planning:

It is understood that Young Audiences of Northern California will follow all safety protocols outlined by the district for safe reopening. One YANC teaching artist will be assigned to each classroom, thus operating in a bubble cohort. YANC will provide a blended model of instruction for both in-person learning as well as remote instruction if needed.

Christell Lewis 11-20-25

Christell Lewis
Executive Director
Date:

The Young Audiences of Northern California (YANC) Approach:

YANC delivers maximum impact on student learning by ensuring that all of our Signature Core Programs are arts-focused, child-centered, outcomes-driven, and measurably

effective. To achieve these qualities, all Signature Core Programs contain the following **four essential elements**, offering children the opportunity to:

- **Experience** the art form demonstrated by a professional artist
- **Understand** the art form and its history and culture
- **Create** the art form
- **Connect** their learning to other areas of study, and to their lives and world

MISSION: Young Audiences creates arts experiences that inspire young people, expand learning, and enliven communities.

BELIEFS:

We at Young Audiences of Northern California want to work and live in communities where each voice is honored and where individuals and communities are visible to one another.

We believe that in a thriving community, every child makes art as a means of self-discovery and self-expression.

We believe that engaging with the arts gives all individuals and children building blocks to make meaning out of their experiences, teaches us to connect with others in and beyond our own communities, and transforms the way that young people think.

We believe that deeply engaging, hands-on experiences with art in all its diverse expressions is the best way to achieve this vision.

All YANC programs are designed to address the specific educational and/or social goals of a class or school. This is done through arts integration, in which instruction in an art form is integrated with instruction in another curricular area.

YANC partners with our network of teaching artists to provide Bay Area schools and community centers with four Signature Core Programs:

- **Assembly Performances**—Live, in-school performances by virtuosic artists and ensembles invite students to experience a professional dance, theater or music program right in their school.
- **Residencies**—hands-on arts experiences conducted by teaching artists in classrooms, for a period of 6 to 20 sessions.
- **Workshops**—stand-alone, hands-on arts experiences often occurring before or after an assembly performance.
- **Professional Development for classroom teachers**—designed to increase teachers' comfort level in teaching in and through the arts.

CONTACT:
Christell Lewis/ Executive Director
Direct: 415.974.5554 ext. 72602

Young Audiences of Northern California
57 Post Street, Suite 511, *San Francisco, CA 94104*
Web: www.ya-nc.org

Young Audiences of Northern California is an affiliate of Young Audiences Arts for Learning National Network.

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: January 22, 2026

RE: Approval of MOU between Silicon Valley Education Foundation (SVEF) and SSFUSD from June 1, 2026 through August 1, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

This Agreement formalizes a partnership with the Silicon Valley Education Foundation (SVEF) to implement the Elevate Math program, supporting incoming 3rd–10th grade students whose test scores indicate they are nearly meeting grade-level standards. The program provides targeted instruction to strengthen math skills and prepare students for success in their next course, ensuring a strong foundation for future achievement.

As part of this collaboration, SVEF will provide curriculum and professional development resources, project management support for student and teacher recruitment, and logistical assistance with meetings, program tracking, and financial management. Additionally, SVEF will coordinate surveys, generate reports, monitor student progress, and support the district in developing sustainable summer intervention programs.

FISCAL IMPLICATIONS:

The total contracted cost for Silicon Valley Education Foundation support shall not exceed $155,600. LCAP G5/3B funds (MGMT: 600) and Expanding Learning Opportunity Program monies (MGMT: 358) will be utilized to cover the cost.

Grade	# of Classes	District Cost	Students Per Class
EM 3rd Grade	3	$36,780	24
EM 4th Grade	3	$36,780	24
EM 5th Grade	3	$36,780	24
EM 6th Grade	2	$24,520	24
EM 7th Grade	2	$24,520	24
EM 8th Grade	2	$24,520	24
EM 9th Grade	1	$12,260	24
Total	**16**	**$196,160**	**168**
Credit		-$40,560	
Total Cost		**$155,600**	

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the MOU between SVEF and SSFUSD from June 1 through August 1, 2026.

MEMORANDUM OF UNDERSTANDING

Silicon Valley Education Foundation
and
South San Francisco Unified School District
Elevate [Math] Programs

This Memorandum of Understanding (MOU) serves as a facilitating document establishing an agreement between **Silicon Valley Education Foundation** (SVEF), located at 1400 Parkmoor Avenue, Suite 200, San José, CA and South San Francisco Unified School District located at 398 B St. South San Francisco, CA 94080, South San Francisco to implement the following SVEF program(s) from June 1st - August 1, 2026:

Elevate [Math]

All of the provisions of this MOU and any attached documents, project proposals, and/or addenda are subject to mutual agreement of the parties, and to review by the School District Superintendent, and when necessary, the School District's Board of Trustees. Parties to this MOU have the right to terminate this MOU and any addenda by informing the other party in writing three (3) months prior to the date on which termination will become effective.

Program Description:
Elevate [Math]: The Elevate [Math] program is designed for incoming 3rd–10th grade students whose test scores (as measured by Smarter Balanced Assessment Consortium (SBAC or other objective measures) indicate they are nearly meeting their grade-level standards. The Programs frontload supplemental accelerated instruction in math readiness, so that students are able to successfully complete their next level math course.

Details of the above program(s) can be found in Addendum I to this MOU.

Collaborative Successful Partnership Proposed Roles and Responsibilities:

SVEF agrees to:

- Provide the curriculum and professional learning resources for effective implementation of the curriculum specifically aligned and designed to meet grade-level Common Core State Standards (CCSS).

- Market the Program(s) to foundations, corporations, businesses, and individuals in an effort to obtain partial funding for the Programs.

- Provide financial contributions as outlined in the "Class Agreement Breakdown" table on page 4 of this MOU. The School District will pay for programs prior to the start of the Elevate [Math]/[CS]I Program.

- Provide project management staffing to assist as needed with the following:
    - student recruitment;
    - teacher recruitment;
    - setting meetings;
    - tracking execution of the Programs; and
    - handling financials.

- Assist districts with TB and fingerprinting logistics. School District may elect to have SVEF assume the responsibility of fingerprinting and paying teachers.

- Recruit and train college mentors/teaching assistants to provide inspiration and encouragement to students to attend college and enhance college curriculum for E[M] .

- Facilitate the pre- and post-assessments and surveys, prepare reports on the Programs, track overall student achievement gains, and gather student efficacy survey results to share with the School District and funders.

- Collect student emergency contact information and provide safety guidelines for the classroom and online environment.

- Provide access to required online tools.

- Work with the School District to develop a school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college.

- Recruit and train corporate volunteers to enrich the classroom experience and provide STEM or Career Inspiration Workshops.

- Organize a College Day experience for high school students only (E[M] 9-10+).

- Work with teachers to organize and promote End of Program celebrations for each class.

- Organize site visits to provide donors and/or partners the opportunity to observe classroom sessions. Visits may include student and staff photo releases.

School District agrees to:

- Enroll students only in SVEF programs rather than a combination of SVEF and district programs.

- Appoint a School District representative to serve as the primary liaison for SVEF, with whom Program coordination can be managed—including student/teacher recruitment and logistics of the Programs. The School District representative agrees to respond to requests for information, feedback, and other communications in a timely manner, generally within 24-48 during business days.

- Appoint a School District representative to serve as the data liaison to SVEF who will provide required data in a timely manner as outlined in Addendum V, VI, and VII to this MOU.

- Provide a target list for student recruitment and use the enrollment form created by SVEF. If the School District elects to lead recruitment efforts that do not utilize the SVEF enrollment form, the School District will be responsible for manually entering the hardcopy forms into SVEF's online enrollment system. SVEF will not accept scanned forms that do not use the SVEF enrollment template.

- Communicate the policy/procedures for handling student behavior and absence during the summer Programs. The School District will provide SVEF the name of the person responsible.

- If in person, provide basic classroom facilities as outlined in Addendum II to this MOU.

- Provide the financial contribution to the Programs as outlined on page 4 of this MOU unless the class is canceled for reasons beyond the School District's control. Such financial contribution should be paid to SVEF prior to the first day of class.

- Identify a representative from the School District's IT department to support the Programs' connection to the internet and ensure that computers/devices are provided for each student to use during the Programs. This includes whitelisting and access to Youtube.com, Desmos, Google Classroom, Zoom, Nearpod, Salesforce etc. SVEF will provide the full list.

- Assist in recruitment of teachers for their Program sites. Teachers may be paid through SVEF (simplifying the role of the School District) or through traditional School District processes. The preference will be outlined on pages 4 and 5 of this MOU.

- Provide TB verification and proof of sexual harassment training for your district recruited teachers. (Human Resources)

- Assist in finding substitutes.

- SVEF will pay a substitute if SVEF is the teacher's paying agent.
- The School District will pay a substitute if the School District is the teacher's paying agent.

- Ensure that all teachers participate in the curriculum and professional development training and Professional Learning Communities (PLCs).

- Assist in recruitment of full classes of students to participate in the Programs. Allow SVEF to contact families directly.

- Support the administration of the pre-post assessments and pre/post surveys.

- Work with SVEF to develop school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college. SVEF collects placement and success data on all alumni students from third grade through completion of high school.

- Commit to placing students who have successfully completed Elevate [Math] into the appropriate grade-level course for the following school year.

- Allow SVEF to host site visits by donors and/or partners with the purpose of observing a classroom session and/or presenting a hands-on STEM Workshop.

Class Agreement Breakdown for E[M]:

	# of Classes	District Contribution	# of Students per Class
EM 3rd Grade	**3**	**$36,780.00**	**24**
EM 4th Grade	**3**	**$36,780.00**	**24**
EM 5th Grade	**3**	**$36,780.00**	**24**
EM 6th Grade	**2**	**$24,520.00**	**24**
EM 7th Grade	**2**	**$24,520.00**	**24**
EM 8th Grade	**2**	**$24,520.00**	**24**
EM 9th Grade Algebra	**1**	**$12,260.00**	**24**
Sub Total	**16**	**$196,160.00**	
Credit		**- $40,560**	
2026 Total		**$155,600**	

***2025 summer program credit of $40,560 will be deducted from the total 2026 summer program costs of $196,160**

2026 District Total Cost: $155,600

Please provide a contact with whom to follow up with any billing questions.

Finance contact: Name_____ Email_____

[*Signature Page Follows*]

District Superintendent or Designee Signature:

Only the authorized agents or their offices listed below may make changes to this MOU and any future addenda, provided, however, that both parties mutually agree upon such changes in writing.

X_____ _____
Superintendent or Designee Signature Date

_____
Printed Name

District Data Personnel Signature:
By signing below, I acknowledge that I have read and understand the data exchange timeline and requirements and agree to meet the deadlines as outlined in Addendum VI and VII to this MOU or otherwise communicated by the SVEF Directors or Managers.

X_____ _____
Data Personnel Signature* Date

_____
Printed Name

SVEF Signature:

X_____ _____
Seung Lee Date
Director of District Partnerships

X_____ _____
Chris Carney Date
Chief Operating Officer

ADDENDA

Addendum I: Program Components

	Elevate [Math] 3-5	Elevate [Math] 6-8	Elevate [Math] 9-10
Grades	Rising 3rd-5th	Rising 6th-8th	Rising 9th-10th
Length	75 hours	75 hours	125 hours
Curriculum	Elevate [Math] (math and literacy)	Elevate [Math]	Elevate [Math]
Teacher PD	24 hours PL 6 hours PLC Coaching	24 hours PL 6 hours PLC Coaching	24 hours PD 6 hours PLC Coaching
Classroom Mentor	College Mentor (~1:3)	College Mentor (~1:3)	College Mentor (~1:3)
College Awareness	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum -College Day Event
Growth Mindset	19 day curriculum	19 day curriculum	24 day curriculum
STEM/Career Awareness	-Career Inspiration Workshop -STEM Activity	-Career Inspiration Workshop -STEM Activity	-Career Inspiration Workshop -STEM Activity

End of Program	Celebration Party	Celebration Party	Celebration Party

Addendum II: Facilities and Support for the SVEF Programs

For [EM] classes:

If in person, School District agrees to provide the location and facilities for the Programs, including:

- Classroom setting for teachers to conduct instruction to students, such that adequate space is allocated for class size and safety guidelines.
- A teacher-preparation and small tutoring space (could be a classroom).
- Access to computers and the internet to support an entire class at one time.
- An outdoor space for students to have physical exercise and to mingle during breaks.
- Access for teachers to printers and photocopiers, including teachers who do not work in the School District during the school year.

If remote, The school District agrees to ensure every student and teacher has Internet and access to a device capable of running Zoom and another program.

If in person, The School District agrees to provide access to the following classroom equipment:

- Class Set of mini-whiteboards *or* plastic sheet protectors filled white copy paper
    - *Note:* If unable to provide either option, teacher can utilize clear plastic cover of the Elevate [Math] notebook
- Class Set of dry erase markers and erasers
- Class Set of iPads/Chromebooks/laptops, with access to the following domains:
    - YouTube, Google Classroom, Kahoot!, Desmos, Padlet (for Growth Mindset and College Information curricula**)
    - Students will also access the following domains for SVEF surveys and pre-/post-assessments: svef-pre.qassess.com, https://svef.force.com/faculty/login, and formassembly.com
- Manipulatives (cm cubes, double-sided counters, etc)
- General Classroom Supplies, including:
    - Markers, pencils
    - Calculators, Rulers, scissors
    - Whiteout, blue tape, glue sticks
    - Paper clips, post-its
- Projector and/or Document Camera
- The following types of paper:
    - Sticky pad/ flip chart
    - Colored Xerox paper (for small posters)
    - Construction paper (for larger posters)
    - Butcher paper
    - Patty paper (*8th grade only*)
- It is highly recommended that districts provide out-of-district teachers and all College Mentors with a temporary district email/Google account. This enables teachers and

students to access a shared Google Classroom. If districts are unable to do so, Elevate [Math]SVEF will create an @elevatemath.com for E[M] and @csi.svef.com for [CS]I domain that must be whitelisted by the district for use by students and the teacher.

SVEF agrees to provide the following classroom materials:

- End of program certificates
- A Gift Card provided to each teacher for extra supplies (including, but not limited to, snacks & incentives)
- Program materials, including:
    - Elevate [Math] Curriculum
    - Pre- and post survey and assessments
    - Core FALs and card sorts
    - College Readiness Curriculum
- Elevate [Math] student swag and materials, including, but not limited to:
    - Elevate [Math] Notebooks
- Grade-specific program handouts for parents
- End of program certificates

Addendum III: Guidelines for Teacher Selection; Responsibilities

School District may request SVEF contract teachers directly and facilitate payment for service. School District may select credentialed teachers appropriate for the Programs and who support Program goals. For E[M] the teachers should have strong math experience for the grade they will be teaching that summer. Teachers should complete SVEF's pre- and post-Program surveys to provide feedback in support of Program development.

If the School District cannot provide internal district teachers by February 28, 2026, SVEF may work with the School District to interview and hire teacher(s) from outside the School District.

Addendum IV: SVEF Professional Development

All teachers participating in the Elevate [Math] will be required to participate in:

- professional development;
- PLCs (except Elevate [Math]^2);
- Elevate [Math] coaching program; and
- Elevate [Math] effectiveness studies.

Teachers who miss any of the required training will be expected to make up the sessions by watching videos or engaging with the materials.

Addendum V: Student Data and Tracking of Student Achievement

SVEF and the School District have partnered to examine students' academic trajectories toward college readiness, which includes preparation in mathematics. The partnership will assess the

progress of students who participate in the Elevate [Math] or [CS]I through assessments (MAC/MARS), math course placement patterns, and a variety of metrics.

The specific exceptions to the Family Educational Rights and Privacy Act that allow SVEF to request and collect students' data from a district partner are as follows:

1. Studies exception, 34 C.F.R. Section 99.31(a)(6): Elevate [Math] and [CS]I use education data for studies to improve instruction.
2. Audit or evaluation exception, 34 C.F.R. Sections 99.31(a) and 99.35: Elevate [Math] and [CS]I share aggregated education data with funders.

Addendum VI: Data Transfer Timelines

The timelines for data transfer are as follows:

Student Data Timeline

Student Data Timeline					
Task	**Request Date**	**Due Date**	**Data**	**E[M]**	**[CS]I**
School District sends target student list based on criteria outlined in Addenda	November	January	Student Name	x	x
			10-digit State ID	x	x
			Middle/High School	x	x
			Last SBAC Scaled Score for E[M]	x	
			Parent/Guardian Name	x	x
			Parent/Guardian Phone	x	x
			Parent/Guardian EMail	x	x
SVEF provides Program Results at debrief meeting	n/a	September	Program Attendance	x	x
			Program Assessment Results	x	x
			Program Survey Results (if available)	x	x
School District sends current and former students school grades and SBAC results *each year until graduation*	August	September	Missing 10-digit State ID	x	x
			I-ready or similar benchmark	x	
			SBAC Scaled Score (Grades 5-8, 11) for E[M]	x	
			Math Grades for E[M]	x	
			Middle/High School Attending	x	x

Addendum VII: Confidentiality Requirements and Responsibilities of the Parties Relating to Student Data

Confidentiality:

A. SVEF agrees to preserve the anonymity of all persons and confidentiality of all data collected. SVEF agrees not to release data to any person or organization not involved in Program evaluation.

B. SVEF requests to share nameless student data with the following SVEF partner organizations that assist with program support and analysis: WestEd and Hispanic Foundation of Silicon Valley (HFSV). Non-specific student data means student names and other identifying personal information will not be shared with the program results. These partner organizations will not be able to name or identify any specific students.

C. No individual shall be identifiable in any reports, publications, or other documents created by SVEF from the use of data provided by the School District.

D. SVEF and its contractors shall maintain the confidentiality of all records in accordance with all applicable Federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality. These include, but are not limited to, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 *et. seq.*), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

SVEF responsibilities:

SVEF shall:

A. use the data collected for evaluation of the Programs Elevate [Math] and [CS]I

B. retain data in a place that is physically secure from access by unauthorized persons. SVEF agrees that any computer on which the data resides will be password protected at all times;

C. agree that no individual will be identifiable in any reports, publications, or other documents that are created; and

D. provide a template list to the district to attain students with California State Identification Number (CSID) and or local student ID numbers for which the data has been requested.

School District responsibilities:

School District shall:

A. agree to provide a list of students with California State Identification Number ([CS]ID) and or local student ID numbers for which the data has been requested.

B. designate a contact person to facilitate communications between School District and SVEF for coordinating the data transfer activities necessary to carry out this MOU;

C. collaborate with SVEF, as needed, to facilitate the coordination of the data transfer; and

D. agree to participate in data sharing for the course of the MOU.

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: January 22, 2026

RE: Daybreak Health services Amendment to MOU for 2025-26

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District currently partners with Daybreak Health to provide mental health support for staff and students. This agreement was approved at the June 12, 2025, regular board meeting and designates Daybreak Health as an affiliated provider of SSFUSD for purposes of participation in the Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule Program. As an affiliated provider, Daybreak Health may furnish behavioral health services to enrolled students referred by SSFUSD; however, no direct contractual or financial reimbursement relationship exists between SSFUSD and Daybreak Health for these services. Reimbursement for eligible services is obtained through Medi-Cal in accordance with the CYBHI program requirements.

The State of California, through the Department of Health Care Services (DHCS), administers the Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule Program to expand access to behavioral health services for students enrolled in Local Educational Agencies (LEAs) and Institutions of Higher Education (IHEs). The CYBHI program allows eligible community-based behavioral health providers to deliver Medi-Cal covered mental health and substance use disorder services to students and seek reimbursement directly through the State's fee-for-service system, rather than through a financial agreement with the school district.

Under this designation, Daybreak Health is responsible for meeting all DHCS participation and compliance requirements, including Medi-Cal enrollment, execution of a CYBHI Provider Participation Agreement, data-use agreements, credentialing, claims submission, and adherence to applicable state and federal regulations. DHCS and its designated third-party administrator maintain oversight and monitoring responsibilities for affiliated providers participating in the program.

FISCAL IMPLICATIONS:

There is no fiscal implication to the district or to families.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the amendment to the current agreement with Daybreak Health for the 2025-2026 school year.

Docusign Envelope ID: 31E5C4D3-ED03-4D45-8925-780A59129617

To: Department of Health Care Services
Office of Strategic Partnerships - School-based Services Branch
1501 Capitol Avenue, MS 4650
Sacramento, CA 95814
Email to: DHCS.SBS@dhcs.ca.gov

From:

Subject: CYBHI Fee Schedule Program - Affiliated Provider Designation and Acknowledgement

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The _____ (referenced herein as "LEA" or "IHE") hereby designates **Daybreak Health** as an affiliated provider of the local education agency (LEA)/institution of higher education (IHE) for the purposes of participating in the Children and Youth Behavioral Health Initiative (CYBHI) Fee Schedule program. As an affiliated provider of the LEA/IHE, **Daybreak Health** (referenced herein as "Affiliated Provider") furnishes services to students enrolled in the district. However, LEA/IHE has not entered into a contractual agreement with Affiliated Provider whereby LEA/IHE reimburses the provider for outpatient mental health and/or substance use disorder services furnished to students and/or their families.

The Department of Health Care Services (DHCS) defines "affiliated providers or practitioners" to include any community-based provider, clinic, county entity, individual licensed behavioral health practitioner, or other qualified provider to which the LEA/IHE **refers students for services but does not have a formal agreement** or financial relationship.

LEA/IHE and Affiliated Provider acknowledge that Affiliated Provider must complete all pre-requisite onboarding activities before they can be approved by DHCS for participation in the CYBHI program and obtain reimbursement for CYBHI covered services. As a condition of participation in the CYBHI Fee Schedule program, Affiliated Provider must:

- Be a Medi-Cal enrolled provider through DHCS' Provider Application and Validation for Enrollment (PAVE) portal, which is a web-based provider application for enrollment to participate in the Medi-Cal Fee-for Service program. Any provider that applies to participate in the CYBHI Fee Schedule program must be actively enrolled, in good status, as a Medi-Cal provider.
- Submit to DHCS a CYBHI Fee Schedule program Provider Participation Agreement (PPA). By entering into this agreement, the provider agrees to abide by all CYBHI Fee Schedule program requirements, including oversight and monitoring by DHCS and/or the delegated state's third-party administrator (TPA).
- Execute a Data-Use Agreement with the TPA.
- Create Provider Connect and Availity accounts.
- Submit to the TPA a provider roster file (or Standard Provider Information– SPI roster) listing all individual practitioners providing behavioral health services to students enrolled in the district for which the provider will seek reimbursement. The TPA will use these data to screen and credential providers, as described above.
- Submit student health insurance data for any district-enrolled students to whom they furnish CYBHI covered services and submit claims for reimbursement. These students must be linked to LEA/IHE in some manner to ensure we can track students served by LEA.
- Submit claims, in accordance with all state and federal laws and regulations.

Docusign Envelope ID: 31E5C4D3-ED03-4D45-8925-780A59129617

As a Medi-Cal enrolled provider, which is a condition of participation, Affiliated Provider must comply with its Medi-Cal Provider Agreement, as well as all applicable state and federal laws and regulations pertaining to the Medi-Cal program and participation as a provider in the Medi-Cal program. The criteria for enrollment as a provider in the Medi-Cal program are described in state law (see Title 22 of the California Code of Regulations (CCR) and Section 14043 of the Welfare and Institutions Code); as well as federal regulations (see Title 42 Code of Federal Regulations, Part 455, Subpart E.) Furthermore, the state's TPA will also conduct oversight and monitoring of all CYBHI Fee Schedule providers, including Affiliated Provider, pursuant to its contract with DHCS.

LEA/IHE must, in writing, notify DHCS if it, at any time, decides to terminate its affiliation with Affiliated Provider or and/or withdraw its designation of Affiliated Provider. Upon such notification, DHCS will terminate Affiliated Provider's participation in the CYBHI Fee Schedule program for services provided to LEA's enrolled students.

LEA/IHE and Affiliated Provider acknowledge their assent to the above terms of this Affiliated Provider Designation Letter and Acknowledgment by their signatures below.

_____	_____
LEA/IHE Authorized Representative Signature	Affiliated Provider Signature
_____	Chief Executive Officer
Title	Title
_____	Daybreak Medical PC
LEA Name	Affiliated Provider Name
_____	_____
Date	Date

CYBHI FEE SCHEDULE PROGRAM - PROVIDER PARTICIPATION AGREEMENT – LOCAL EDUCATIONAL AGENCY CONSORTIA MEMBER

For reference purpose only, please do not replicate or duplicate this Provider Participation Agreement.

EXECUTION OF THIS CYBHI PROVIDER PARTICIPATION AGREEMENT BETWEEN AN APPLICANT OR PROVIDER (HEREINAFTER JOINTLY REFERRED TO AS "PROVIDER") AND THE DEPARTMENT OF HEALTH CARE SERVICES (HERINAFTER "DHCS") IS MANDATORY FOR PARTICIPATION OR CONTINUED PARTICIPATION AS A PROVIDER IN THE CYBHI FEE SCHEDULE PROGRAM, PURSUANT TO THE WELFARE AND INSTITUTIONS CODE, SECTION 5961.4, AND THE MEDI-CAL PROGRAM, PURSUANT TO 42 UNITED STATES CODE, SECTION 1396a(a)(27), TITLE 42, CODE OF FEDERAL REGULATIONS, SECTION 431.107, WELFARE AND INSTITUTIONS CODE, SECTION 14043.2, AND TITLE 22 OF THE CALIFORNIA CODE OF REGULATIONS, SECTION 51000.30(a)(2).

AS A CONDITION FOR PARTICIPATION OR CONTINUED PARTICIPATION AS A PROVIDER IN THE CYBHI FEE SCHEDULE PROGRAM AND THE MEDI-CAL PROGRAM, PROVIDER AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND ALL OF THE FOLLOWING TERMS AND CONDITIONS, AND WITH ALL OF THE TERMS AND CONDITIONS INCLUDED ON ANY ATTACHMENT(S)HERETO, WHICH IS/ARE INCORPORATED HEREIN BY REFERENCE.

A. CYBHI FEE SCHEDULE PROGRAM LEGAL CONTEXT

1. Pursuant to Welfare and Institutions (W&I) Code section 5961.4, DHCS developed the statewide school-linked fee schedule (hereinafter CYBHI Fee Schedule) program and provider network to reimburse providers for the provision of

outpatient mental health and substance use disorder services furnished to a student, 25 years of age or younger, at a schoolsite.[1]

2. Each Medi-Cal Managed Care Plan (hereinafter MCP) and the Medi-Cal Fee-for-Service Delivery System, pursuant to the W&I Code section 5961.4, health care service plan, pursuant to Health and Safety (H&S) Code section 1374.722, and disability insurer, pursuant to Insurance Code section 10144.53, shall reimburse providers of medically necessary outpatient mental health or substance use disorder treatment provided at a schoolsite to a student 25 years of age or younger who is an enrollee of the plan or delivery system.
3. Provider will be reimbursed at the published fee schedule rates[2] for the provision of medically necessary outpatient mental health and substance use disorder services furnished to a student under the age of 25 at a schoolsite.
4. Pursuant to W&I Code section 5961.4(e), this Agreement does not relieve a local educational agency or institution of higher education from requirements to accommodate or provide services to students with disabilities pursuant to any applicable state or federal law, including, but not limited to, the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), Part 30 (commencing with Section 56000) of Division 4 of Title 2 of the Education Code, Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, and Chapter 3 (commencing with Section 3000) of Division 1 of Title 5 of the California Code of Regulations.

B. GENERAL TERMS AND CONDITIONS

1. **Compliance with Laws and Regulations.** Provider agrees to comply with all applicable federal and state laws and regulations, including applicable provisions of Chapters 7 and 8 of the Welfare and Institutions Code (commencing with

[1] Schoolsite means a facility or location used for public kindergarten, elementary, secondary, or postsecondary purposes. "School site" also includes a location not owned or operated by a public school, or public school district, if the school or school district provides or arranges for the provision of medically necessary treatment of a mental health or substance use disorder to its students at that location, including off-campus clinics, mobile counseling services, and similar locations. See H&S Code § 1374.722(b)(6).

[2] CYBHI Fee Schedule, including applicable rates, is published on the DHCS website: https://www.dhcs.ca.gov/CYBHI/Pages/Fee-Schedule.aspx

Sections 14000 and 14200), any applicable rules or regulations promulgated by DHCS pursuant to these Chapters or pursuant to the W&I Code (commencing with Section 5961), the Medi-Cal Provider Manual;[3] the CYBHI Fee Schedule Manual; and Education Code, Division 1, Part 6, Chapter 5, Articles 1, 2, 3 and 4 and Section 49400. Provider further agrees that if it violates any of the provisions of Chapters 7 and 8 of the Welfare and Institutions Code, or any other regulations promulgated by DHCS pursuant to these Chapters, it may be subject to any and all sanctions or other remedies available to DHCS. Provider further agrees to comply with all federal laws and regulations governing and regulating Medicaid providers.

2. **National Provider Identifier (NPI).** Provider agrees not to submit any claims to DHCS using an NPI unless that NPI is appropriately registered with the National Provider and Practitioner Enumeration System (NPPES) and is in compliance with all NPI requirements established by the Centers for Medicare and Medicaid Services (CMS) as of the date the claim is submitted. Provider agrees that submission of an NPI to DHCS as part of an application to use that NPI to obtain payment constitutes an implied representation that the NPI submitted is appropriately registered and in compliance with all CMS requirements at the time of submission. Provider also agrees that any subsequent defect in registration or compliance of the NPI constitutes an "addition or change in the information previously submitted" which must be reported to DHCS under the requirements of California Code of Regulations, title 22, section 51000.40.
3. **Forbidden Conduct.** Provider agrees that it shall not engage in conduct inimical to the public health, morals, welfare and safety of any eligible student member, or the fiscal integrity of the Medi-Cal program or the CYBHI Fee Schedule program.
4. **Nondiscrimination.** Provider agrees that it shall not exclude or deny aid, care, service or other benefits available under Medi-Cal or the CYBHI Fee Schedule program or in any other way discriminate against a person because of that person's race, color, ancestry, marital status, national origin, gender, age, economic status, physical or mental disability, political or religious affiliation or beliefs in accordance with California and federal laws. Provider further agrees that

[3] https://mcweb.apps.prd.cammis.medi-cal.ca.gov/publications/manual

it shall provide aid, care, service, or other benefits available under Medi-Cal to Medi-Cal beneficiaries in the same manner, by the same methods, and at the same scope, level, and quality as provided to the general public.

5. **Provider Fraud and Abuse.** Provider agrees that it shall not engage in or commit fraud or abuse. "Fraud" means an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or herself or some other person. It includes any act that constitutes fraud under applicable federal or state law. "Abuse" means either: (1) practices that are inconsistent with sound fiscal or business practices and result in unnecessary cost to the Medicare program, the Medi-Cal program, another state's Medicaid program, or other health care programs operated, or financed in whole or in part, by the Federal Government or any state or local agency in this state or any other state; (2) practices that are inconsistent with sound medical practices and result in reimbursement by the Medi-Cal program, the CYBHI Fee Schedule program or other health care programs operated, or financed in whole or in part, by the Federal Government or any state or local agency in this state or any other state, for services that are unnecessary or for substandard items or services that fail to meet professionally recognized standards for health care.
6. **Investigations of Provider for Fraud or Abuse.** Provider certifies that, at the time this Agreement was signed, it was not under investigation for fraud or abuse pursuant to Subpart A (commencing with Section 455.12) of Part 455 of Title 42 of the Code of Federal Regulations or under investigation for fraud or abuse by any other government entity. Provider further agrees to notify DHCS within ten business days of learning that it is under investigation for fraud or abuse. Provider further agrees that it shall be subject to temporary suspension pursuant to W&I section 14043.36(a), which shall include temporary deactivation of all provider numbers used by Provider to obtain reimbursement from the Medi-Cal program or the CYBHI Fee Schedule program, if it is discovered by DHCS that Provider is under investigation for fraud or abuse. Provider further agrees to cooperate with and assist DHCS and any state or federal agency charged with the duty of identifying, investigating, sanctioning, or prosecuting suspected fraud and abuse.
7. **Provider Fraud or Abuse Convictions and/or Civil Fraud or Abuse Liability.** Provider certifies that it and its owners, officers, directors, employees, and agents, has not: (1) been convicted of any felony or misdemeanor involving fraud or

abuse in any government program, within the last ten years; or (2) been convicted of any felony or misdemeanor involving the abuse of any patient; or (3) been convicted of any felony or misdemeanor substantially related to the qualifications, functions, or duties of a provider; or (4) entered into a settlement in lieu of conviction for fraud or abuse, within the last ten years; or, (5) been found liable for fraud or abuse in any civil proceeding, within the last ten years. Provider further agrees that DHCS shall not enroll Provider if within the last ten years, Provider has been convicted of any felony or any misdemeanor involving fraud or abuse in any government program, has entered into a settlement in lieu of conviction for fraud or abuse, or has been found liable for fraud or abuse in any civil proceeding.

8. **Legislative and Congressional Changes.** Provider agrees that this Agreement is subject to any future additional requirements, restrictions, limitations, or conditions enacted by the California Legislature or the United States Congress which may affect the provisions, terms, conditions, or funding of this Agreement in any manner.
9. **Provider Capacity.** Provider agrees that Provider, and the officers, directors, employees, and agents of Provider, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.
10. **Indemnification.** Provider agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying services, materials, or supplies in connection with Provider's performance of this Agreement, and from any and all claims and losses accruing or resulting to any CYBHI Fee Schedule program beneficiaries, including Medi-Cal members, or to any other person, firm, or corporation who may be injured or damaged by Provider in the performance of this Agreement.
11. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California.
12. **Venue.** Venue for all actions, including federal actions, concerning this Agreement, lies in Sacramento County, California, or in any other county in which the California Department of Justice maintains an office.
13. **Waiver.** Any action or inaction by DHCS or any failure of DHCS on any occasion, to enforce any right or provision of this Agreement, shall not be interpreted to be a waiver by DHCS of its rights hereunder and shall not prevent DHCS from

enforcing such provision or right on any future occasion. The rights and remedies of DHCS herein are cumulative and are in addition to any other rights or remedies that DHCS may have at law or in equity.

14. **Complete Integration.** This Agreement, including any attachments or documents incorporated herein by express reference, is intended to be a complete integration and there are no prior or contemporaneous different or additional agreements pertaining to the subject matter of this Agreement.
15. **Amendment.** No alteration or variation of the terms or provisions of this Agreement shall be valid unless made in writing and signed by the parties to this Agreement, and no oral understanding or agreement not set forth in this Agreement, shall be binding on the parties to this Agreement.
16. **Provider Attestation.** Provider agrees that all information it submits on the application form for enrollment, this Agreement, and all attachments or changes to either, is true, accurate, and complete to the best of Provider's knowledge and belief. Provider further agrees to sign the application form for enrollment, this Agreement, and all attachments or changes to either, under penalty of perjury under the laws of the State of California.

C. CYBHI FEE SCHEDULE TERMS AND CONDITIONS

1. **Compliance with the CYBHI Fee Schedule Program Manual.** As a condition of participation in the CYBHI Fee Schedule program, Provider will comply with provisions of the CYBHI Fee Schedule Program Manual promulgated by DHCS pursuant to W&I Code section 5961(g).
2. **Third-Party Administrator (TPA).** DHCS contracted with a TPA entity to administer and oversee the CYBHI Fee Schedule Program.
    a. Provider will timely execute necessary Memoranda of Understanding (MOUs) and Data-Use Agreements, as applicable, with the TPA entity to establish a contractual relationship with the TPA entity, as DHCS' delegate.
    b. Provider will timely submit data, information, and documentation, as specified by the TPA entity, necessary to enable the TPA entity to administer the CYBHI Fee Schedule program.
    c. Provider will timely respond to requests for additional information from the TPA entity and/or DHCS.
    d. Provider will transmit service claims for reimbursement, student health insurance information, and designated provider and practitioner data to the TPA entity.

e. By submitting such data and information, including claims, Provider attests, to the best of their knowledge, to the accuracy, completeness, and truthfulness of data and information transmitted to the TPA entity.
f. To the extent that Provider has a contract for services with a MCP, health care service plan, or insurer, Provider will submit claims for services rendered pursuant to such a contract to the MCP, health care service plan or insurer directly.
    i. If such a contract exists with one or more MCPs, health care service plans, or insurers, Provider will notify, in writing, the TPA entity via contact information provided by the TPA entity and DHCS via email to DHCS.SBS@dhcs.ca.gov.

3. Designated Providers and Practitioners.

a. Provider will ensure that all CYBHI Fee Schedule covered services are furnished by qualified practitioners acting within their scope of practice, in accordance with 22 CCR section 50000. et. seq.; Business and Professions (B&P) Code sections 500 through 4999.129 and Education (Ed.) Code section 44000.
b. Provider will, on a monthly basis or another frequency specified by the TPA entity, in a format specified by the TPA entity, submit a designated provider and practitioner roster to the TPA entity. Designated providers and practitioners may include any or all of the following:
    i. Provider's employees that are Pupil Personnel Services Credentialed practitioners, licensed mental health professionals, Community Health Workers, Wellness Coaches, or other qualified professionals eligible to furnish services under the CYBHI Fee Schedule program.
    ii. Entities, including organizational providers or sole practitioners, contracted by Provider to furnish behavioral health services to students on Provider's behalf.
    iii. Entities, including organizational providers or sole practitioners, that are not under contract but are affiliated with Provider, whereby Provider makes referrals, directly or indirectly, to the entity for medically necessary services covered under the CYBHI Fee Schedule program.
c. Provider will submit a complete roster to the TPA entity no later than the 15th day of each month for the following month.

d. Designated providers and practitioners must be identified by Provider on the monthly provider roster in order to be eligible for reimbursement under the CYBHI Fee Schedule program for claims with dates of service during that month.
e. If Provider requests a modification to its monthly roster, Provider may make such request, in writing, to the TPA entity.
f. Affiliated providers and practitioners, not employed or contracted by Provider to act on Provider's behalf, must be enrolled in the Medi-Cal program to be eligible for reimbursement under the CYBHI Fee Schedule program.
g. All designated providers or practitioners must maintain good standing to participate in the Medi-Cal program.
h. All designated provider organizations, either contracted or affiliated with Provider, must have a Type II NPI number, which must be included on any claims for reimbursement.
i. All designated rendering practitioners must, if applicable, have a Type I NPI number, which shall be included on any claims for reimbursement.
j. Provider will ensure that all Ordering, Referring and Prescribing (hereinafter "ORP") practitioners, to the extent there exists an enrollment pathway, are enrolled in the Medi-Cal program through DHCS' Provider Application and Validation for Enrollment (PAVE) provider enrollment system.

4. **Eligible Members.** The CYBHI Fee Schedule program covers medically necessary behavioral health services provided to students, under the age of 26, enrolled in a Medi-Cal MCP, Medi-Cal FFS, a health care service plan, or a disability insurer.
    a. Behavioral health services furnished to students not enrolled in one of the mandated plan or insurers, on the date that the service was furnished, are not eligible for reimbursement under the CYBHI Fee Schedule program.
    b. H&S Code section 1374.722 provides that services provided pursuant to its provisions shall not be subject to copayment, coinsurance, deductible, or any other form of cost sharing.
        i. High deductible health plans (HDHPs) that qualify for Health Savings Accounts (HSAs) under section 223 of the Internal Revenue Code (IRC) may not provide benefits for non-preventive-care services until the applicable deductible(s) are met.

ii. Application of H&S Code section 1374.722 shall not disqualify or otherwise disrupt an HDHP from meeting the requirements of the IRC or its implementing rules as they relate to HSA eligibility.

iii. For enrollees of HDHPs otherwise qualifying under section 223 of the IRC, health care service plans shall not reimburse for services covered under H&S Code section 1374.722 unless (a) the applicable IRC deductible has been met, or (b) the service is for preventive care, as that term is used by the federal government for purposes of implementing IRC section 223. If the TPA determines that claims for a member enrolled in a HDHP are not eligible for reimbursement, Provider will be notified by the TPA entity and the claim will be rejected.

c. Students enrolled in the Medi-Cal program, if required, must meet any applicable Share of Cost (SOC) requirements before Provider is eligible to receive reimbursement for services furnished to that student.[4] If the TPA determines that a Medi-Cal member has not met SOC requirements, Provider will be notified by the TPA entity and the claim will be rejected.

5. **Student Health Insurance Information.** Provider will collect and transmit student health insurance information for eligible members to the TPA entity.
   a. Provider must establish policies and procedures for collecting, storing and transmitting student health insurance information to the TPA entity. Provider's policies and procedures may include, but are not limited to, strategies for establishing systems and strategies to systematically collect student health insurance information from an eligible member and/or their authorized representative, as applicable; and/or, establishing systems and strategies to collect student health insurance information at the point of service. Provider must submit its policies and procedures to the TPA entity for review. Modifications to the Provider's policy may be subsequently submitted to the TPA entity, as applicable.
   b. If Provider determines that a student has other health care coverage in addition to coverage provided by a CYBHI Fee Schedule mandated Medi-Cal MCP, health care service plan, or insurer, Provider must notify the TPA

[4] https://mcweb.apps.prd.cammis.medi-cal.ca.gov/assets/32F2D4C6-B1D5-4A83-B325-92E2C579C243/share.pdf?access_token=6UyVkRRfByXTZEWIh8j8QaYylPyP5ULO

entity and comply with all state and federal requirements pertaining to third-party liability, this includes but is not limited to any policy directives issued by HHS and CMS and the standards found in 42 USC section 1396a (a) (25); 42 CFR section 433.139; W&I Code sections 14005, 14023.7, 14124.90; and 22 CCR sections 51005 and 50761, et. seq.

6. Scope of Services and Reimbursement Rates.

a. Provider is eligible for reimbursement for medically necessary outpatient mental health and substance use disorder services furnished to a student 25 years of age or younger at a schoolsite.

i. Medically necessary treatment of a mental health or substance use disorder means a service addressing the specific needs of an individual, for the purpose of preventing, diagnosing, or treating an illness, injury, condition or symptoms.[5]

ii. For Medi-Cal students under the age of 21, the definition of medically necessary is to correct or ameliorate health defects, physical and mental illnesses, and conditions discovered by screening services.[6]

1) Services are covered when they prevent a condition from worsening and/or prevent the development of additional health problems.

2) Services that maintain or improve a child's current health condition are covered because they "ameliorate" a condition.

iii. For Medi-Cal members 21 years of age or older, a Medi-Cal service is "medically necessary" or a "medical necessity" when it is reasonable and necessary to protect life, to prevent significant illness or significant disability, or to alleviate severe pain.[7]

[5] California H&S Code section 1374.72(a)(3)(A); California Insurance Code section 10144.5(a)(3)(A).

[6] https://www.dhcs.ca.gov/services/Medi-Cal-For-Kids-and-Teens/Pages/Provider-Information.aspx

[7] Refer to California W&I Code section 14184.402

iv. The determination of whether a service is medically necessary 1) must take into account the particular needs of the child; and, 2) is made on a case-by-case basis.

b. Specific services and procedure codes eligible for reimbursement under the CYBHI Fee Schedule Program are detailed in the CYBHI Fee Schedule Scope of Services, Codes and Reimbursement Rates, as well as the CYBHI Fee Schedule Program Manual, published on the DHCS website.[8]

c. Claims for services will be reimbursed at the fee-for-service rates determined by DHCS pursuant to W&I Code section 5961.4(a) and published in the CYBHI Fee Schedule Scope of Services, Codes and Reimbursement Rates document posted on DHCS' website.

d. Provider will not seek reimbursement through the CYBHI Fee Schedule program for services furnished to a student, if the service is specified on an Individualized Educational Plan (IEP) or an Individualized Family Services Plan (IFSP), pursuant to any applicable state and federal law mandating Provider to accommodate or provide services to students with disabilities, including, but not limited to, the federal Individuals with Disabilities Education Act (20 U.S.C. section 1400 et seq.), Part 30 (commencing with Section 56000) of Division 4 of Title 2 of the Education Code, Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, and Chapter 3 (commencing with Section 3000) of Division 1 of Title 5 of the California Code of Regulations.

e. CYBHI Fee Schedule Program services are not subject to prior authorization requirements.[9]

7. **Participation in the Local Educational Agency Billing Option Program (LEA BOP).** If Provider opts to participate in both the CYBHI Fee Schedule program and the Local Educational Agency Billing Option Program (LEA BOP), Provider will ensure non-duplication of claims submitted for reimbursement.

    a. As a condition of participation in both programs, Provider will submit claims for reimbursement to DHCS under the LEA BOP for behavioral health services specified on an Individualized Educational Plan (IEP) or an Individualized Family Services Plan (IFSP), pursuant to any applicable state

[8] https://www.dhcs.ca.gov/CYBHI/Pages/Fee-Schedule.aspx

[9] Health and Safety Code § 1374.722(c)(1)

and federal law mandating Provider to accommodate or provide services to students with disabilities, including, but not limited to, the federal Individuals with Disabilities Education Act (20 U.S.C. section 1400 et seq.), Part 30 (commencing with Section 56000) of Division 4 of Title 2 of the Education Code, Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, and Chapter 3 (commencing with Section 3000) of Division 1 of Title 5 of the California Code of Regulations..

b. In accordance with any instructions provided by DHCS, Provider will furnish information to DHCS via the LEA BOP Cost and Reimbursement Comparison Schedule (CRCS) about CYBHI Fee Schedule reimbursements made to Provider for services rendered by practitioners in both the LEA BOP Participant Pool 1 and the CYBHI Fee Schedule program.
c. Provider agrees to maintain good standing and comply with all LEA BOP and CYBHI Fee Schedule program requirements.

8. Compliance with Billing and Claims Requirements.

a. Provider agrees that it shall comply with all billing and claims requirements set forth in the W&I Code and its implementing regulations, the Medi-Cal Provider Manual, and the CYBHI Fee Schedule Program Manual.
b. Provider further agrees to comply with billing and claiming guidance issued by DHCS and/or the TPA entity, including, but not limited to instructions for claims formatting, required data elements, claims submission timelines, and transmission requirements.

9. Denials, Audits, Overpayments and Provider Disputes.

a. DHCS, the TPA entity and/or a payer of responsibility under the CYBHI Fee Schedule program[10] may deny payment of a claim if the claim is deemed ineligible for reimbursement due to any of the following:
    i. The claim is incomplete, inaccurate, or invalid.
    ii. A duplicate claim was submitted for payment to the TPA entity, a payer of responsibility pursuant to state law, and/or DHCS.
    iii. The furnishing provider and/or rendering practitioner is not eligible for reimbursement under the CYBHI Fee Schedule program. See section 3 above.

[10] Payers of responsibility include the Medi-Cal managed care plans, health care service plans, and disability insurers.

iv. The service was not provided by a health care provider appropriately licensed or authorized to provide the service.
v. If DHCS, the TPA entity, or a payer of responsibility reasonably determines that services were provided to a student not enrolled in the health plan on the date of service.
vi. The service was never performed.
vii. The service was not appropriately documented in Provider's record-keeping system (e.g., electronic health record, student education records).
viii. Fraud, waste, or abuse.

b. DHCS, the TPA entity and/or a payer of responsibility may conduct a post-payment claim review and issue a notice of overpayment if it is determined, within a reasonable timeframe, that the claim was not eligible for payment due to one or more of the reasons specified in paragraph (a) above.
c. Provider must return funds subject to recoupment pursuant to a notice of overpayment.
    i. If the denial or recoupment is issued because it is determined that the student was not enrolled in the health plan on the date services were rendered and the student is subsequently covered by another payer of responsibility, the TPA entity will submit the claim for reimbursement to the new payer of responsibility if the determination is made within 180 days from the date of service.
d. If Provider disputes the denial or notice of overpayment, it must timely notify the TPA entity in accordance with requirements set forth in the CYBHI Fee Schedule Program Manual.

10. **Member Grievances and Appeals.** Provider must comply with state and federal requirements regarding member grievances and appeals, as specified in the CYBHI Fee Schedule Program Manual.
    a. Provider agrees to provider member grievance and appeal data to the TPA entity and/or to the payer of responsibility.
11. **Care Coordination.** Provider must agree to coordinate care delivery with the student's health plan or insurer and/or the county behavioral health agency when any of the following conditions are met:
    a. The student is experiencing a mental health crisis or is a danger to themselves or others.

b. Provider is made aware by the student or the student's legal representative that the student is actively engaged in behavioral health services with a network provider of the plan or insurer.
c. Provider determines that the student requires a referral to a level of care that is not available or appropriate in the school-linked setting (e.g., inpatient or residential treatment).
d. Provider determines that the student would benefit from evidence-based therapies that Provider does not have the capacity, training, or licensure necessary to furnish.
e. The student requires continuation of services during a period when Provider is out-of-session (e.g., summer or winter holidays) or otherwise unable to provide timely access to medically necessary treatment.
f. The student and/or the student's legal representative requests a referral.

12. **Data-Sharing.** Provider agrees to share relevant and applicable treatment records and, when necessary, provide professional to professional consultation to ensure a student's community-based provider has the necessary documentation, information, and data necessary to provide clinically appropriate treatment to a student who is also receiving psychoeducation, screening, treatment and/or care coordination services from Provider.
    a. Provider must obtain applicable consents from the student and/or the student's parent or guardian to share treatment records.
13. **Privacy, Confidentiality and Consent.**
    a. As a condition of participation, Provider must adhere to the Health Insurance Portability and Accountability Act (HIPAA) Business Associates Addendum (hereinafter BAA) as an attachment to this Agreement.
    b. Provider must adhere to all applicable federal and state laws and regulations pertaining to member confidentiality, integrity, and the availability of information that is received, created, processed, stored and transmitted by Provider pursuant to this Agreement. This includes, as applicable, but is not limited to the following:
        i. The Health Insurance Portability and Accountability Act of 1996 (HIPAA);
        ii. W&I Code sections 10850, 10850.1, 10850.2 and 14100.2;
        iii. Information Practices Act of 1977 (Civil Code section 1798 et seq.);
        iv. Confidentiality of Medical Information Act (California Civil Code section 56 et seq.);

v. California Consumer Privacy Act (CCPA);
vi. Family Educational Rights and Privacy Act (FERPA), as specified in 42 United States Code (USC) section 1320c-9; 20 USC section 1232g; 42 CFR section 431.300, et. seq.; 34 CFR sections 99.30, 99.31 and 300.154; W&I Code section 14100.2; 22 CCR section 51009; and Ed. Code sections 49060, and 49073 through 49079;
vii. Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records;[11]
viii. Confidentiality of Medical Information Act (CMIA);
ix. California Civil (Civ.) Code section 56.10;
x. DHCS Data De-identification Guidelines (DDG) v2.2 (https://www.dhcs.ca.gov/dataandstats/Pages/PublicReportingGuidelines.aspx); and,
xi. Other requirements of state and federal law, including related regulations and published guidelines, to the extent that these authorities contain requirements applicable to the Provider pursuant to this Agreement.

c. Minor Consent.
i. Notwithstanding any provision of law to the contrary, pursuant to H&S Code section 124260(b)(1) and the California Family (Fam.) Code 6924(b), a minor may consent to outpatient mental health treatment or counseling services if they are deemed by the attending professional person to be mature enough to participate intelligently in the treatment or counseling services and would present a danger of serious physical or mental harm to themselves or others without the treatment or counseling services.
ii. Notwithstanding any provision of law to the contrary, the mental health treatment or counseling of a minor shall include involvement of the minor's parent or guardian, unless the professional person who is treating or counseling the minor, after consulting with the minor, determines that the involvement would be inappropriate.

[11] https://studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf

The professional person who is treating or counseling the minor shall state in the client record whether and when the person attempted to contact the minor's parent or guardian, and whether the attempt to contact was successful or unsuccessful, or the reason why, in the professional person's opinion, it would be inappropriate to contact the minor's parent or guardian.[12]

14. **Documentation Standards and Reporting Requirements.** Provider agrees to comply with all documentation standards and reporting requirements specified in the CYBHI Fee Schedule Program Manual.
15. **Language Access Requirements.** Provider agrees to comply with language access requirements pursuant to state and federal law.
    a. When a bilingual practitioner is unavailable to provide services in a CYBHI Fee Schedule program beneficiary's preferred language, when the preferred language is a language other than English, Provider will provide access to language interpretation and translation services in all Medi-Cal threshold languages for CYBHI Fee Schedule program beneficiaries, including Medi-Cal members, and/or their parent or caregiver.
    b. Provider represents and assures the State that all actions it takes pursuant to and in furtherance of the Agreement complies with the Americans with Disabilities Act (ADA) and all applicable regulations and guidelines issued pursuant to the ADA, which prohibits discrimination on the basis of disability.
    c. Provider will ensure that deliverables developed and produced pursuant to the Agreement comply with federal and state laws, regulations, or requirements regarding accessibility and effective communication, including the ADA (42 USC section 12101, et. seq.), which prohibits discrimination on the basis of disability, and section 508 of the Rehabilitation Act of 1973 as amended (29 USC section 794(d)). Specifically, electronic and printed documents intended as public communications must be produced to ensure the visual-impaired, hearing-impaired, and other special needs audiences are provided material information in the formats needed to provide the most assistance in making informed choices. These formats include but are not limited to braille, large font, and audio.

[12] H&S Code § 124260(c).

D. CONSORTIA BILLING

1. **Lead LEA.** If Provider is participating in a consortium for billing, as the lead LEA:
    a. Prior to acting as the lead LEA on behalf of participating LEAs, Provider must submit an attestation letter to DHCS from each participating member LEA stating that:
        i. Provider, as the lead LEA, is acting as the participating member LEA's agent;
        ii. Provider is authorized, on behalf of the participating member LEA, to handle all matters concerning the CYBHI Fee Schedule Program with DHCS and/or the TPA entity;
        iii. The participating member LEA has an executed CYBHI Fee Schedule Program PPA on file with DHCS;
        iv. If the participating member LEA is a HIPAA covered entity, a HIPAA business associate agreement is in place between Provider, as the lead LEA, and the participating member LEA;
        v. All personally identifiable data will be protected by FERPA and/or, if applicable, HIPAA; and,
        vi. Provider's authority is valid until the letter is replaced or revoked in writing by the participating member LEA (or if the letter expires, it is timely replaced).
    b. Prior to acting as the lead LEA on behalf of participating member LEAs, Provider must complete and submit to DHCS and/or the TPA entity, as specified, an executed CYBHI Fee Schedule Program PPA Addendum A: Consortia Billing Agreement.
2. **Participating member LEA.** If Provider is participating in a consortium for billing, as a participating member LEA:
    a. Provider must execute this PPA.
    b. Prior to requesting reimbursement from the Lead LEA, Provider must submit an attestation letter to the Lead LEA stating that:
        i. Provider, as a participating member LEA, authorizes the Lead LEA to act as the participating member LEA's agent;
        ii. Provider authorizes the Lead LEA to handle all matters concerning the CYBHI Fee Schedule program with DHCS and/or the TPA entity;

iii. If Provider is a HIPAA covered entity, Provider a HIPAA business associate agreement is in place between Provider and the Lead LEA;
iv. All personally identifiable data will be protected by FERPA and/or, if applicable, HIPAA; and,
v. The Lead LEA's authority is valid until the letter is replaced or revoked in writing by the participating member LEA (or if the letter expires, it is timely replaced).

3. **Liability of Consortium or Other Designated Providers.** Provider agrees that, if it is a provider group or consortium for billing, the group or consortium for billing, and each member of the group or consortium for billing, are jointly and severally liable for any breach of this Agreement, and that action by DHCS against any of the providers in the provider group or consortium for billing may result in action against all of the members of the provider group or consortium for billing.

E. COMPLIANCE AND PROGRAM INTEGRITY MONITORING

1. In addition to the specific auditing and oversight activities specified in Section B of this Agreement, Provider will be subject to regular CYBHI Fee Schedule program monitoring and clinical quality oversight requirements specified in the CYBHI Fee Schedule Program Manual.
2. Provider agrees to participate in monitoring activities and timely compliance with requests for data and information necessary to carry out monitoring activities.

F. AGREEMENT TERMINATION

1. This PPA will remain in effect until terminated by either party pursuant to this section subject to the requirements and conditions set forth in this PPA. Provider may terminate this PPA by submitting, via email to DHCS.SBS@dhcs.ca.gov, a cover letter explaining the requested termination action and duly signed by an authorized signatory.
2. DHCS may terminate this PPA without cause and terminate the participation of Provider in the CYBHI Fee Schedule Program by giving at least a thirty (30) calendar day prior written notification of the termination. In cases where the DHCS Director, or their designee, determines that the health and welfare of CYBHI Fee Schedule program beneficiaries, including Medi-Cal members, or

of the public is jeopardized by continuation of this PPA, this PPA shall be terminated immediately.

3. DHCS may terminate this PPA for cause, which includes failure to comply with any of the terms of this PPA, suspension or termination of Provider's certification from the California Department of Education (CDE), or if it is determined that Provider does not meet the requirements for participation in the CYBHI Fee Schedule program, or Provider has not submitted a reimbursement claim to the CYBHI Fee Schedule program within the prior twelve (12) months.
4. DHCS may terminate this PPA in the event that it is determined that Provider, or any employee or contract practitioner has violated the laws, regulations or rules governing the CYBHI Fee Schedule or the Medi-Cal program.

G. DECLARATION

1. **Provider agrees that compliance with the provisions of this agreement is a condition precedent to payment to Provider.**
2. **The parties agree that this agreement is a legal and binding contract and is fully enforceable in a court of competent jurisdiction.**
3. **The individual signing this agreement is duly authorized and warrants that they have read this agreement and understands it.**
4. **I declare under penalty of perjury under the laws of the State of California that the foregoing information is true, accurate, and complete to the best of my knowledge and belief.**
5. **I declare I am the Provider or I have the authority to legally bind the Provider, which is an entity and not an individual person and that I am eligible to sign this agreement under Title 22, CCR section 51000.30(a)(2)(B).**

Privacy Statement

(Civil Code Section 1798 et seq.)

All information requested on the Application, the disclosure statement, and the provider agreement is mandatory. This information is required by the California Department of Health Care Services and any other California State Departments that are delegated responsibility to administer the Medi-Cal program, by the authority of Welfare and

Institutions Code sections 14043 – 14043.75, the California Code of Regulations, Title 22, sections 51000 – 51451 and the Code of Federal Regulations, Title 42, Part 455. The consequences of not supplying the mandatory information requested are denial of enrollment as a Medi-Cal provider or denial of continued enrollment as a provider and deactivation of all provider numbers used by the provider to obtain reimbursement from the Medi-Cal program. Some or all of this information may also be provided to the California State Controller's Office, the California Department of Justice, the California Department of Consumer Affairs, the California Department of Corporations, the California Franchise Tax Board or other California state or local agencies as appropriate, fiscal intermediaries, managed care plans, the Federal Bureau of Investigation, the Internal Revenue Service, Medicare Fiscal Intermediaries, Centers for Medicare and Medicaid Services, Office of the Inspector General, Medicaid, or as required or permitted by law. For more information or access to records containing your personal information maintained by this agency, contact the Office of Strategic Partnerships via email at DHCS.SBS@dhcs.ca.gov.

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: January 22, 2026

RE: Approval of Amendment #1 to the Professional Services Agreement with SIM Architects for Design and Construction Administration Services for Monte Verde Elementary School Modernization

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On March 27, 2025, the Board of Trustees approved the professional services agreement with SIM Architects to provide project assessment services for the Monte Verde Elementary School Modernization Project. The project assessment was Part 1 of a two-part architectural agreement for this project.

The original scope of work for Part 1 included an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies as well as improvement opportunities. The results of the assessment informed the design team, Bond Management Team, and District Leadership about the campus needs and requirements and served as the basis for determining the scope of work that would advance to Part 2 of the modernization project. Part 2 encompasses the full architectural design and construction process, spanning from Schematic Design through Design Development, Construction Document development, Bidding and Procurement, Construction Administration, and Construction Closeout.

This agreement modification incorporates additional services for Part 2 of the architectural agreement, covering design and construction administration services.

FISCAL IMPLICATIONS:

The total cost of the additional services is $1,334,735.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	March 27, 2025	$294,672.00
Amendment No. 1 (Part 2)	January 22, 2026	$1,334,735.00
Adjusted Total		**$1,629,407.00**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment #1 to the professional services agreement with SIM Architects for additional services covering design and construction administration for the Monte Verde Elementary School Modernization in the amount of $1,334,735.

AMENDMENT NO. 1
TO
AGREEMENT FOR ARCHITECTURAL SERVICES
(Agreement # 25014)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
WITH
SIM ARCHITECTS

MONTE VERDE ELEMENTARY SCHOOL MODERNIZATION PROJECT (PART 2)

January 23, 2026

Amendment No. 1 to the Agreement for architectural services for project Design and Construction phase for the **Monte Verde Elementary School Modernization Project** (Part 2) as approved by the Board on January 22, 2026.

The work includes the school modernization scope for schematic design, design development, construction documents, regulatory approval, bid/GMP development and assistance, construction contract administration, and project closeout for the school modernization project.

The following modifications to the agreement are noted below inclusive of replacement of specific contract exhibits issued as part of the Part 2 modification. No other sections of the Agreement, unless specifically listed below, are modified in any way.

1. **Article 1 Definitions,** are modified to reflect the following new definition as follows:
    a. New definition called "Attachment B" has been added to the contract and numbered as sub section 1.1.4.
    b. Definition for Attachment B is inserted as new, as follows: "Section 1.1.4 Attachment B is a list of available documents issued to the Project Architect as part of the Part 1, Project Assessment Phase, and carried forth into Part 2 Design and Construction Phase. These documents are located on the Google drive in the Consultant's folder".
    c. With insertion of Attachment B definition above, 1.1.4, all following definitions after 1.1.4, are re-numbered accordingly.

2. **Article 6 Fee and Method of Payment**, compensation under sub-section 6.1 is amended to reflect change in the scope for the Part 2 services and compensation The agreed upon modified compensation amount is summarized below.

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	March 27, 2025	$294,672.00
Amendment No. 1 (Part 2)	January 22, 2026	$1,334,735.00
Adjusted Total		**$1,629,407.00**

The agreed upon amount to not exceed **One Million Six Hundred Twenty-Nine Thousand Four Hundred Seven and 00/100 Dollars ($1,629,407.00)** based upon the rates set forth in **Exhibit D.**

3. **Article 10. Indemnity/Architect Liability**, sub section 10.2 and 10.3 are modified to reflect negotiated adjustments consistent with all current Architectural Agreements, as follows:

10.2 Architect shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim *for liability attributed to Architect.* Architect's obligation pursuant to Article 10.1 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 *reasonable* legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. Architect's obligation to defend or to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the Indemnified Parties.

10.3 Architect shall be responsible for the cost of reviewing CCDs and/or change orders caused by Architect's willful misconduct, recklessness, or negligent acts, errors or omissions. Without limiting Architect's liability for indirect cost impacts, the direct costs for *such* change orders for which Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared Contract Documents.

The posted Exhibits have been modified to reflect Part 2 scope of services and reissued with this agreement.

- EXHIBIT A – RESPONSIBILITIES AND SERVICES OF ARCHITECT-PART 2
- EXHIBIT B – CRITERIA AND BILLING FOR EXTRA SERVICES
- EXHIBIT C – SCHEDULE OF SERVICES
- EXHIBIT D – PAYMENT SCHEDULE

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

By _____ _____
Ted O Date
Assistant Superintendent - Business Services
South San Francisco Unified School District

By Eugene Sim 1/8/2026
Eugene Sim, AIA, Principal, SIM Architects, Inc. Date

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT
Part 2

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT, PART 2

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Project Name: **Monte Verde Elementary School Modernization**

Design Base Construction Cost Budget
(Base + Alternates): $8,266,457.00

= Design Basis Budget: $7,235,567.00

Additive Alternates: $1,030,891.00

2. The modernization project scope of work is based upon the Final Project Assessment Letter dated October 22, 2025, along with the exclusive documents of the The Project Assessment Phase Scope and Cost Summary; and The Project Assessment Phase Project Scope and Cost Estimate.

3. Part II includes work starting with schematic design ("SD"), moving through design development ("DD"), construction documents ("CD") phases, regulatory agency approval, DSA-approvals, bidding/guaranteed maximum price ("GMP") development and assistance, construction contract administration ("CA"), DSA Close-out, and final project closeout.

4. District intends to procure the project utilizing a Lease-Leaseback Contractor/Developer ("LLB GC") inclusive of preliminary services during the design and document phases. The District intends procure a Construction Manager ("CM") Team during the construction document and later project phases. The district will use the Lease-Leaseback form of agreement and the Site and Facilities Lease bundle of documents called the "Contract Documents." LLB GC,CM, District PM, and the Architect will be responsible for collaborating and if required, jointly coordinating, during design, construction and post construction phases, with items such as but not limited to scheduling, cost estimating, constructability reviews, value engineering, project phasing, DSA-approvals, subcontractor bidding, Project Manual compilation, developing the bidding/GMP phase for Board approval, construction contract administration, DSA close-out, and final project close out.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or

omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a LLB GC's cost of performance. Architect shall advise District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.
3. District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available,
    a. As-builts;
    b. Physical characteristics;
    c. Legal limitations and utility locations for the Project site(s);
    d. Written legal description(s) of the Project site(s);
    e. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
    f. Adjacent drainage;
    g. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
    h. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
    i. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
    j. Surveys, reports, as-built drawings, record drawings; and
    k. Subsoil data, chemical data, and other data logs of borings.

    Architect shall visually verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by District.

    If Architect determines that the information or documentation District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a Geotechnical Engineering and Geologic Hazard Study; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that District has not provided, then, at the soonest possible time after Architect has become aware that this additional information is needed, Architect shall request that District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through Architect, who may invoice District for those services as Extra Services.
4. **Technology Backbone.**. Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with District's technology consultant and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents

prepared by Architect based on the information provided by District's technology consultant as appropriate to the level of design completion.

5. District Standards. Architect shall incorporate into its work and the work of all Consultants the adopted District standards for facilities and construction.
6. High Performance Schools. If District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

C. MANDATORY ASSISTANCE.

If a third-party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon District's request, Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

D. SCHEMATIC DESIGN PHASE.

Upon District's acceptance of Architect's work in the previous PA Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-PA Phase), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare for District's review SD documents. The deliverables expected at the end of SD phase is an acceptance letter and Project Scope and Cost Summary for the SD Phase, ("PSC Summary-SD Phase"), issued by the district, which summarizes the final SD project scope, budget and design fee reconciliation consisting of the following items inclusive of all agreed upon project alternatives:

The SD Phase documents consist of the following for each proposed system within Architect's scope of services

Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and SD preparation and estimating that are part of the Project. Also identified will be milestone activities or dates, specific task responsibilities of Architect, required completion times necessary for the review and approval by District and by pertinent regulatory agencies and additional definition of deliverables. The project acceptance letter identified an extensive list of "alternative' scopes of work to be included within the project scope.

Review the developed work plan with District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

1. Basis of Design
   Prepare a Basis of Design ("BOD") for the project that will include but not limited to code requirements, general types of construction by architectural and engineering disciplines, furnishings, equipment, and preliminary Title 24, energy, mechanical and electrical load calculations for the selected scheme, and District, state and federal accessibility features. The BOD should include CSI Master format

specification sections, description, responsibility and any perceived District standards, where known or assumed.

We have a shared a sample layout within the "Attachment B" PA Phase process, in the Architect Consultant folder on the shared Google drive that is intended to provide a modifiable sample, template and a general framework to help convey the desired style, look, inclusions, etc. that the District wants in the BOD document and details in the final BOD deliverable.

2. Architectural
   SD documents shall include scope as identified below.
   a. Site plans, scaled floor plans showing overall dimensions, identifying the various
      major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout, typical access compliance details, a documented code compliance review, identification of accessibility features, if required.
   b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration .
   c. Prepare study perspective sketches and study models to the extent necessary to convey the design concepts.
   d. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.
   e. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, exterior building elements and types of hardware inclusive of proposed color recommendations.
   f. Finish Material/Color Boards
      i. Towards the end of the SD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestrations, color and materials palettes ("color boards").
      ii. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
      iii. Present these boards to the District for final approval and/or additional feedback.
   g. Identify code requirements, include occupancy classification(s) and type of construction, site accessibility issues, and preliminary Fire and Life Safety requirements.
   h. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
   i. Preparation of a working list and actual scopes of work for additional investigative scope, this may include destructive investigations.
   j. Identification of additional areas for topographic/utility surveys to be provided.
   k. Coordinate and assist identifying areas of Geotechnical Engineering and Geologic Hazards Study, Hazardous Material investigation to be solicited by the Owner for use of the project team.
   l. Develop investigative scope of work documentation, sketch, concise narrative, technical reason for identified scopes of work, based upon the evolving design that will require field investigative work to define potential existing issues more clearly. The architect's documentation will be utilized

by the District in retaining the appropriate vendor/contractor to investigate stated work.

m. Prepare Interim Housing concepts based upon project need during the project construction phase.

3. Structural
    a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.
    b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.
    c. Prepare criteria associated with scope for Geotechnical Engineering and Geologic Hazard Study to be utilized in the District Request for Proposal effort.
4. Mechanical
    a. Make recommendations for selection and approval of systems to be incorporated into project design including but not limited to HVAC.
    b. Designers shall meet and coordinate with the District's sole source HVAC systems control vendor, Syserco, Inc.
    c. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.
    d. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
    e. Show selected system on drawings as follows:
        i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
        ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces.
        iii. Schematic piping.
        iv. Temperature control zoning.
        v. Provide design criteria to include the intent base of design for the Project.
        vi. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
5. Electrical
    a. Make recommendations for selection and approval of systems to be incorporated into the project design including but not limited to electrical, utilities, communications, data, telephone and security.
    b. Calculate overall approximate electrical loads.
    c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.
    d. Show system(s) selected on drawings as follows:
        i. Single line drawing(s) showing major distribution system.
        ii. Location and preliminary sizing of all major electrical systems and components including:
            a) Load centers.
            b) Main panels.
            c) Switch gear.
    e. Provide design criteria to include the intent base of design for the Project.

f. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
g. Coordination with local utility providers on any service adjustment (upgrade) inclusive of preliminary application and any associated support documentation.
h. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.

6. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    b. Irrigation -water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
    c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
    d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
    e. Fire -water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    f. For Elementary school campuses, Architect to verify in writing if District requires Alternate cost and design scenarios that assume campus Combined Domestic Water/Fire Water will be separated into two independent water systems. If required, refer to High school and Middle school campuses above (Plumbing, f).
    g. Major plumbing equipment should be scheduled indicating size and capacity.
    h. Piping should be substantially located and sized.
    i. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
    j. Legend showing all symbols used on drawings.
    k. More developed Outline Specifications indicating quality level and manufacture.
7. Civil
    a. Develop on and off-site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
    b. For High school and Middle school campuses, provide Alternate cost and design scenarios that assumes the existing campus Combined Domestic Water/ Fire Water will be separated into two independent water systems extending to existing buildings.
        i. Evaluate existing Combined Domestic Water/ Fire Water system including requirements, costs, and phasing to separate fire and domestic water. Consider a phased approach on splitting the systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
        ii. Layout phased integration of a new separate domestic and fire water systems system, provide phasing impacts, design costs, capacity issues for first phase, and which buildings may be included in the first phase.

iii. Provide concepts for phasing all additional phases including phasing impacts, future phase design costs, capacity issues for follow-up phase phases, and which buildings may be included in the follow-up phases.

iv. Provide separate domestic and fire water system with anticipated appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.

a) Provide Alternate cost and design scenarios that assume new split system to existing buildings with risers and fire sprinkler systems.

v. For Elementary school campuses, Architect to verify in writing if District requires Alternate cost and design scenarios that assume campus Combined Domestic Water/Fire Water will be separated into two independent water systems. If required, refer to High school and middle school campuses above (Civil, b).

vi. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

vii. Coordinate finish floor elevations with architectural site plan.

8. Landscape
   a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
   b. Irrigation - water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
9. Specifications
   Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.
   a. For the LLB GC RFP issuance, Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.
   b. Coordinate with the designated building commissioning agent for the project and provide input as needed during the SD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
   c. Coordinate with Syserco, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
   d. Coordinate with Siemens, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.

10. Quality Assurance

a. Prior to the 100% SD submittal, perform a comprehensive quality and coordination check of the entire SD set inclusive of all consultant engineering drawings. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% SD drawings.
b. Using the final 100% SD set, the District and/or its representatives will perform an independent Design Review of the documents . The Architect will receive redline design review comments from the District for incorporation into the documents during the DD phase of work.

11. Construction Cost Budget

Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Project Assessment Phase, specifically the project acceptance letter and the Project Scope and Cost Summary- Project Assessment ("PSC-PA"). The following conditions apply to the revised Construction Cost Budget:

a. Schematic Estimates: This estimate may consist of parametric unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.
b. General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.
c. In addition, the estimate shall be formatted in the District's PSC Summary Form. This formatted document issued as part of the PSC-PA was issued at the conclusion of the Part I scope of work.
    i. The estimate shall separate the Project's building cost from site and utilities cost and from any Interim Housing cost . Architect shall submit to District the cost estimating format for prior review and approval.
    ii. Escalation. All estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e., Lee Saylor Index).
d. The Architect shall meet with the District PM to reconcile this cost estimate with the independent cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance and reconcile with the PSC-PA document. This may include bid alternates based upon the PSC-PA issued to the AOR.
e. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget without written approval from the District. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
    i. At the end of this SD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the PSC-PA and modified in this SD Phase. This conclusionary document of the SD Phase will include a District approved and completed Project Scope and Cost Summary-Schematic Design ("PSC-SD") form and a SD Phase acceptance letter issued at the conclusion SD Phase scope of work.

ii. The SD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.

12. Phasing Framework
    a. Architect shall meet with the District PM, and or designated representative, to coordinate development of preliminary framework for potential construction phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the SD phase.
13. Deliverables and Numbers of Copies
    a. Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this phase, together with one (1) copy of each item in indexed, electronic PDF format:
        i. Breakdown of Construction Cost Budget as prepared for this Phase;
        ii. Meeting reports/minutes;
        iii. SD Document Package with alternatives, inclusive of color and material finishes documentation/samples.
        iv. Basis of Design document with CSI formatted project specifications.
        v. Statement indicating changes made to Architectural Program and Schedule; and
        vi. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.
14. Presentation
    a. Architect shall present and review with District the detailed (final) SD Document Package.
    b. Architect shall present and review with school community the detailed (final) SD Document Package.
15. Meetings

    During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a SD scope & cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the SD in order to advance to the DD phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the SD and authorization to proceed to the DD phase of work.
    b. The Architect should assume school community workshop planning sessions during the SD phase. This would include certified and classified staff and members of the parent community.
    c. Participate in LLB GC interview screening process.
    d. The Architect shall meet with the District every two weeks during this phase of the project.
    e. In summary, Architect shall participate in District meetings as follows for SD phase:
        i. One (1) Design workshop with District facilities M&O and IT team

ii. One (1) or Two (2) total Design workshops, if required, with Nutrition Services, Librarian, Special Education Services, or Physical Education/Athletics, or any other identified special programs.
iii. Bi-weekly Architect Coordination meetings with the District.
iv. Minimum Four (4) Design committee meetings with the School Community. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.
v. Minimum of Two (2) Budget scoping workshops with the District. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.

E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous SD phase, refer to the acceptance letter and Project Scope and Cost Summary ("PSC-SD"), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare the accepted deliverables from the SD Phase. The deliverable expected at the end of DD phase is an acceptance letter and Project Scope and Cost Summary for the Design Development Phase, issued by the district ("PSC-DD") which summarizes the final DD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives The DD Phase documents consist of the following for each proposed system within Architect's scope of services:

1. Architectural
    a. Scaled, dimensioned floor plans with final room locations including all openings.
    b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
    c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
    d. Identification of all fixed equipment to be installed in Project.
    e. Identification of all Door and Window systems
    f. Interior finishes identified and located within the rooms of all buildings.
    g. Site plan completely drawn with beginning notes and dimensions including grading and paving.
    h. Preliminary development of details and large-scale blow-ups.
    i. Legend showing all symbols used on drawings.
    j. Floor plans identifying all fixed and major movable equipment and furniture.
    k. Finish Material/Color Boards
        i. Towards the end of the DD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestration, color and materials palettes ("color boards") based on the preliminary presentation and feedback received from the District in the SD phase. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
        ii. Present these boards to the District for final approval and/or additional feedback.
    l. As applicable, provide updated sketch study perspectives and study models.
    m. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.

n. Further refinement of the Basis of Design for architectural, hardware, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.
o. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
    i. Light fixtures.
    ii. Ceiling registers or diffusers.
    iii. Access Panels.
p. Architect shall review and comment on District's construction Project Description included in the Contract Documents as part of its Services under the Agreement.
q. Architect shall prepare a description with drawings and appropriate details for a temporary construction signage documentation for the project(s).
r. Refine Interim Housing concepts based upon project need during the project construction phase.

2. Structural
    a. Structural drawings with all major members located and sized.
    b. Establish final building and floor elevations.
    c. Preliminary specifications.
    d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.
    e. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center.
    f. Supplemental structural scope of work based upon special studies requested as part of the acceptance letter.
3. Mechanical
    a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.
    b. Major mechanical equipment should be scheduled indicating size and capacity.
    c. Ductwork and piping should be substantially located and sized.
    d. Devices in ceiling should be located.
    e. Legend showing all symbols used on drawings.
    f. More developed Outline Specifications indicating quality level and manufacture.
    g. Control Systems identified.
    h. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
4. Electrical
    a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.
    b. All major electrical equipment should be scheduled indicating size and capacity.
    c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.

d. Legend showing all symbols used on drawings.
e. More developed and detailed Outline Specifications indicating quality level and manufacture.
f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
g. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.

5. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
    c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
    d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
    e. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.
    f. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
    g. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.
    h. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
    i. Major plumbing equipment should be scheduled indicating size and capacity.
    j. Piping should be substantially located and sized.
    k. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
    l. Legend showing all symbols used on drawings.
    m. More developed Outline Specifications indicating quality level and manufacture.
6. Civil
    a. Further refinement of SD Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.
    b. Further refinement of SD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
    c. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
        i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and

major pipe runs sized to interface with existing and new structures.

d. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.
e. Coordinate finish floor elevations with architectural site plan.

7. Landscape
    a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
    b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
8. Specifications
    a. Continue with development of project specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.
    b. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.
    c. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications.
    d. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.
9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the DD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Syserco Controls
    a. Coordinate with Syserco for the project and provide input as needed during the DD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
11. Siemens System,
    a. Coordinate with Siemens, District's sole source fire alarm system controls vendor and provide input as needed during the DD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
12. Quality Assurance
    a. Prior to the 100% DD submittal, perform a comprehensive quality and coordination check of the entire DD set inclusive of all consultant engineering drawings and specifications. Coordination shall also include any

documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% DD drawings.

b. Using the final 100% DD set, the LLB GC, CM, on behalf of the District PM will perform an independent Constructability / Peer review and Design Review of the drawings. The Architect will be provided the findings of the independent Constructability / Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms and redline drawings provided. The District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. The District PM approved findings and necessary changes to the drawings and specifications are expected to be addressed and incorporated into the CD set, by the Architect.

13. Construction Cost Budget
    a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:
        i. DD Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item, costs shall be summarized by building as well as a campus total The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, LLB GC's mark-ups, and general conditions shall be listed separately.
        ii. At the end of this DD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the Part I acceptance letter and Project Scope and Cost Summary- Schematic Development ("PSC-SD"), and as modified in this DD Phase.
        iii. This conclusionary document of the DD Phase will include a District approved and completed DD Phase acceptance letter and Project Scope and Cost Summary-Design Development ("PSC-DD") form to be issued at the conclusion DD Phase scope of work.
        iv. The DD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
        v. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
        vi. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.
        vii. All planned Bid Alternates are confirmed and updated to reflect current project cost status.
    b. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall

coordinate with District PM, LLB GC, and the CM to further develop, review, and reconcile the Construction Cost Budget.

14. Phasing
    a. Architect shall meet with the District PM, CM, LLB GC, to coordinate development of preliminary increments, final phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the phase.
15. Deliverables and Numbers of Copies
    Architect shall provide to District the following items produced in this phase, one (1) copy of each item in indexed, PDF electronic format:
    a. DD drawing set from all professional disciplines necessary to deliver the Project;
    b. Specifications;
    c. Revised Construction Cost Budget; and
    d. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.
    e. The DD deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
16. Meetings
    During this DD Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J, and as noted below:
    a. The Architect shall participate in a DD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the CD phase of work. Upon completion of the meeting(s)/presentation(s) to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the DD Design Phase and authorization to proceed to the Construction Document phase of work.
    b. The Architect should assume school community workshop planning sessions during the DD phase. This would include certified and classified staff and members of the parent community.
    c. Participate in LLB GC interview screening process, as requested by the District.
    d. Participate in CM interview screening process, as requested by the District.
    e. The Architect shall meet with the District every two (2) weeks during this phase of the project.
    f. In summary, Architect shall meet as follows during this phase:
        i. Bi-weekly District Architect Coordination meetings with the District
        ii. Two (2) Design committee meetings with the School Community
        iii. One (1) Design workshop with District facilities M&O and IT team
        iv. Two (2) Budget scoping workshops with the District
        v. Additional meetings, as required by Building Use: Depending on the size of the schools and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration,

etc. This quantity is addressed in Section J and shall be modified as appropriate for each campus project.

17. Presentation
    a. Architect shall present and review with District the detailed (final) DD Document Package. This may occur during a bi-weekly District check in meeting.
    b. Architect shall present and review with school community the detailed (final) DD Document Package.

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F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous DD Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-DD Phase"), and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the DD Phase the CDs consisting of the following for each proposed system within Architect's scope of work. The deliverable expected at the end of CD phase is an acceptance letter and Project Scope and Cost Summary for the Construction Document Phase, issued by the district ("PSC-CD") which summarizes the final CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

The CD Phase documents consist of the following for each proposed system within Architect's scope of services

1. District PM and CM approved drawings and specifications
2. Owner prepared HazMat assessment report and project specifications
3. Local Fire Authority (LFA) approval (DSA-810 Form)
4. Geohazard Report and confirmed submittal to CGS (CGS acceptance required for DSA approval)
5. DSA review check (should be requested 30 days prior to submittal)
6. DSA-approved set of CD drawings and technical specifications.
7. Signed DSA-1 Form (and DSA-1L if required)
8. DSA form 403
9. DSA Replacement Cost Analysis (DSA IR EB-4)
10. Structural Calculations (if required)
11. Fire Sprinkler Calculations (if required)
12. Architect's DSA meeting minutes

All Projects subject to DSA's jurisdiction shall be submitted for review, back check, and approval, under the electronic plan review process ("EPR process"), rather than paper submission.

The CD Phase documents consisting of the following for each proposed system within Architect's scope of services listed below:

CONSTRUCTION DOCUMENTS– 100% / COMPLETION STAGE:

1. General
   Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the LLB GC in a timely fashion so as not to delay the Project.
2. Architectural
   a. Completed site plan.
   b. Completed floor plans, elevations, and sections.
   c. Architectural details and large blow-ups completed.
   d. Finish, door, and hardware schedules completed, including all details.
   e. Site utility plans completed.
   f. Fixed equipment details and identification completed.
   g. Reflected ceiling plans completed.
   h. The District will coordinate a review conversation with the Architect and the District's consultant to allow for coordinating of potential mitigation scope

aligns with the modernization project CD. Architects must provide appropriate documentation for Industrial Hygienists to use for their project documentation.

i. Architect shall prepare temporary project signage documentation for the project(s).

s. Prepare Final Interim Housing document for DSA review and approval, based upon project need during the project construction phase.

3. Structural
   a. Structural floor plans and sections with detailing completed.
   b. Structural calculations completed.
4. Mechanical
   a. Large scale mechanical details completed.
   b. Mechanical schedules for equipment completed.
   c. Control device locations completed noting controls are "by District's sole source vendor Syserco."
   d. Completed electrical schematic for environmental cooling and exhaust equipment.
   e. Complete energy conservation calculations and report.
5. Electrical
   a. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.
   b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
   c. All electrical equipment schedules completed.
   d. Special system components plans completed.
   e. Fire Alarm device and systems noting are "by District's sole source vendor Siemens."
   f. Electrical load calculations completed.
6. Plumbing

   Large scale plumbing incorporated into plans and specifications including domestic hot and cold water system, irrigation water system, sanitary sewer piping and condensation piping, gas piping and pipe runs, fire-domestic water split system phasing as appropriate for the main line into campus and identified agreed upon buildings to be included this phase, major plumbing equipment should be scheduled indicating size and capacity, piping should be substantially located and sized, plumbing plans shall indicate numbers and locations of fixtures and be in conformance with code-mandated fixture count requirements of Project, legend showing all symbols used on drawings, fully developed Specifications indicating quality level, manufacture and CD level details.

   a. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .

      ii. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.

7. Civil
   a. All site plans, site utilities, parking and roadway systems completed.
   b. Include and refine into plans and specifications all large-scale plumbing
   c. Further refinement of Design Development Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

d. Further refinement of DD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
e. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
    i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.

8. Landscape
    a. All site plans identify surface improvements including landscape areas, playgrounds and equipment to reflect updates from the DD Phase Documents.
    b. Irrigation - water system with major pipe runs sized to interface with existing site conditions.
9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Quality Assurance
    a. Using the final 100% CD set, the CM, LLB GC, and District PM, will perform an independent Constructability/Peer review. The CM, LLB GC will perform a Design Review of the drawings reviewing conformance with the design program. The Architect will be provided with the findings of the independent Constructability/Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms provided. The CM, LLB GC, and District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. Upon review of the comments, the Architect and engineering team shall make all necessary changes to the drawings and specifications. These changes must be completed prior to DSA backcheck and approval.
11. Construction Cost Budget
    a. At 100% CD , Architect will prepare a cost estimate and meet with the CM, LLB GC, and District PM to reconcile this cost estimate with the independent cost estimate prepared by the LLB GC. The District PM will participate in this reconciliation process and retains the final decisioning on the reconciliation of the cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance with the budget limit.
    b. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    c. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with CM, LLB GC, District PM to further develop, review, and reconcile the Construction Cost Budget. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    d. At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

e. All planned Bid Alternates are confirmed and updated to reflect current project cost status.

12. Specifications
    a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
    b. No part of the specifications shall call for designated material, product, thing, or service by specific brand or trade name unless:
    c. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or
    d. The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.
    e. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by District and only with District's prior approval.
    f. At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to District.
    g. Coordination of the Specifications with specifications developed by other disciplines.
    h. Specifications shall be in CSI format as outlined in the District's Standards.
    i. For Bidding/GMP development with the LLB GC and for the GMP, Architect, LLB GC and CM shall review and comment on the District's Contract Documents, Addenda. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front-end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study, Addendum) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications. ,the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study, Addendum), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.
    j. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications and drawings.
    k. The CM will review and verify the Project Manual with District PM..
    l.
    m. The CM, in coordination and oversight of the District PM, will be responsible for distributing the Architect provided Project Manual, as a final document to be shared externally.
    n. The District PM requires the complete Project Manual at least seven (7) business days prior to external publication.
    o. Architect shall coordinate a minimum two-year warranty requirement on all specified materials and systems.

13. Progress Set (90% CDs)

    When the CD design phase reaches 90% completion, the Architect shall upload its progress set to the District's Goggle drive or designated platform for review by the

District PM, LLB GC and CM. Any comments on this "progress set" will be required to be addressed and incorporated into the final 100% CD DSA submittal set.

14. Constructability Review(s)
    LLB GC and CM shall conduct a constructability review of the CDs based upon the 90% CD set of documents. A report shall be provided to the District PM and Architect. The Architect shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse Architect's obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.
    a. Architect shall incorporate and document agreed to Constructability / Peer Review and Design Review comments prepared by the LLB GC and CM based on the CD Phase documents.
    b. Architect shall incorporate the project budget and scope modifications developed on the basis of completed CD Phase documents and shall make the necessary design revisions to conform the project scope to the signed off CD Phase
    c. Recommend to the District PM and CM any changes to the District's standard General Conditions to protect more effectively the District's interests. Architect shall not incorporate any such changes into the CDs without prior written approval of the District.
    d. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the CM and District PM. Review final commissioning report draft with building commissioning agent and provide recommendations, comments, and identify any conflicts prior to the completion of the final commissioning report.
    e. Document review and back check shall affirm coordination of the district material and system standards
15. Phasing
    a. Architect shall meet with the LLB GC, CM, and District PM to coordinate development of final phasing plans, move schedules, and finalize interim housing plans (if applicable) and any descriptions of phasing (i.e., Increment, stage, phases, etc.)
    b. When the CD design phase reaches 100% completion, the Architect shall upload its progress set to the District's Google drive or designated platform (coordinate with District PM) for review by the LLB GC, CM, and District PM. Any comments on this informal progress set will be required to be addressed and incorporated into the final 100% CDs DSA submittal set.
16. Deliverables and Numbers of Copies
    Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this Phase, together with one (1) copy of each item in indexed, PDF, electronic format:
    a. Working drawings;
    b. Specifications;
    c. Engineering calculations;
    d. Construction Cost Budgets;
    e. Statement of requirements for testing and inspection of service for compliance with CDs and applicable codes;
    f. Copy of DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and

g. Statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

CONSTRUCTION DOCUMENTS FINAL BACK-CHECK STAGE

1. The CDs final back-check stage shall be for the purpose of Architect incorporating all regulatory agencies and District comments into the drawings, specifications, and 100% CD reconciled cost estimate. All changes made by Architect during this stage shall be at no additional cost to District.
2. The District's Hazardous Materials Specifications and Study and Geotechnical Engineering and Geologic Hazard Study shall be fully coordinated and integrated to the CD set submitted to the DSA, via a Project Manual, as part of the Contract Documents.
3. As discussed in the CD phase of work above, prior to issuance of the DSA Submittal Documents, the Architect shall subject all of the drawings and specifications to a complete, thorough, and documented quality control review.
4. The DSA Submittal shall, subject to DSA back-check comments, be fully detailed and coordinated with all sub-consultants, 100% complete, and ready for bid and construction.
5. CDs should be in the format as required by DSA for submittal. The District, at its discretion, may direct the Architect to participate in DSA's electronic plan submittal and review program. Architect shall comply with such request at no extra cost to the District.
6. As agent for the District, submit final documents to DSA. Revise and resubmit as required by DSA for the District to secure all approvals.
7. DSA Back-check. Architect shall incorporate all DSA back-check comments, Constructability / Peer Review comments, and Design Review comments into the design drawings and specifications per the schedule, as developed by the CM, LLB GC on behalf of the District PM. All changes to the drawings and specifications must be completed prior to the beginning of the bidding/GMP phase of the project.
    a. Architect shall update and refine the Consultants' completed Back-check CDs.
    b. Architect shall confirm that Architect and consultants have picked up all DSA backcheck comments and reconfirm that all constructability comments have been included in the DSA backcheck set.
8. The final Back-check CDs delivered to District upon completion of Architect's work shall be the DSA-approved Set and shall consist of the following:
    a. Drawings: Original tracings of all drawings on Architect's tracing paper with each Architect/Consultant's State license stamp.
    b. Specifications: Original word-processed technical specifications on reproducible masters in CSI format.
    c. Project Manual including District Front Ends "Division 0" and "Division 1", Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, , and any other required documents.
    d. Contract Documents.
9. Conclusion of CD Phase requires final stamp-out by DSA.
    a. As required by the District PM, the CM, LLB GC, and Architect shall assist in presenting the *revised* CD scope and cost document to the District. This Project Cost Summary-Construction Document ("PCS-CD") meeting is

intended to gain approval of the CD phase in order to advance to the DSA submittal and bidding phase of work.

b. Upon completion of the presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, (if required) the District PM shall issue to the Architect an Acceptance letter and PSC-CD which summarizes the *final* CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

c. Acceptance of the CD phase of work and authorization to proceed to the DSA submittal and Construction bidding/GMP phase of work.

10. Other services the Architect shall provide in the CD phase include assisting the District in obtaining approvals from appropriate authorities, and additional presentations and meetings with District Departments, school site personnel, and the community, as required and directed by the District PM.

11. Meetings
During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:

a. The Architect shall participate in a CD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the DSA submittal phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the Design and authorization to proceed.

b. The Architect should assume school community workshop planning sessions during the construction document phase. This would include certified and classified staff and members of the parent community.

c. The Architect shall meet with the District every two weeks during this phase of the project.

12. Presentation

a. Architect shall present and review with District the detailed (final) Construction Document Package. This review may occur during the bi-weekly District meeting program.

b. Architect shall present and review with school community the detailed (final) CD Package.

G. BIDDING/ GUARANTEED MAXIMUM PRICE ("GMP") PHASE

Upon District's acceptance of Architect's work in the CD Phase and assuming District has not delayed or terminated the Agreement, Architect shall collaborate with the LLB GC, CM, and the District PM to deliver Bidding/GMP Phase services for District under the Contract Documents. Architect will assist in integrating elements of the CDs approved by DSA into the District's front-end documents and project manual bundle included in the Contract Documents, in preparation for issuance of a complete set of bid documents, as follows:

1. Coordinate with LLB GC, CM, District PM to prepare a complete set of bid documents (plans and specifications, project manual bundle, Contract Documents) including the DSA Submittal approved by DSA.
2. CM to be responsible for generating and collating the addenda responses and attachments and formatting of the addenda for joint review by the LLB GC,

CM and Architect. CM is responsible for providing the District with originals of all addenda to be issued and for coordinating distribution with the District PM.

3. Bid documents shall incorporate and fully coordinate the various district consultant scopes of work such as, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, etc.
4. Collaborate with the LLB GC, CM to coordinate the bidding process which includes a defined subcontractor process and procedures for subcontractor bidding.
5. The bidding procedures and GMP contract development, expressed in the Contract Documents shall be the joint responsibility of LLB GC, CM, Architect and District. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a bidding/GMP Phase.
6. While the Project is being advertised for bids, all questions concerning intent shall be referred to District for screening and subsequent processing through the CM.
7. Participate, as required in subcontractor bidding questions and providing appropriate answers, as required. For example, LLB GC, CM and Architect, Architect's sub-consultants will need to respond to RFI's during Bid reviews.
8. In the event that items requiring interpretation of technical drawings or specifications are discovered during the bidding period, those items shall be analyzed by Architect for decision by District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by Architect and issued by District PM.
9. Architect will submit to and gain approval from DSA, as required for all appropriate addenda prior to construction.
10. The LLB GC, CM, and Architect shall assist the District with review, evaluation and, if necessary, recommendations for awarding the construction contract.
11. Attend all pre-bid job walks and lead review of project design scopes.
12. As part of the bid opening/GMP development, the architect shall participate in the process by reviewing, evaluating and, if necessary, offering recommendations for the final GMP.
13. Deliverables and Number of Copies
    Within fourteen (14) days of the end of this Bidding/GMP Phase, CM shall provide to District a one tabbed, PDF, electronic (1) copy of the following items produced in this Phase, in electronic format:
    (i) Meeting report/minutes from the kick-off meeting;
    (ii) Meeting report/minutes from the pre-bid site walk.
14. Conformed Set-(Issue for Construction Set)
    Upon Board approval of the GMP Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued within 14 calendar days this set shall be referred to as the "Issue for Construction Set".
    a. Architect shall supply District with one (1) complete, digital (PDF) , indexed, reproducible, conforming set of plans and specifications marked as a "Issue for Construction- Conforming Set" with all changes "bubbled" in plans and specifications.
15. In the extraordinary event that documents must be issued for bid prior to DSA approval, the architect shall prepare appropriate documents summarizing the project scope inclusive of bid addenda to minimized scope gap for a full and complete bid. Potential impacts that we perceived DSA documentation and cost allowances. i.e. there may be a need to bid addendum documents or information required to assist in defining a scope of bid during the GMP Phase, the LLB GC

maybe required to add a cost allowance within the final GMP addressing potential scope gap that could have been defined by a formal addendum document.

H. CONSTRUCTION CONTRACT ADMINISTRATION PHASE AND CLOSE-OUT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform CA Phase services for District as follows:

a. Architect's responsibility to provide basic services for the CA Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon District's terminating the Agreement, whichever is earlier.
b. Utilize the bond program's web-based project management system software for full project document control.

1. Construction Oversight and Project Certification Process

a. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector's Qualification Record (form DSA 5 or more current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).
b. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.
c. Prior to commencement of construction, Architect shall provide PDF copy and (1) the DSA approved CDs and (2) the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.
d. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.
e. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved CDs. Personal contact shall include visits to the Project site by Architect or engineer or their qualified representative to observe construction. This staff member will be charged with representing the design team in responding to questions and clarifications needed on site to minimize disruption to construction. Other consultants representing specialty services are required to perform similar on-site services for periods agreed-to between the Architect and the District.
f. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved CDs.
g. Architect shall coordinate all responses to DSA field trip notes with the CM and District PM.
h. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior to the Project Inspector signing off that section of the project inspection card.
i. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.

j. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved CDs so that District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of Architect are terminated for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

2. Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives

a. Architect, CM, and District PM shall review all of LLB GC Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives to determine if those requests are valid and appropriate. Architect shall provide, upon request, a recommendation to CM and District PM as to whether the change should be approved, partially approved, returned to the LLB GC for clarification, or rejected within five (5) working days of receipt, including commentary on which portions of change event represent additional costs and which may be credits.

b. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders and approval by DSA. CM and/or District PM shall request these Construction Change Documents and drawings from Architect, which shall be provided at no additional cost unless designated as Extra Services by District. The original tracing(s) and/or drawings and contract wording for change orders Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives shall be submitted to District PM for duplication and distribution. The CM will be responsible for analyzing cost submittals. The CM will prepare and process any required Contract Modifications, Change Events, Change Orders, or Change Expenditure Directives for the District, LLB GC and Architect.

3. Submittals

a. Architect shall review and approve or take other appropriate action upon LLB GC's submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

b. Architect, upon request of the CM and/or District PM, shall review LLB GC's schedule of submittals and advise CM and/or District PM on whether that schedule is complete. Architect shall provide CM and/or District PM with proposed revisions to this schedule and advise CM and/or District PM on whether District should approve this schedule.

c. Architect's action upon LLB GC's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of LLB GC's while allowing sufficient time in Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed fourteen (14) calendar days from its receipt by Architect. Architect's response to each submittal shall be a substantive and acceptable response. These fourteen (14) daytimes period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents.

d. Review and advise the District as to the approval of substitutions proposed by the LLB GC, including deadline for substitution changes, including advice as to whether or not acceptance of the substitutions will require substantial revision to the Contract Documents. Additional costs incurred by the Architect for substantial revision, as determined by the District, of documents to accommodate the substitutions or equals shall be compensated as Additional Services, if not due to Architect errors or omissions. Written notice of substantial revision review required at least 20 calendar days in advance of submission of submittal to District to review.

4. ASIs.

During the course of construction as part of the basic services, Architect will prepare and issue Architect's Supplemental Instruction (ASI's) for contract changes and/or clarifications to the drawings as approved and directed by the CM, District PM as soon as possible so as not to delay the prosecution of the work.

5. RFIs.

During the course of construction as part of the basic services, Architect must respond to all Requests for Information ("RFI") as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed seven (7) calendar days from receipt by Architect. Architect's response to each RFI shall be a substantive and acceptable response. This seven-day time period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the CM and Project Inspector, if any.

a. Categorize all RFIs by attributes as listed. This will assist the District in tracking the percentage of additional costs incurred attributable to, for example, Owner requests, Architect responsibility, unforeseen conditions, LLB GC responsibility, other LLB GC generated conditions, and new regulatory mandates.

6. Notices of Deficient Work.

On the basis of on-site observations, Architect shall keep District informed of the progress and the quality of the work and shall endeavor to guard District against defects and deficiencies in the work. Architect shall timely notify District in writing of any defects or deficiencies in the work by any of District's LLB GC that Architect may observe. However, Architect shall not be a guarantor of the LLB GC's performance.

7. Inspections and Testing

a. The District will be responsible for providing day-to-day field inspection services and shall cooperate and coordinate with the Architect in matters pertaining to the Architect's work. The Architect and its sub-consultants shall, in turn, coordinate and cooperate with the CM to time visits jointly to observe and discuss the LLB GC's field work and installation to reduce duplication of work. There will be times when the requested architectural presence or visits shall have simultaneous bilateral or trilateral LLB GC representation and attendance. Architect shall also coordinate and cooperate as needed with the designated building commissioning agent as required and directed by the CM, District PM.

b. Review proposed procedures and results of testing and special inspection procedures that are required by the construction Contract Documents, and report comments to the District. Review and advise the District on special testing and/or inspection that may arise due to field conditions or as requested by appropriate authorities. It is understood that separate contracts for testing and special

inspection consultants, laboratories or agencies will be arranged by the CM for approval by the District. Attend inspections with appropriate consultants when requested to do so by the District.

c. The Architect shall advise the District to reject work that the Architect knows does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to implement the intent of the Contract Documents, the Architect will advise the District to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is fabricated, installed or completed.

8. Punchlist

After compilation of the initial punch list by the LLB GC, the Architect, in coordination with the CM, will develop the final punch list, participate in site visits to determine and track the status of the acceptability of all punch list items, participate in the final review of the Project and advise the District as to the approval of work performed by LLB GC. The Architect formally sign-off on the completed project punch list.

9. Commissioning

Cooperate with District's building commissioning agent in arranging for building commissioning, start-up and testing, adjusting and balancing and the coordination of operational testing and proper functioning of all installed equipment.

10. As-Built Drawings.

Architect, in conjunction with the CM, shall review and evaluate for District the LLB GC's documentation of the actual construction performed during the Project that the LLB GCs should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives , and detailed by District's LLB GC on a Conforming Set. The LLB GC shall submit to the Architect a single posted PDF set of Constriction Documents for their use in preparing Record Drawings (documents)

11. O&M Manuals and Warranties.

Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications. Warranty timeline is a 2-year period.

12. Start-up.

Architect shall also provide, at District's request, architectural/engineering advice to District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the LLB GC's work.

a. Update checklists of all special inspection and testing, equipment startups, submittals, warranties, guarantees, maintenance and operation manuals, extra stock requirements and all other close-out documents that will be required of the LLB GC or assist CM in doing so as directed.

13. Payment Statements.

Recommendations of Payment by Architect constitute Architect's representation to District that work has progressed to the point indicated to the best of Architect's knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.

a. Conduct observations and review completed work to determine the date or dates of beneficial occupancy and the date of final completion and in writing advise the District as to the same. The Architect shall advise the District as to the appropriateness of the issuance of a Contract Payment Final Recommendation.

14. Claims

Review and advise the District and attend meetings when requested on claims, disputes and other matters in question between LLB GC and the District relating to the interpretation of the construction Contract Documents or proposed changes to the same.

15. Meetings

During this CA Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

a. The Architect and its sub-consultants, as appropriate to the stage of construction, shall make routine visits to the project site on a weekly basis to attend progress meetings and be available on a pre-arranged basis to observe that the progress of the work, the character, scope and quality of construction, the finish materials, compliance with applicable codes and the standard of workmanship generally conforms with the intent of the design as expressed in the Contract Documents and by the Architect's directives. These visits are not to be construed to require supervision or inspection.
b. The Architect shall advise and report to the District in writing of any non-conforming items or issues of concern observed during such visits. The Architect shall attend project meetings as requested by the District. Such visits, project meetings and project reports shall occur no less than once a week, and more often as may be necessary to clarify items in the work or to clarify the Architect's intent in the design of the project in the event such clarifications are necessary. The Architect's sub-consultants shall make such visits and attend project meetings when appropriate to observe the progress of work designed or specified by them.

I CLOSE OUT PHASE

As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for District as required in a timely manner:

1. Architect, in coordination with the CM/District PM, shall review the Project and observe the construction as required to determine when the LLB GC has completed the construction of the Project and shall complete Architect close out lists, and District PM provided punch lists of items that remain in need of correction or completion.
2. Architect, in coordination with the CM/District PM, will review and comment on the CM collected documents including CM project close out lists. CM will forward to District and/or designated representatives all written warranties, operation manuals, and spare parts, and close out lists.
3. The Architect, upon request from the CM/District PM, shall assist District maintenance and operation personnel in conducting Warranty Inspections during

the Warranty Period following Final Completion as set forth below. In the event of phased construction and phased beneficial occupancy, the following activities shall apply to each phase:

a. Architect, shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work. shall be responsible for all scheduling for completion of systems, components, equipment, and finishes that have failed to meet the specified performance criteria or the terms of specific product warranties during the warranty period following Substantial Completion.
b. The Final Warranty review shall take place no earlier than the 21st month following warranty effective date and no later the month following warranty effective date. If required, upon request, the Architect shall coordinate with the designated building commissioning agent as directed by the District PM.
c. In the event that systems, components, equipment, and finishes fail to meet the specified performance criteria or the terms of specific product warranties at any time prior to the Final Warranty review, District PM shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work and a schedule for completion.
d. The District PM may agree to final payment before the warranty period expires.

4. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.
5. Architect shall respond to the DSA "90-day" letter.
6. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the LLB GC's contract.
7. Architect shall prepare a set of Record Drawings for the Project, as required by District and coordinated by the CM and/or District PM based upon the received As Built Document Set.
   a. Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) set of final Record Drawings for District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives based upon the construction LLB GC's representations of actual construction. Architect shall deliver the Record Drawings to District at completion of the construction in a format acceptable to District, and it shall be a condition precedent to District's approval of Architect's final payment.
   b. Provide Record Documents in both an indexed, electronic PDF, and "live" CADD-based editable files of site and building plans ready for use by District Facilities Staff.
   c. Provide one set of Record Documents as follows:
      i. A complete set of CDs incorporating LLB GC's mark-ups of all changes.
      ii. A simplified set of drawings including site plan and floor plans with room names and numbers and door swings and numbers. Drawings to be provided as one indexed, electronic PDF set to the District's CM.
      iii. The CADD drawing files shall be bound by sheet with Xrefs (external reference, a method to link external files into a main drawing for

better organization) and similarly linked files, so that all necessary files required to read each sheet are included. Each sheet shall be tested to ensure it is correctly bound with all external references and shall be appropriately named using the sheet number. Record documents set, drawings and specifications to have indexes updated to reflect any changes that have occurred.

iv. Provide an indexed, electronic PDF and original Word document electronic versions of the Project Manual / specifications via shared file transfer.

d. Architect may insert the following notice on the Record Drawings: "These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.

e. Record drawings (or Plans) prepared pursuant to the requirements of the Contract Documents, that reflect all changes made during the performance of the Work, recording differences between the original design of the Work and the Work as constructed upon completion of the Project

8. Upon request of the District PM, the Architect will assist in coordination of all Services required to close-out the design and construction of the Project with District and among Consultants.
9. When the design and construction of the Project is complete, District shall prepare and record with the County Recorder a Notice of Completion for the Project.
10. Deliverables and Number of Copies
    (i) Upon completion of the Project, all related Project documents, Record Drawings, and DSA-required documents. These are the sole property of District.
    (ii) Campus specific documentation prepared by the Architect;
        i. Campus facility map and site/floor plan diagram identifying all major rooms and spaces and key utility shut-off locations and control stations. Example diagram available from District M & O Office. PDF and Auto CADD format.
        ii. Fire Evacuation site/floor plan diagram identifying all major rooms and spaces. PDF and Auto CADD format.
        iii. Updated campus 1A Diagrams as outlined by the Office of School Planning, California Department of Education, in an electronic, PDF indexed and Auto CADD format.
11. Meetings
    During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    (i) Architect shall visit the District PM, CM as necessary or when requested, sufficient to determine that the Project is in accordance with the plans, specifications and all required contractual obligations.

J. MEETINGS / SITE VISITS / WORKSHOPS

Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite District and/or its representative to participate in these meetings. Architect

shall keep a separate log to document design/coordination comments generated in these meetings.

1. General Meeting, Site Visit, and Workshop Requirements
    a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, LLB GC, and/or CM, as applicable.
    b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.
    c. As required, Architect shall provide at no additional cost to District copies of all documents or other information needed for each meeting, site visit, and workshop.
    d. Each meeting may last up to a full day (eight (8) hours) and shall be held at District office or at the Project site, unless otherwise indicated.
    e. District intends to bring on a LLB GC and CM, the Architect will be responsible for coordinating with the LLB GC, CM, and District PM during the design and construction phases (i.e., SD, DD, CD, construction admin, closeout, etc.) with items such as constructability review, front ends, scheduling, bidding/GMP development and generation, value engineering and cost estimating.
    f. Refer to specific phase section for detailed information concerning meetings associated with each subsection. I.e., SD, DD, CD, etc.
    g. Meetings by Building Use: Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building use or type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)

2. Meetings During at Project Start-Up: One (1) Kick-off meeting
    a. Within the first week following execution of the Agreement, Architect shall participate in one (1) Project kick-off meeting to determine the Project intent, scope, budget and timetable, which shall encompass the following:
        i. Architect, its appropriate consultant(s), and District staff, shall attend the meeting.
        ii. The Project kick-off meeting will introduce key team members from District and Architect to each other, defining roles and responsibilities relative to the Project.
        iii. During this meeting, Architect shall:
            a) Identify and review pertinent information and/or documentation necessary from District for the completion of the Project.
            b) Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
            c) Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
            d) Review documentation of the Project kick-off meeting prepared by District's representative and comment prior to distribution.

3. Meetings During Schematic Design Phase

a. Within the first two weeks following the start of the SD Phase, Architect shall conduct one (1) design workshop[s] with District's facilities team and site personnel to complete a basic design framework. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with Architect's preliminary design. This workshop shall include the following:
    i. Architect shall designate its team member duties and responsibilities.
    ii. Architect and District shall review District goals and expectations.
    iii. District shall provide input and requirements.
    iv. Architect, District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
    v. Prepare and/or revise the scope of work list and general work plan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.
    vi. Establish methods to facilitate the communication and coordination efforts for the Project.
    vii. Participate in LLB GC interview screening process.
    viii. Coordinate with Schematic Phase section on identified meetings.

4. Meetings During Design Development Phase

    a. At the time designated for completion of the DD package, Architect shall conduct four(4) meeting[s] with District to review the following:
        i. Present the DD package for review and comment to proceed with preparation of final plans and specification.
            a) Architect, LLB GC, and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
        ii. Architect shall conduct value engineering workshop(s), as requested by District, which shall include all of Architect's Consultant(s), District, LLB GC, during the DD Phase. This workshop shall be ongoing and may include several meetings.
        iii. Participate in CM interview screening process, as requested by District.
        iv. Coordinate with Design Development Phase section on identified meetings.

5. Meetings During Construction Documents Phase

    a. CM shall lead a reconciliation of scope/cost workshop with the Architect, LLB GC, and District.
        i. CM shall lead one (1) scope/cost workshop.
        ii. If required, a follow up may be required.
        iii. Coordinate with Construction Document Phase section on identified meetings.

6. Meetings During Bidding/GMP Phase

    a. Attend and take part in pre-bid site walks/ meeting(s), per package or submittal, with all potential subcontractor bidders, LLB GC, District staff, and CM.
    b. Participate in subcontractor bidding questions and providing appropriate answers, as required.

7. Meetings During Construction Administration Phase (weekly Project meetings until entire Project is complete)
    a. Attend project kick-off meeting(s) with the project team, LLB GC, District PM, and CM to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.
    b. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.
    c. Participate in weekly Project meetings with LLB GC, CM and District PM, to review with District staff the progress of the work. Architect agrees to attend weekly Project meetings and weekly site walks, at no additional cost to District, until the work of the Project is complete.
    d. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.
8. Citizens' Bond Oversight Committee Meetings
    a. Architect acknowledges that the design and construction of the Project is subject to oversight by District's citizen bond oversight committee. Architect shall, at District's direction, attend District citizen bond oversight committee meeting(s) and present Architect's design to District's citizen bond oversight committee for review.
    b. Architects shall provide an allowance to attend two (2) CBOC meetings during the life of the contract.
9. Governing Board Meetings
    a. Architect acknowledges that District's Governing Board must approve all designs. Architect shall, at District's direction, attend District Governing Board meeting(s) and present Architect's design to District's Governing Board for review and approval.
    b. Architects shall provide an allowance to attend two (2) Governing Board meetings during the life of the contract.
10. Meetings by Building Type
    a. Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)
    b. This quantity shall be negotiated and justified, as appropriate, for each campus project in the AOR's proposal.

END OF EXHIBIT

EXHIBIT B

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by District:

A. Providing services as directed by District that are not part of the Basic Services of this Agreement, or otherwise included within **Exhibit A**.

B. Providing deliverables or other items in excess of the number indicated in **Exhibit A**. Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform District that expected deliverables may be in excess of the number indicated in **Exhibit A**, so that District can procure the additional deliverables itself or direct Architect to procure the deliverables at District's expense or on District's account at a specific vendor.

C. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

D. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

E. Providing services made necessary by the default of LLB GC(s).

F. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by LLB GC(s) and after Architect has completed all of its obligations and tasks under the Agreement.

G. Providing services as an expert and/or witness for District in any mediation, arbitration, and/or trial in which Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

H. The following rates, which include overhead, administrative cost, and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement.

Job Title	**Hourly Rate**
Principal In Charge:	$260-$300
Project Director:	$240-$280
Sr. Project Manager:	$220-$260
Sr. Architect QA/QC:	$200-$250
Sr. Project Coordinator:	$180-$200
Designer	$140-$170
Interior Designer	$140-$170
Administration Assistance	$110-$150

I. The mark-up on any approved reimbursable item of Extra Services shall not exceed five percent (5%).

1. The following reimbursable items are approved for mark-up:

   a. Sub-consultant Invoices.

2. Any approved item of Extra Services not identified in the above list may not be marked up.

J. **Format and Content of Invoices**

1. Architect acknowledges that District requires Architect's invoices to include detailed explanations of the Services performed. For example, a six-hour charge for "RFIs and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives" is unacceptable and will not be payable. A more detailed explanation, with specificity, is required. This includes a separate entry for each RFI, Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives, etc.

2. For example, the following descriptions, in addition to complying with all other terms of this Agreement, would be payable. The times indicated below are just placeholders:

Review RFI 23; review plans and specifications for response to same; prepare responses to same and forward to contractor/developer ("LLB GC"), District PM, construction manager ("CM"), and project inspector ("IOR").	0.8 hours
Review AED/CED/COR; review scope of same and plans and specifications for appropriateness of same; prepare draft change order and language for same.	0.7 hours
Review AED/CED/COR; review scope of same and plans and specifications for appropriateness of same; prepare rejection of AED/CED/COR for review by District PM, LLB GC, CM, IOR.	1.2 hours

END OF EXHIBIT

EXHIBIT C

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver one (1) electronic copy to District along with the monthly billing.

B. Architect shall complete Services required under the Schematic Design ("SD") Phase within **96 calendar days** after written authorization from District to proceed.

C. Architect shall complete Services required under the Design Development ("DD") Phase within **50 calendar days** after receipt of a written authorization from District to proceed.

D. Architect shall complete Services required under Construction Documents ("CD") Phase within **63 calendar days** after written authorization from District PM to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with DSA review the Construction Documents back-check stage.

1. 100% Submittal Package **63 calendar days**
2. Final Contract Documents after Final Back-Check Stage **30 calendar days**

E. The durations stated above include the review periods of **22 calendar days** required by the District.

F. All times to complete tasks set forth in this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by the District.

Task Name	Duration	Start	Finish
Monte Verde ES Project Schedule	691 days	**Thu 1/23/26**	**Fri 9/15/28**
Design, SD-DD-Part II	407 days	Fri 1/23/26	Mon 8/16/27
Schematic Design Phase	**96 days?**	**Fri 1/23/26**	**Fri 6/5/26**
Board Authorization -Part II	1 day	Thu 12/11/25	Thu 12/11/25
Execute AOR Agreement	1 day	Fri 1/23/26	Fri 1/23/26
Design Team Kick-Off Meeting	1 day	Mon 1/26/26	Mon 1/26/26
Meetings	**30 days**	**Tue 2/3/26**	**Mon 3/16/26**
SIM/BMT Bi-Weekly Meeting	1 day	Tue 2/3/26	Tue 2/3/26
MVES School Meeting #1	1 day	Thu 3/12/26	Thu 3/12/26
MVES School Meeting #2	1 day	Fri 3/13/26	Fri 3/13/26
M&O & IT Meeting	1 day	Mon 3/16/26	Mon 3/16/26
Schematic Design Drawings & Specs	**59 days**	**Tue 2/3/26**	**Fri 4/24/26**
Basis Of Design			

	Preliminary Meeting at DSA	1 day	Wed 2/18/26	Wed 2/18/26
	Review Preliminary Scope with BMT	42 days	Mon 2/23/26	Tue 4/21/26
	SD Const. Cost Estimate	17 days	Tue 4/14/26	Wed 5/6/26
	BMT Construction Cost Estimate	10 days	Thu 5/7/26	Wed 5/20/26
	SIM/BMT Budget Reconciliation Mtg #1	1 day	Thu 5/21/26	Thu 5/21/26
	Reconciliation of Scope & Cost	5 days	Fri 5/22/26	Thu 5/28/26
	SIM/BMT Budget Reconciliation Mtg #2	1 day	Fri 5/29/26	Fri 5/29/26
	BMT (PSC & Next Phase Authorization)	15 days	Mon 5/18/26	Fri 6/5/26
	Design Development Phase	**50 days**	Mon 6/8/26	Fri 8/14/26
	Design Development Drawings & Specs	35 days	Tue 6/9/26	Mon 7/27/26
	Team Meeting/Coordination	2 days	**Tue 7/28/26**	**Wed 7/29/26**
	Meetings	**11 days**	**Fri 6/19/26**	**Fri 7/3/26**
	SIM/BMT Bi-Weekly Meeting	1 day	Fri 6/19/26	Fri 6/19/26
	MVES School Meeting #1	1 day	Wed 6/24/26	Wed 6/24/26
	MVES School Meeting #2	1 day	Tue 6/30/26	Tue 6/30/26
	M&O & IT Meeting	1 day	Fri 7/3/26	Fri 7/3/26
	Review DD Scope with BMT	2 days	Thu 7/16/26	Fri 7/17/26
	Local Fire Marshal Sign-Off	1 day	Thu 7/30/26	Thu 7/30/26
	DD Const. Cost Estimate	7 days	Tue 6/30/26	Wed 7/8/26
	LLB GC Cost Estimate	10 days	Thu 7/9/26	Wed 7/22/26
	SIM/BMT Budget Reconciliation MTG #1	1 day	Thu 7/23/26	Thu 7/23/26
	Reconciliation of Scope & Cost	5 days	Fri 7/24/26	Thu 7/30/26
	SIM/BMT Budget Reconciliation Mtg #2	1 day	Fri 7/31/26	Fri 7/31/26
	BMT (PSC & Next Phase Authorization)	10 days	Mon 8/3/26	Fri 8/14/26
	Construction Document Phase	**63 days**	**Mon 8/17/26**	**Wed 11/11/26**
	Meetings	**11 days**	**Mon 8/24/26**	**Mon 9/7/26**
	SIM/BMT Bi-Weekly Meeting	1 day	Tue 9/8/26	Tue 9/8/26
	CM Scope & Cost Workshop	1 day	Wed 9/9/26	Wed 9/9/26
	CM/LLB GC and District Meeting	2 days	Thu 9/10/26	Fri 9/11/26
	Registration For Project Submittal 1-REG	56 days	Wed 8/26/26	Wed 11/11/26
	90% CD Drawings & Specs	5 days	Fri 9/18/26	Thu 9/24/26
	90% CD Const. Cost Estimate	7 days	Fri 9/25/26	Mon 10/5/26
	LLB GC Cost Estimate	10 days	Tue 10/6/26	Mon 10/19/26
	SIM/BMT 90% Budget Reconciliation	2 days	Tue 10/20/26	Wed 10/21/26
	SIM/BMT review prior to DSA	4 days	Thu 10/22/26	Tue 10/27/26
Review	Pick-up LLB GC/CM/BMT Constructability	5 days	Wed 10/28/26	Tue 11/3/26
	Team Coordination	4 days	Wed 11/4/26	Mon 11/9/26
	Submit Documents to DSA	2 days	Tue 11/10/26	Wed 11/11/26
	Dsa Submittal Review Phase	**120 days?**	**Thu 11/12/26**	**Wed 4/28/27**
	Meetings	**5 days?**	**Thu 12/3/26**	**Wed 12/9/26**
	SIM/BMT Bi-Weekly Meeting	5 days	Thu 12/3/26	Wed 12/9/26
	DSA Plan Review	103 days	Fri 11/13/26	Tue 4/6/27
	Cd Final Back-Check Stage	**CD**		
	SIM/District/BMT Review Plans & Specs	5 days	Tue 3/23/27	Mon 3/29/27

Pick-up SIM/District/BMT Constructability Review	5 days	Tue 3/30/27	Mon 4/5/27
Pick-up DSA Comments	10 days	Tue 4/6/27	Mon 4/19/27
DSA Back Check	4 days	Tue 4/20/27	Fri 4/23/27
DSA Scans	3 days	Mon 4/26/27	Wed 4/28/27
Bid/GMP (BMT Mstr Sch)	**55 days**	**Thu 4/29/27**	**Wed 7/14/27**
Coordinate with CM & LLB GC	7 days	Fri 4/30/27	Mon 5/10/27
Trade Contractor Bidding	10 days	Fri 5/7/27	Thu 5/20/27
Pre-Bid Walk	2 days	Fri 5/21/27	Mon 5/24/27
Pre-Bid RFI	7 days	Tue 5/25/27	Wed 6/2/27
Bid Opening	5 days	Thu 6/3/27	Wed 6/9/27
GMP Evaluation With CM, LLB GC & BMT	4 days	Wed 6/9/27	Mon 6/14/27
Submission of GMP	5 days	Tue 6/15/27	Mon 6/21/27
Board Acceptance of GMP	14 days	Tue 6/22/27	Fri 7/9/27
NTP Issued to LLB GC	3 days	Mon 7/12/27	Wed 7/14/27
Construction Phase			
Construction (BMT Mstr Sch)	**275 days**	Thu 7/15/27	Wed 8/2/28
Project Close-Out (BMT Mstr Sch)	**60 days**	Thu 8/3/28	Wed 10/25/28

END OF EXHIBIT

EXHIBIT D

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in **Exhibit A**, or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and **Exhibit B**, there shall be no payment for extra costs or expenses.

2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.

3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE	
Phase	**Phase Amount**
Schematic Design ("SD") Phase	18%
Design Development ("DD") Phase	15%
Construction Documents ("CD") Phase-Submittal to DSA	30%
Approval by DSA	5%
Bidding/GMP Phase	2%
Construction Contract Administration Phase	25%
Close Out Phase	5%
Generate Punch List 1%	
Sign Off On Punch List 1%	
Receive and Review All M & O Documents 1%	
Filing All DSA Required Close Out Documents 1%	
Receiving DSA Close Out, including DSA, Preparation and approval of the final set of Record Drawings, Evacuation maps updated. Provide updated 1A diagrams, 1%	
TOTAL BASE COMPENSATION	**100%**

B. Method of Payment

1. Invoices shall be on a form approved by District and are to be submitted to District via District's authorized representative.

2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).

3. Architect shall submit to District for approval a copy of Architect's monthly pay request format.

4. Upon receipt and approval of Architect's invoices, District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

   a. **For Schematic Design ("SD") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by District.

   b. **For Design Development ("DD") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by District.

   c. **For Construction Documents ("CD") Phase:**

      Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by District.

   d. **For Bidding/Guaranteed Maximum Price ("GMP") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's award of the bid.

   e. **For Construction Contract Administration ("CA")Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's notice of completion.

   f. **For Close Out:**

      Lump sum payment no sooner than thirty-five (35) days and no later than forty-five (45) days after completion of all items in this Phase.

Part 2 AOR RFP for Monte Verde Elementary School Modernization Project

DETAIL FEE PROPOSAL

Project:	**Monte Verde Elementary School**											Issued 11/19/2025
Address:	**Street, City, Zip**										**Fee Proposal Date:**	11/20/2025
Bond Project #:												
Architect:	**SIM Architects, Inc.**											
			Part 2 Scope of Services & Tasks									**Totals**
		Hourly Rate	**Schematic Design**	**Design Development**	**Construction Documents**	**Project Approvals/DSA**	**Bidding/ GMP Phase**	**Construction Administration**	**Close Out Phase**	**Total Hours**	**Costs**	
Architecture	**Consultant Name**		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Principal	SIM	$260	29	29	59	3	1	41	3	165	$42,900	
Project Director	SIM	$240	32	28	53	10	4	44	8	179	$42,960	
Sr. Project Manager	SIM	$220	421	310	458	139	52	659	147	2186	$480,920	
Sr. Architects QC/QA	SIM	$200	76	64	127	4	0	21	0	292	$58,400	
Senior Project Coordinator	SIM	$160	143	191	542	40	13	199	32	1160	$185,600	
Administrative Asst.	SIM	$110	56	46	117	15	6	97	19	356	$39,160	
	Total Hours		**757**	**668**	**1356**	**211**	**76**	**1061**	**209**	**4338**	**Subtotal Architect's Fee:**	**$849,940**
Services	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**			
Mechanical & Plumbing												
Consultant Name:	H&M		$8,606	$7,172	$14,344	$2,391	$956	$11,953	$2,390	411	$47,812	
Electrical, Low Voltage												
Consultant Name:	Belden		$16,180	$13,483	$26,967	$4,494	$1,798	$22,472	$4,495	661	$89,889	
Structural												
Consultant Name:	ZFA		$3,335	$2,779	$5,558	$926	$371	$4,632	$925	109	$18,526	
Civil Engineering												
Consultant Name:	BKF		$19,616	$16,347	$32,694	$5,449	$2,180	$27,245	$5,448	532	$108,979	
Consultant Name:												
Cost Estimator	Silva Cost Consulting		$4,256	$3,547	$15,842	$0	$0	$0	$0	135	$23,645	
Subtotal Base Services/ Subconsultants*:			**$51,993**	**$43,328**	**$95,405**	**$13,260**	**$5,305**	**$66,302**	**$13,258**	**1848**		**$288,851**
Total Fee Base Services (AOR + Consultants)												**$1,138,791**
* There is no markup on Subconsultants Fees												
** Any CHPS scope, as well as any services not delineated within the PSC-PA authorization, will constitute Additional Services subject to separate authorization.												
Note: Site Topographical Survey and Utility Location Survey provided by District												
Accepted Alternates (Per Acceptance Letter)	**Consultant Name**		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Alternate 1-Replace FAS	Belden		$6,840	$5,700	$11,400	$1,900	$760	$9,500	$1,900	164	$38,000	
Alternate 2-HVAC Repairs	H&M		$12,596	$10,497	$20,994	$3,499	$1,400	$17,495	$3,499	450	$69,980	
Subtotal Alternates			**$ 19,436**	**$ 16,197**	**$ 32,394**	**$ 5,399**	**$ 2,160**	**$ 26,995**	**$ 5,399**	614		**$107,980**
Supplemental Services	Consultant Name		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Interim Housing-Civil	BKF		$3,510	$2,925	$5,850	$975	$390	$4,875	$975	100	$19,500	
Interim Housing-MP	H&M		$2,790	$2,325	$4,650	$775	$310	$3,875	$775	98	$15,500	
Interim Housing-ELV	Belden		$6,030	$5,025	$10,050	$1,675	$670	$8,375	$1,675	145	$33,500	
Subtotal Supplemental			**$ 12,330**	**$ 10,275**	**$ 20,550**	**$ 3,425**	**$ 1,370**	**$ 17,125**	**$ 3,425**	343		**$68,500**
*Accepted Alternates May Be Unfunded												
Total Design Basis (Base AOR + Base Consultants + Accepted Alternates+ Supplemental (IH))												**$1,315,271**
Reimbursable Expense Allowance												**$19,464**
Total Design Basis (Base AOR + Base Consultants + Accepted Alternates+ Supplemental (IH)) + Reimbursable Allowance												**$1,334,735**

END OF EXHIBIT

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: January 22, 2026

RE: Approval of Amendment #1 to the Professional Services Agreement with DSK Architects for Design and Construction Administration services for Spruce Elementary School Modernization

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On March 27, 2025, the Board of Trustees approved the professional services agreement with DSK Architects to provide project assessment services for the Spruce Elementary School Modernization Project. The project assessment was Part 1 of a two-part architectural agreement for this project.

The original scope of work for Part 1 included an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies as well as improvement opportunities. The results of the assessment informed the design team, Bond Management Team, and District Leadership about the campus needs and requirements and served as the basis for determining the scope of work that would advance to Part 2 of the modernization project. Part 2 encompasses the full architectural design and construction process, spanning from Schematic Design through Design Development, Construction Document development, Bidding and Procurement, Construction Administration, and Construction Closeout.

This agreement modification incorporates additional services for Part 2 of the architectural agreement, covering design and construction administration services.

FISCAL IMPLICATIONS:

The total cost of the additional services is $1,854,334.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	March 27, 2025	$363,025.00
Amendment No. 1 (Part 2)	January 22, 2026	$1,854,334.00
Adjusted Total		**$2,217,359.00**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment #1 to the professional services agreement with DSK Architects for additional services covering design and construction administration for the Spruce Elementary School Modernization in the amount of $1,854,334.

AMENDMENT NO. 1
TO
AGREEMENT FOR ARCHITECTURAL SERVICES
(Agreement # 25013)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
WITH
DSK ARCHITECTS

SPRUCE ELEMENTARY SCHOOL MODERNIZATION PROJECT (PART 2)

January 23, 2026

Amendment No. 1 to the Agreement for architectural services for project Design and Construction phases for the **Spruce Elementary School Modernization Project** (Part 2) as approved by the Board on January 22, 2026.

The work includes the school modernization scope for schematic design, design development, construction documents, regulatory approval, bid/GMP development and assistance, construction contract administration, and project closeout for the school modernization project.

The following modifications to the agreement are noted below inclusive of replacement of specific contract exhibits issued as part of the Part 2 modification. No other sections of the Agreement, unless specifically listed below, are modified in any way.

1. **Article 1 Definitions,** are modified to reflect the following new definition as follows:
    a. New definition called "Attachment B" has been added to the contract and numbered as sub section 1.1.4.
    b. Definition for Attachment B is inserted as new, as follows: "Section 1.1.4. Attachment B is a list of available documents issued to the Project Architect as part of Part 1, Project Assessment Phase, and carried forth into Part 2 Design and Construction Phases. These documents are located on the Google drive in the Consultant's folder".
    c. With insertion of Attachment B definition above, 1.1.4, all following definitions after 1.1.4, are re-numbered accordingly.

2. **Article 6 Fee and Method of Payment**, compensation under sub-section 6.1 is amended to reflect change in the scope for the Part 2 services and compensation The agreed upon modified compensation amount is summarized below.

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	March 27, 2025	$363,025.00
Amendment No. 1 (Part 2)	January 22, 2026	$1,854,334.00
Adjusted Total		**$2,217,359.00**

The agreed upon amount to not exceed **Two Million Two Hundred Seventeen Thousand Three hundred Fifty-Nine and 00/100 Dollars ($2,217,359.00)** based upon the rates set forth in **Exhibit D.**

3. **Article 10. Indemnity/Architect Liability**, sub section 10.2 and 10.3 are modified to reflected negotiated adjustments consistent with all current Architectural Agreements, as follows:

10.2 Architect shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim *for liability attributed to Architect.* Architect's obligation pursuant to Article 10.1 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 *reasonable* legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. Architect's obligation to defend or to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the Indemnified Parties.

10.3 Architect shall be responsible for the cost of reviewing CCDs and/or change orders caused by Architect's willful misconduct, recklessness, or negligent acts, errors or omissions. Without limiting Architect's liability for indirect cost impacts, the direct costs for *such* change orders for which Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared Contract Documents.

The posted Exhibits have been modified to reflect Part 2 scope of services and reissued with this agreement.

- EXHIBIT A – RESPONSIBILITIES AND SERVICES OF ARCHITECT-PART 2
- EXHIBIT C – SCHEDULE OF SERVICES
- EXHIBIT D – PAYMENT SCHEDULE

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

By _____ _____
Ted O Date
Assistant Superintendent - Business Services
South San Francisco Unified School District

1/8/2026

By _____ _____
Amir Kakavand, AIA, Principal, DSK Architects, Inc. Date

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT
Part 2

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT, PART 2

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Project Name: **Spruce Elementary School Modernization**

   Design Base Construction Cost Budget
   (Base + Alternates): $13,770,611.00

   Design Basis Budget: $12,812,356.00

   Additive Alternates: $958,255.00

2. The modernization project scope of work is based upon the Final Project Assessment Letter dated November 18, 2025, along with the exclusive documents of the Project Assessment Phase Scope and Cost Summary; and The Project Assessment Phase Project Scope and Cost Estimate.

3. Part 2 includes work starting with schematic design ("SD"), moving through design development ("DD"), construction documents ("CD") phases, regulatory agency approval, DSA-approvals, bidding/guaranteed maximum price ("GMP") development and assistance, construction contract administration ("CA"), DSA Close-out, and final project closeout.

4. District intends to procure the project utilizing a Lease-Leaseback Contractor/Developer ("LLB GC") inclusive of preliminary services during the design and document phases. The District intends procure a Construction Manager ("CM") Team during the construction document and later project phases. The district will use the Lease-Leaseback form of agreement and the Site and Facilities Lease bundle of documents called the "Contract Documents." LLB GC,CM, District PM, and the Architect will be responsible for collaborating and if required, jointly coordinating, during design, construction and post construction phases, with items such as but not limited to scheduling, cost estimating, constructability reviews, value engineering, project phasing, DSA-approvals, subcontractor bidding, Project Manual compilation, developing the bidding/GMP phase for Board approval, construction contract administration, DSA close-out, and final project close out.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or

omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a LLB GC's cost of performance. Architect shall advise District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.
3. District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available
    a. As-builts;
    b. Physical characteristics;
    c. Legal limitations and utility locations for the Project site(s);
    d. Written legal description(s) of the Project site(s);
    e. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
    f. Adjacent drainage;
    g. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
    h. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
    i. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
    j. Surveys, reports, as-built drawings, record drawings; and
    k. Subsoil data, chemical data, and other data logs of borings.

    Architect shall visually verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by District.

    If Architect determines that the information or documentation District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a Geotechnical Engineering and Geologic Hazard Study; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that District has not provided, then, at the soonest possible time after Architect has become aware that this additional information is needed, Architect shall request that District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through Architect, who may invoice District for those services as Extra Services.
4. Technology Backbone.
    Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with District's technology consultant and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents prepared by Architect

based on the information provided by District's technology consultant as appropriate to the level of design completion.

5. District Standards. Architect shall incorporate into its work and the work of all Consultants the adopted District standards for facilities and construction.
6. High Performance Schools. If District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

C. MANDATORY ASSISTANCE.

If a third-party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon District's request, Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

D. SCHEMATIC DESIGN PHASE.

Upon District's acceptance of Architect's work in the previous PA Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-PA Phase), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare for District's review SD documents. The deliverables expected at the end of SD phase is an acceptance letter and Project Scope and Cost Summary for the SD Phase, ("PSC Summary-SD Phase"), issued by the district, which summarizes the final SD project scope, budget and design fee reconciliation consisting of the following items inclusive of all agreed upon project alternatives:

The SD Phase documents consist of the following for each proposed system within Architect's scope of services

Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and SD preparation and estimating that are part of the Project. Also identified will be milestone activities or dates, specific task responsibilities of Architect, required completion times necessary for the review and approval by District and by pertinent regulatory agencies and additional definition of deliverables. The project acceptance letter identified an extensive list of "alternative' scopes of work to be included within the project scope.

Review the developed work plan with District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

1. Basis of Design
   Prepare a Basis of Design ("BOD") for the project that will include but not limited to code requirements, general types of construction by architectural and engineering disciplines, furnishings, equipment, and preliminary Title 24, energy, mechanical and electrical load calculations for the selected scheme, and District, state and federal accessibility features. The BOD should include CSI Master format specification sections, description, responsibility and any perceived District standards, where known or assumed.

We have a shared a sample layout within the "Attachment B" PA Phase process, in the Architect Consultant folder on the shared Google drive that is intended to provide a modifiable sample, template and a general framework to help convey the desired style, look, inclusions, etc. that the District wants in the BOD document and details in the final BOD deliverable.

2. Architectural

   SD documents shall include scope as identified below.

   a. Site plans, scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout, typical access compliance details, a documented code compliance review, identification of accessibility features, if required.
   b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration .
   c. Prepare study perspective sketches and study models to the extent necessary to convey the design concepts.
   d. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.
   e. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, exterior building elements and types of hardware inclusive of proposed color recommendations.
   f. Finish Material/Color Boards
      i. Towards the end of the SD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestrations, color and materials palettes ("color boards").
      ii. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
      iii. Present these boards to the District for final approval and/or additional feedback.
   g. Identify code requirements, include occupancy classification(s) and type of construction, site accessibility issues, and preliminary Fire and Life Safety requirements.
   h. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
   i. Preparation of a working list and actual scopes of work for additional investigative scope, this may include destructive investigations.
   j. Identification of additional areas for topographic/utility surveys to be provided.
   k. Coordinate and assist identifying areas of Geotechnical Engineering and Geologic Hazards Study, Hazardous Material investigation to be solicited by the Owner for use of the project team.
   l. Develop investigative scope of work documentation, sketch, concise narrative, technical reason for identified scopes of work, based upon the evolving design that will require field investigative work to define potential existing issues more clearly. The architect's documentation will be utilized by the District in retaining the appropriate vendor/contractor to investigate stated work.
   m. Prepare Interim Housing concepts based upon project need during the project construction phase.

3. Structural
    a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.
    b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.
    c. Prepare criteria associated with scope for Geotechnical Engineering and Geologic Hazard Study to be utilized in the District Request for Proposal effort.
4. Mechanical
    a. Make recommendations for selection and approval of systems to be incorporated into project design including but not limited to HVAC.
    b. Designers shall meet and coordinate with the District's sole source HVAC systems control vendor, Syserco, Inc.
    c. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.
    d. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
    e. Show selected system on drawings as follows:
    f. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
    g. Location and preliminary sizing of all major equipment and duct work in allocated spaces.
    h. Schematic piping.
    i. Temperature control zoning.
    j. Provide design criteria to include the intent base of design for the Project.
    k. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
5. Electrical
    a. Make recommendations for selection and approval of systems to be incorporated into the project design including but not limited to electrical, utilities, communications, data, telephone and security.
    b. Calculate overall approximate electrical loads.
    c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.
    d. Show system(s) selected on drawings as follows:
        i. Single line drawing(s) showing major distribution system.
        ii. Location and preliminary sizing of all major electrical systems and components including:
            a) Load centers.
            b) Main panels.
            c) Switch gear.
    e. Provide design criteria to include the intent base of design for the Project.
    f. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
    g. Coordination with local utility providers on any service adjustment (upgrade) inclusive of preliminary application and any associated support documentation.

h. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.

6. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    b. Irrigation -water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
    c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
    d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
    e. Fire -water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    f. For Elementary school campuses, Architect to verify in writing if District requires Alternate cost and design scenarios that assume campus Combined Domestic Water/Fire Water will be separated into two independent water systems. If required, refer to High school and Middle school campuses above (Plumbing, f).
    g. Major plumbing equipment should be scheduled indicating size and capacity.
    h. Piping should be substantially located and sized.
    i. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
    j. Legend showing all symbols used on drawings.
    k. More developed Outline Specifications indicating quality level and manufacture.
7. Civil
    a. Develop on and off-site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
    b. For High school and Middle school campuses, provide Alternate cost and design scenarios that assumes the existing campus Combined Domestic Water/ Fire Water will be separated into two independent water systems extending to existing buildings.
        i. Evaluate existing Combined Domestic Water/ Fire Water system including requirements, costs, and phasing to separate fire and domestic water. Consider a phased approach on splitting the systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
        ii. Layout phased integration of a new separate domestic and fire water systems system, provide phasing impacts, design costs, capacity issues for first phase, and which buildings may be included in the first phase.
        iii. Provide concepts for phasing all additional phases including phasing impacts, future phase design costs, capacity issues for follow-up phase phases, and which buildings may be included in the follow-up phases.
        iv. Provide separate domestic and fire water system with anticipated appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.

a) Provide Alternate cost and design scenarios that assume new split system to existing buildings with risers and fire sprinkler systems.

v. For Elementary school campuses, Architect to verify in writing if District requires Alternate cost and design scenarios that assume campus Combined Domestic Water/Fire Water will be separated into two independent water systems. If required, refer to High school and middle school campuses above (Civil, b).

vi. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

vii. Coordinate finish floor elevations with architectural site plan.

8. Landscape
   a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
   b. Irrigation - water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
9. Specifications
   Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.
   a. For the LLB GC RFP issuance, Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.
   b. Coordinate with the designated building commissioning agent for the project and provide input as needed during the SD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
   c. Coordinate with Syserco, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
   d. Coordinate with Siemens, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
10. Quality Assurance
    a. Prior to the 100% SD submittal, perform a comprehensive quality and coordination check of the entire SD set inclusive of all consultant engineering drawings. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% SD drawings.

b. Using the final 100% SD set, the District and/or its representatives will perform an independent Design Review of the documents . The Architect will receive redline design review comments from the District for incorporation into the documents during the DD phase of work.

11. Construction Cost Budget
Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Project Assessment Phase, specifically the project acceptance letter and the Project Scope and Cost Summary- Project Assessment ("PSC-PA"). The following conditions apply to the revised Construction Cost Budget:
    a. Schematic Estimates: This estimate may consist of parametric unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.
    b. General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.
    c. In addition, the estimate shall be formatted in the District's PSC Summary Form. This formatted document issued as part of the PSC-PA was issued at the conclusion of the Part I scope of work.
        i. The estimate shall separate the Project's building cost from site and utilities cost and from any Interim Housing cost . Architect shall submit to District the cost estimating format for prior review and approval.
        ii. Escalation. All estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e., Lee Saylor Index).
    d. The Architect shall meet with the District PM to reconcile this cost estimate with the independent cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance and reconcile with the PSC-PA document. This may include bid alternates based upon the PSC-PA issued to the AOR.
    e. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget without written approval from the District. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
        i. At the end of this SD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the PSC-PA and modified in this SD Phase. This conclusionary document of the SD Phase will include a District approved and completed Project Scope and Cost Summary-Schematic Design ("PSC-SD") form and a SD Phase acceptance letter issued at the conclusion SD Phase scope of work.
        ii. The SD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.

12. Phasing Framework
    a. Architect shall meet with the District PM, and or designated representative, to coordinate development of preliminary framework for potential construction phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the SD phase.

13. Deliverables and Numbers of Copies
    a. Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this phase, together with one (1) copy of each item in indexed, electronic PDF format:
        i. Breakdown of Construction Cost Budget as prepared for this Phase;
        ii. Meeting reports/minutes;
        iii. SD Document Package with alternatives, inclusive of color and material finishes documentation/samples.
        iv. Basis of Design document with CSI formatted project specifications.
        v. Statement indicating changes made to Architectural Program and Schedule; and
        vi. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.
14. Presentation
    a. Architect shall present and review with District the detailed (final) SD Document Package.
    b. Architect shall present and review with school community the detailed (final) SD Document Package.
15. Meetings

    During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a SD scope & cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the SD in order to advance to the DD phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the SD and authorization to proceed to the DD phase of work.
    b. The Architect should assume school community workshop planning sessions during the SD phase. This would include certified and classified staff and members of the parent community.
    c. Participate in LLB GC interview screening process.
    d. The Architect shall meet with the District every two weeks during this phase of the project.
    e. In summary, Architect shall participate in District meetings as follows for SD phase:
        i. One (1) Design workshop with District facilities M&O and IT team
        ii. One (1) or Two (2) total Design workshops, if required, with Nutrition Services, Librarian, Special Education Services, or Physical Education/Athletics, or any other identified special programs.
        iii. Bi-weekly Architect Coordination meetings with the District.
        iv. Minimum Four (4) Design committee meetings with the School Community. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.
        v. Minimum of Two (2) Budget scoping workshops with the District. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.

E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous SD phase, refer to the acceptance letter and Project Scope and Cost Summary ("PSC-SD"), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare the accepted deliverables from the SD Phase. The deliverable expected at the end of DD phase is an acceptance letter and Project Scope and Cost Summary for the Design Development Phase, issued by the district ("PSC-DD") which summarizes the final DD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives The DD Phase documents consist of the following for each proposed system within Architect's scope of services:

1. Architectural
    a. Scaled, dimensioned floor plans with final room locations including all openings.
    b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
    c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
    d. Identification of all fixed equipment to be installed in Project.
    e. Identification of all Door and Window systems
    f. Interior finishes identified and located within the rooms of all buildings.
    g. Site plan completely drawn with beginning notes and dimensions including grading and paving.
    h. Preliminary development of details and large-scale blow-ups.
    i. Legend showing all symbols used on drawings.
    j. Floor plans identifying all fixed and major movable equipment and furniture.
    k. Finish Material/Color Boards
        i. Towards the end of the DD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestration, color and materials palettes ("color boards") based on the preliminary presentation and feedback received from the District in the SD phase. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
        ii. Present these boards to the District for final approval and/or additional feedback.
    l. As applicable, provide updated sketch study perspectives and study models.
    m. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
    n. Further refinement of the Basis of Design for architectural, hardware, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.
    o. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
        i. Light fixtures.
        ii. Ceiling registers or diffusers.
        iii. Access Panels.
    p. Architect shall review and comment on District's construction Project Description included in the Contract Documents as part of its Services under the Agreement.

q. Architect shall prepare a description with drawings and appropriate details for a temporary construction signage documentation for the project(s).
r. Refine Interim Housing concepts based upon project need during the project construction phase.

2. Structural
    a. Structural drawings with all major members located and sized.
    b. Establish final building and floor elevations.
    c. Preliminary specifications.
    d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.
    e. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center.
    f. Supplemental structural scope of work based upon special studies requested as part of the acceptance letter.
3. Mechanical
    a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.
    b. Major mechanical equipment should be scheduled indicating size and capacity.
    c. Ductwork and piping should be substantially located and sized.
    d. Devices in ceiling should be located.
    e. Legend showing all symbols used on drawings.
    f. More developed Outline Specifications indicating quality level and manufacture.
    g. Control Systems identified.
    h. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
4. Electrical
    a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.
    b. All major electrical equipment should be scheduled indicating size and capacity.
    c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.
    d. Legend showing all symbols used on drawings.
    e. More developed and detailed Outline Specifications indicating quality level and manufacture.
    f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
    g. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.
5. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.

b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
e. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.
    i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
f. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.
    i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
g. Major plumbing equipment should be scheduled indicating size and capacity.
h. Piping should be substantially located and sized.
i. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
j. Legend showing all symbols used on drawings.
k. More developed Outline Specifications indicating quality level and manufacture.

6. Civil
    a. Further refinement of SD Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.
    b. Further refinement of SD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
    c. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
        i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
    d. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.
    e. Coordinate finish floor elevations with architectural site plan.
7. Landscape
    a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
    b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
8. Specifications
    a. Continue with development of project specifications of proposed architectural, structural, mechanical and electrical materials, systems and

equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.

b. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.

c. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications.

d. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.

9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the DD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Syserco Controls
    a. Coordinate with Syserco for the project and provide input as needed during the DD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
11. Siemens System,
    a. Coordinate with Siemens, District's sole source fire alarm system controls vendor and provide input as needed during the DD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
12. Quality Assurance
    a. Prior to the 100% DD submittal, perform a comprehensive quality and coordination check of the entire DD set inclusive of all consultant engineering drawings and specifications. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% DD drawings.
    b. Using the final 100% DD set, the LLB GC, CM, on behalf of the District PM will perform an independent Constructability / Peer review and Design Review of the drawings. The Architect will be provided the findings of the independent Constructability / Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms and redline drawings provided. The District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. The District PM approved findings and

necessary changes to the drawings and specifications are expected to be addressed and incorporated into the CD set, by the Architect.

13. Construction Cost Budget
    a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:
        i. DD Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item, costs shall be summarized by building as well as a campus total The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, LLB GC's mark-ups, and general conditions shall be listed separately.
        ii. At the end of this DD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the Part I acceptance letter and Project Scope and Cost Summary- Schematic Development ("PSC-SD"), and as modified in this DD Phase.
        iii. This conclusionary document of the DD Phase will include a District approved and completed DD Phase acceptance letter and Project Scope and Cost Summary-Design Development ("PSC-DD") form to be issued at the conclusion DD Phase scope of work.
        iv. The DD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
        v. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
        vi. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.
        vii. All planned Bid Alternates are confirmed and updated to reflect current project cost status.
    b. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with District PM, LLB GC, and the CM to further develop, review, and reconcile the Construction Cost Budget.

14. Phasing
    a. Architect shall meet with the District PM, CM, LLB GC, to coordinate development of preliminary increments, final phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the phase.

15. Deliverables and Numbers of Copies

    Architect shall provide to District the following items produced in this phase, one (1) copy of each item in indexed, PDF electronic format:
    a. DD drawing set from all professional disciplines necessary to deliver the Project;
    b. Specifications;
    c. Revised Construction Cost Budget; and
    d. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

e. The DD deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.

16. Meetings

During this DD Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J, and as noted below:

a. The Architect shall participate in a DD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the CD phase of work. Upon completion of the meeting(s)/presentation(s) to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the DD Design Phase and authorization to proceed to the Construction Document phase of work.
b. The Architect should assume school community workshop planning sessions during the DD phase. This would include certified and classified staff and members of the parent community.
c. Participate in LLB GC interview screening process, as requested by the District.
d. Participate in CM interview screening process, as requested by the District.
e. The Architect shall meet with the District every two (2) weeks during this phase of the project.
f. In summary, Architect shall meet as follows during this phase:
    i. Bi-weekly District Architect Coordination meetings with the District
    ii. Two (2) Design committee meetings with the School Community
    iii. One (1) Design workshop with District facilities M&O and IT team
    iv. Two (2) Budget scoping workshops with the District
    v. Additional meetings, as required by Building Use: Depending on the size of the schools and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc. This quantity is addressed in Section J and shall be modified as appropriate for each campus project.

17. Presentation

a. Architect shall present and review with District the detailed (final) DD Document Package. This may occur during a bi-weekly District check in meeting.
b. Architect shall present and review with school community the detailed (final) DD Document Package.

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F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous DD Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-DD Phase"), and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the DD Phase the CDs consisting of the following for each proposed system within Architect's scope of work. The deliverable expected at the end of CD phase is an acceptance letter and Project Scope and Cost Summary for the Construction Document Phase, issued by the district ("PSC-CD") which summarizes the final CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

The CD Phase documents consist of the following for each proposed system within Architect's scope of services

1. District PM and CM approved drawings and specifications
2. Owner prepared HazMat assessment report and project specifications
3. Local Fire Authority (LFA) approval (DSA-810 Form)
4. Geohazard Report and confirmed submittal to CGS (CGS acceptance required for DSA approval)
5. DSA review check (should be requested 30 days prior to submittal)
6. DSA-approved set of CD drawings and technical specifications.
7. Signed DSA-1 Form (and DSA-1L if required)
8. DSA form 403
9. DSA Replacement Cost Analysis (DSA IR EB-4)
10. Structural Calculations (if required)
11. Fire Sprinkler Calculations (if required)
12. Architect's DSA meeting minutes

All Projects subject to DSA's jurisdiction shall be submitted for review, back check, and approval, under the electronic plan review process ("EPR process"), rather than paper submission.

The CD Phase documents consisting of the following for each proposed system within Architect's scope of services listed below:

CONSTRUCTION DOCUMENTS– 100% / COMPLETION STAGE:

1. General
   Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the LLB GC in a timely fashion so as not to delay the Project.
2. Architectural
   a. Completed site plan.
   b. Completed floor plans, elevations, and sections.
   c. Architectural details and large blow-ups completed.
   d. Finish, door, and hardware schedules completed, including all details.
   e. Site utility plans completed.
   f. Fixed equipment details and identification completed.
   g. Reflected ceiling plans completed.
   h. The District will coordinate a review conversation with the Architect and the District's consultant to allow for coordinating of potential mitigation scope

aligns with the modernization project CD. Architects must provide appropriate documentation for Industrial Hygienists to use for their project documentation.

i. Architect shall prepare temporary project signage documentation for the project(s).

j. Prepare Final Interim Housing document for DSA review and approval, based upon project need during the project construction phase.

3. Structural
    a. Structural floor plans and sections with detailing completed.
    b. Structural calculations completed.
4. Mechanical
    a. Large scale mechanical details completed.
    b. Mechanical schedules for equipment completed.
    c. Control device locations completed noting controls are "by District's sole source vendor Syserco."
    d. Completed electrical schematic for environmental cooling and exhaust equipment.
    e. Complete energy conservation calculations and report.
5. Electrical
    a. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.
    b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
    c. All electrical equipment schedules completed.
    d. Special system components plans completed.
    e. Fire Alarm device and systems noting are "by District's sole source vendor Siemens."
    f. Electrical load calculations completed.
6. Plumbing
   Large scale plumbing incorporated into plans and specifications including domestic hot and cold water system, irrigation water system, sanitary sewer piping and condensation piping, gas piping and pipe runs, fire-domestic water split system phasing as appropriate for the main line into campus and identified agreed upon buildings to be included this phase, major plumbing equipment should be scheduled indicating size and capacity, piping should be substantially located and sized, plumbing plans shall indicate numbers and locations of fixtures and be in conformance with code-mandated fixture count requirements of Project, legend showing all symbols used on drawings, fully developed Specifications indicating quality level, manufacture and CD level details.
    a. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
        i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
7. Civil
    a. All site plans, site utilities, parking and roadway systems completed.
    b. Include and refine into plans and specifications all large-scale plumbing
    c. Further refinement of Design Development Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire

water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

d. Further refinement of DD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
e. For Elementary school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.
f. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.

8. Landscape
    a. All site plans identify surface improvements including landscape areas, playgrounds and equipment to reflect updates from the DD Phase Documents.
    b. Irrigation - water system with major pipe runs sized to interface with existing site conditions.
9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Quality Assurance
    a. Using the final 100% CD set, the CM, LLB GC, and District PM, will perform an independent Constructability/Peer review. The CM, LLB GC will perform a Design Review of the drawings reviewing conformance with the design program. The Architect will be provided with the findings of the independent Constructability/Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms provided. The CM, LLB GC, and District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. Upon review of the comments, the Architect and engineering team shall make all necessary changes to the drawings and specifications. These changes must be completed prior to DSA backcheck and approval.
11. Construction Cost Budget
    a. At 100% CD , Architect will prepare a cost estimate and meet with the CM, LLB GC, and District PM to reconcile this cost estimate with the independent cost estimate prepared by the LLB GC. The District PM will participate in this reconciliation process and retains the final decisioning on the reconciliation of the cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance with the budget limit.
    b. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    c. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with CM, LLB GC, District PM to further develop, review, and reconcile the Construction Cost Budget. The final decisioning on the reconciliation of the cost estimate lies with District PM.

d. At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.
e. All planned Bid Alternates are confirmed and updated to reflect current project cost status.

12. Specifications
    a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
    b. No part of the specifications shall call for designated material, product, thing, or service by specific brand or trade name unless:
        i. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or
        ii. The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.
    c. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by District and only with District's prior approval.
    d. At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to District.
    e. Coordination of the Specifications with specifications developed by other disciplines.
    f. Specifications shall be in CSI format as outlined in the District's Standards.
    g. For Bidding/GMP development with the LLB GC and for the GMP, Architect, LLB GC and CM shall review and comment on the District's Contract Documents, Addenda. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front-end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study, Addendum) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications. ,the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study, Addendum), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.
    h. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications.
    i. The CM will review and verify the Project Manual with District PM.
    j. The CM, in coordination and oversight of the District PM, will be responsible for distributing the Architect provided Project Manual, as a final document to be shared externally.
    k. The District PM requires the complete Project Manual at least seven (7) business days prior to external publication.
    l. Architect shall coordinate a minimum two-year warranty requirement on all specified materials and systems.

13. Progress Set (90% CDs)

When the CD design phase reaches 90% completion, the Architect shall upload its progress set to the District's Goggle drive or designated platform for review by the District PM, LLB GC and CM. Any comments on this "progress set" will be required to be addressed and incorporated into the final 100% CD DSA submittal set.

14. Constructability Review(s)
    LLB GC and CM shall conduct a constructability review of the CDs based upon the 90% CD set of documents. A report shall be provided to the District PM and Architect. The Architect shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse Architect's obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.
    a. Architect shall incorporate and document agreed to Constructability / Peer Review and Design Review comments prepared by the LLB GC and CM based on the CD Phase documents.
    b. Architect shall incorporate the project budget and scope modifications developed on the basis of completed CD Phase documents and shall make the necessary design revisions to conform the project scope to the signed off CD Phase
    c. Recommend to the District PM and CM any changes to the District's standard General Conditions to protect more effectively the District's interests. Architect shall not incorporate any such changes into the CDs without prior written approval of the District.
    d. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the CM and District PM. Review final commissioning report draft with building commissioning agent and provide recommendations, comments, and identify any conflicts prior to the completion of the final commissioning report.
    e. Document review and back check shall affirm coordination of the district material and system standards
15. Phasing
    a. Architect shall meet with the LLB GC, CM, and District PM to coordinate development of final phasing plans, move schedules, and finalize interim housing plans (if applicable) and any descriptions of phasing (i.e., Increment, stage, phases, etc.)
    b. When the CD design phase reaches 100% completion, the Architect shall upload its progress set to the District's Google drive or designated platform (coordinate with District PM) for review by the LLB GC, CM, and District PM. Any comments on this informal progress set will be required to be addressed and incorporated into the final 100% CDs DSA submittal set.
16. Deliverables and Numbers of Copies
    Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this Phase, together with one (1) copy of each item in indexed, PDF, electronic format:
    a. Working drawings;
    b. Specifications;
    c. Engineering calculations;
    d. Construction Cost Budgets;
    e. Statement of requirements for testing and inspection of service for compliance with CDs and applicable codes;

f. Copy of DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and
g. Statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

CONSTRUCTION DOCUMENTS FINAL BACK-CHECK STAGE

1. The CDs final back-check stage shall be for the purpose of Architect incorporating all regulatory agencies and District comments into the drawings, specifications, and 100% CD reconciled cost estimate. All changes made by Architect during this stage shall be at no additional cost to District.
2. The District's Hazardous Materials Specifications and Study and Geotechnical Engineering and Geologic Hazard Study shall be fully coordinated and integrated to the CD set submitted to the DSA, via a Project Manual, as part of the Contract Documents.
3. As discussed in the CD phase of work above, prior to issuance of the DSA Submittal Documents, the Architect shall subject all of the drawings and specifications to a complete, thorough, and documented quality control review.
4. The DSA Submittal shall, subject to DSA back-check comments, be fully detailed and coordinated with all sub-consultants, 100% complete, and ready for bid and construction.
5. CDs should be in the format as required by DSA for submittal. The District, at its discretion, may direct the Architect to participate in DSA's electronic plan submittal and review program. Architect shall comply with such request at no extra cost to the District.
6. As agent for the District, submit final documents to DSA. Revise and resubmit as required by DSA for the District to secure all approvals.
7. DSA Back-check. Architect shall incorporate all DSA back-check comments, Constructability / Peer Review comments, and Design Review comments into the design drawings and specifications per the schedule, as developed by the CM, LLB GC on behalf of the District PM. All changes to the drawings and specifications must be completed prior to the beginning of the bidding/GMP phase of the project.
    a. Architect shall update and refine the Consultants' completed Back-check CDs.
    b. Architect shall confirm that Architect and consultants have picked up all DSA backcheck comments and reconfirm that all constructability comments have been included in the DSA backcheck set.
8. The final Back-check CDs delivered to District upon completion of Architect's work shall be the DSA-approved Set and shall consist of the following:
    a. Drawings: Original tracings of all drawings on Architect's tracing paper with each Architect/Consultant's State license stamp.
    b. Specifications: Original word-processed technical specifications on reproducible masters in CSI format.
    c. Project Manual including District Front Ends "Division 0" and "Division 1", Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, , and any other required documents.
    d. Contract Documents.
9. Conclusion of CD Phase requires final stamp-out by DSA.
    a. As required by the District PM, the CM, LLB GC, and Architect shall assist in presenting the *revised* CD scope and cost document to the District. This Project Cost Summary-Construction Document ("PCS-CD") meeting is

intended to gain approval of the CD phase in order to advance to the DSA submittal and bidding phase of work.

b. Upon completion of the presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, (if required) the District PM shall issue to the Architect an Acceptance letter and PSC-CD which summarizes the *final* CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

c. Acceptance of the CD phase of work and authorization to proceed to the DSA submittal and Construction bidding/GMP phase of work.

10. Other services the Architect shall provide in the CD phase include assisting the District in obtaining approvals from appropriate authorities, and additional presentations and meetings with District Departments, school site personnel, and the community, as required and directed by the District PM.
11. Meetings
    During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a CD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the DSA submittal phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the Design and authorization to proceed.
    b. The Architect should assume school community workshop planning sessions during the construction document phase. This would include certified and classified staff and members of the parent community.
    c. The Architect shall meet with the District every two weeks during this phase of the project.
12. Presentation
    a. Architect shall present and review with District the detailed (final) Construction Document Package. This review may occur during the bi-weekly District meeting program.
    b. Architect shall present and review with school community the detailed (final) CD Package.

G. BIDDING/ GUARANTEED MAXIMUM PRICE ("GMP") PHASE

Upon District's acceptance of Architect's work in the CD Phase and assuming District has not delayed or terminated the Agreement, Architect shall collaborate with the LLB GC, CM, and the District PM to deliver Bidding/GMP Phase services for District under the Contract Documents. Architect will assist in integrating elements of the CDs approved by DSA into the District's front-end documents and project manual bundle included in the Contract Documents, in preparation for issuance of a complete set of bid documents, as follows:

1. Coordinate with LLB GC, CM, District PM to prepare a complete set of bid documents (plans and specifications, project manual bundle, Contract Documents) including the DSA Submittal approved by DSA.
2. CM to be responsible for generating and collating the addenda responses and attachments and formatting of the addenda for joint review by the LLB GC, CM

and Architect. CM is responsible for providing the District with originals of all addenda to be issued and for coordinating distribution with the District PM.

3. Bid documents shall incorporate and fully coordinate the various district consultant scopes of work such as, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, etc.
4. Collaborate with the LLB GC, CM to coordinate the bidding process which includes a defined subcontractor process and procedures for subcontractor bidding.
5. The bidding procedures and GMP contract development, expressed in the Contract Documents shall be the joint responsibility of LLB GC, CM, Architect and District. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a bidding/GMP Phase.
6. While the Project is being advertised for bids, all questions concerning intent shall be referred to District for screening and subsequent processing through the CM.
7. Participate, as required in subcontractor bidding questions and providing appropriate answers, as required. For example, LLB GC, CM and Architect, Architect's sub-consultants will need to respond to RFI's during Bid reviews.
8. In the event that items requiring interpretation of technical drawings or specifications are discovered during the bidding period, those items shall be analyzed by Architect for decision by District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by Architect and issued by District PM.
9. Architect will submit to and gain approval from DSA, as required for all appropriate addenda prior to construction.
10. The LLB GC, CM, and Architect shall assist the District with review, evaluation and, if necessary, recommendations for awarding the construction contract.
11. Attend all pre-bid job walks and lead review of project design scopes.
12. As part of the bid opening/GMP development, the architect shall participate in the process by reviewing, evaluating and, if necessary, offering recommendations for the final GMP.
13. Deliverables and Number of Copies
    Within fourteen (14) days of the end of this Bidding/GMP Phase, CM shall provide to District a one tabbed, PDF, electronic (1) copy of the following items produced in this Phase, in electronic format:
    a. Meeting report/minutes from the kick-off meeting;
    b. Meeting report/minutes from the pre-bid site walk.
14. Conformed Set-(Issue for Construction Set)
    Upon Board approval of the GMP Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued within 14 calendar days this set shall be referred to as the "Issue for Construction Set".
    a. Architect shall supply District with one (1) complete, digital (PDF) , indexed, reproducible, conforming set of plans and specifications marked as a "Issue for Construction- Conforming Set" with all changes "bubbled" in plans and specifications.
15. In the extraordinary event that documents must be issued for bid prior to DSA approval, the architect shall prepare appropriate documents summarizing the project scope inclusive of bid addenda to minimized scope gap for a full and complete bid. Potential impacts that we perceived DSA documentation and cost allowances. i.e., there may be a need to bid addendum documents or information required to assist in defining a scope of bid during the GMP Phase, the LLB GC

maybe required to add a cost allowance within the final GMP addressing potential scope gap that could have been defined by a formal addendum document.

H. CONSTRUCTION CONTRACT ADMINISTRATION PHASE AND CLOSE-OUT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform CA Phase services for District as follows:

a. Architect's responsibility to provide basic services for the CA Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon District's terminating the Agreement, whichever is earlier.
b. Utilize the bond program's web-based project management system software for full project document control.

1. Construction Oversight and Project Certification Process
    a. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector's Qualification Record (form DSA 5 or more current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).
    b. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.
    c. Prior to commencement of construction, Architect shall provide PDF copy and (1) the DSA approved CDs and (2) the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.
    d. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.
    e. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved CDs. Personal contact shall include visits to the Project site by Architect or engineer or their qualified representative to observe construction. This staff member will be charged with representing the design team in responding to questions and clarifications needed on site to minimize disruption to construction. Other consultants representing specialty services are required to perform similar on-site services for periods agreed-to between the Architect and the District.
    f. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved CDs.
    g. Architect shall coordinate all responses to DSA field trip notes with the CM and District PM.
    h. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior

to the Project Inspector signing off that section of the project inspection card.

i. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.

j. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved CDs so that District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of Architect are terminated for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

2. Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives

   a. Architect, CM, and District PM shall review all of LLB GC Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives to determine if those requests are valid and appropriate. Architect shall provide, upon request, a recommendation to CM and District PM as to whether the change should be approved, partially approved, returned to the LLB GC for clarification, or rejected within five (5) working days of receipt, including commentary on which portions of change event represent additional costs and which may be credits.

   b. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders and approval by DSA. CM and/or District PM shall request these Construction Change Documents and drawings from Architect, which shall be provided at no additional cost unless designated as Extra Services by District. The original tracing(s) and/or drawings and contract wording for change orders Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives shall be submitted to District PM for duplication and distribution. The CM will be responsible for analyzing cost submittals. The CM will prepare and process any required Contract Modifications, Change Events, Change Orders, or Change Expenditure Directives for the District, LLB GC and Architect.

3. Submittals

   a. Architect shall review and approve or take other appropriate action upon LLB GC's submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

   b. Architect, upon request of the CM and/or District PM, shall review LLB GC's schedule of submittals and advise CM and/or District PM on whether that schedule is complete. Architect shall provide CM and/or District PM with proposed revisions to this schedule and advise CM and/or District PM on whether District should approve this schedule.

   c. Architect's action upon LLB GC's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of LLB GC's while allowing sufficient time in Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed fourteen (14) calendar days from its receipt by Architect. Architect's response to each submittal shall be a substantive and acceptable response. These fourteen

(14) daytimes period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents.

d. Review and advise the District as to the approval of substitutions proposed by the LLB GC, including deadline for substitution changes, including advice as to whether or not acceptance of the substitutions will require substantial revision to the Contract Documents. Additional costs incurred by the Architect for substantial revision, as determined by the District, of documents to accommodate the substitutions or equals shall be compensated as Additional Services, if not due to Architect errors or omissions. Written notice of substantial revision review required at least 20 calendar days in advance of submission of submittal to District to review.

4. ASIs.
   During the course of construction as part of the basic services, Architect will prepare and issue Architect's Supplemental Instruction (ASI's) for contract changes and/or clarifications to the drawings as approved and directed by the CM, District PM as soon as possible so as not to delay the prosecution of the work.
5. RFIs.
   During the course of construction as part of the basic services, Architect must respond to all Requests for Information ("RFI") as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed seven (7) calendar days from receipt by Architect. Architect's response to each RFI shall be a substantive and acceptable response. This seven-day time period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the CM and Project Inspector, if any.
   a. Categorize all RFIs by attributes as listed. This will assist the District in tracking the percentage of additional costs incurred attributable to, for example, Owner requests, Architect responsibility, unforeseen conditions, LLB GC responsibility, other LLB GC generated conditions, and new regulatory mandates.
6. Notices of Deficient Work.
   On the basis of on-site observations, Architect shall keep District informed of the progress and the quality of the work and shall endeavor to guard District against defects and deficiencies in the work. Architect shall timely notify District in writing of any defects or deficiencies in the work by any of District's LLB GC that Architect may observe. However, Architect shall not be a guarantor of the LLB GC's performance.
7. Inspections and Testing.
   a. The District will be responsible for providing day-to-day field inspection services and shall cooperate and coordinate with the Architect in matters pertaining to the Architect's work. The Architect and its sub-consultants shall, in turn, coordinate and cooperate with the CM to time visits jointly to observe and discuss the LLB GC's field work and installation to reduce duplication of work. There will be times when the requested architectural presence or visits shall have simultaneous bilateral or trilateral LLB GC representation and attendance. Architect shall also coordinate and cooperate

as needed with the designated building commissioning agent as required and directed by the CM, District PM.

b. Review proposed procedures and results of testing and special inspection procedures that are required by the construction Contract Documents, and report comments to the District. Review and advise the District on special testing and/or inspection that may arise due to field conditions or as requested by appropriate authorities. It is understood that separate contracts for testing and special inspection consultants, laboratories or agencies will be arranged by the CM for approval by the District. Attend inspections with appropriate consultants when requested to do so by the District.

c. The Architect shall advise the District to reject work that the Architect knows does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to implement the intent of the Contract Documents, the Architect will advise the District to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is fabricated, installed or completed.

8. Punchlist.
   After compilation of the initial punch list by the LLB GC, the Architect, in coordination with the CM, will develop the final punch list, participate in site visits to determine and track the status of the acceptability of all punch list items, participate in the final review of the Project and advise the District as to the approval of work performed by LLB GC. The Architect formally sign-off on the completed project punch list.

9. Commissioning.
   Cooperate with District's building commissioning agent in arranging for building commissioning, start-up and testing, adjusting and balancing and the coordination of operational testing and proper functioning of all installed equipment.

10. As-Built Drawings.
    Architect, in conjunction with the CM, shall review and evaluate for District the LLB GC's documentation of the actual construction performed during the Project that the LLB GCs should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives , and detailed by District's LLB GC on a Conforming Set. The LLB GC shall submit to the Architect a single posted PDF set of Constriction Documents for their use in preparing Record Drawings (documents)

11. O&M Manuals and Warranties.
    Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications. Warranty timeline is a 2-year period.

12. Start-up.
    Architect shall also provide, at District's request, architectural/engineering advice to District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the LLB GC's work.

a. Update checklists of all special inspection and testing, equipment startups, submittals, warranties, guarantees, maintenance and operation manuals, extra stock requirements and all other close-out documents that will be required of the LLB GC or assist CM in doing so as directed.

13. Payment Statements.
    Recommendations of Payment by Architect constitute Architect's representation to District that work has progressed to the point indicated to the best of Architect's knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.
    a. Conduct observations and review completed work to determine the date or dates of beneficial occupancy and the date of final completion and in writing advise the District as to the same. The Architect shall advise the District as to the appropriateness of the issuance of a Contract Payment Final Recommendation.
14. Claims.
    Review and advise the District and attend meetings when requested on claims, disputes and other matters in question between LLB GC and the District relating to the interpretation of the construction Contract Documents or proposed changes to the same.
15. Meetings.
    During this CA Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.
    a. The Architect and its sub-consultants, as appropriate to the stage of construction, shall make routine visits to the project site on a weekly basis to attend progress meetings and be available on a pre-arranged basis to observe that the progress of the work, the character, scope and quality of construction, the finish materials, compliance with applicable codes and the standard of workmanship generally conforms with the intent of the design as expressed in the Contract Documents and by the Architect's directives. These visits are not to be construed to require supervision or inspection.
    b. The Architect shall advise and report to the District in writing of any non-conforming items or issues of concern observed during such visits. The Architect shall attend project meetings as requested by the District. Such visits, project meetings and project reports shall occur no less than once a week, and more often as may be necessary to clarify items in the work or to clarify the Architect's intent in the design of the project in the event such clarifications are necessary. The Architect's sub-consultants shall make such visits and attend project meetings when appropriate to observe the progress of work designed or specified by them.

I CLOSE OUT PHASE

As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for District as required in a timely manner:

1. Architect, in coordination with the CM/District PM, shall review the Project and observe the construction as required to determine when the LLB GC has completed the construction of the Project and shall complete Architect close out lists, and District PM provided punch lists of items that remain in need of correction or completion.
2. Architect, in coordination with the CM/District PM, will review and comment on the CM collected documents including CM project close out lists. CM will forward to

District and/or designated representatives all written warranties, operation manuals, and spare parts, and close out lists.

3. The Architect, upon request from the CM/District PM, shall assist District maintenance and operation personnel in conducting Warranty Inspections during the Warranty Period following Final Completion as set forth below. In the event of phased construction and phased beneficial occupancy, the following activities shall apply to each phase:
    a. Architect, shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work. shall be responsible for all scheduling for completion of systems, components, equipment, and finishes that have failed to meet the specified performance criteria or the terms of specific product warranties during the warranty period following Substantial Completion.
    b. The Final Warranty review shall take place no earlier than the 21st month following warranty effective date and no later the month following warranty effective date. If required, upon request, the Architect shall coordinate with the designated building commissioning agent as directed by the District PM.
    c. In the event that systems, components, equipment, and finishes fail to meet the specified performance criteria or the terms of specific product warranties at any time prior to the Final Warranty review, District PM shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work and a schedule for completion.
    d. The District PM may agree to final payment before the warranty period expires.
4. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.
5. Architect shall respond to the DSA "90-day" letter.
6. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the LLB GC's contract.
7. Architect shall prepare a set of Record Drawings for the Project, as required by District and coordinated by the CM and/or District PM based upon the received As Built Document Set.
    a. Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) set of final Record Drawings for District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives based upon the construction LLB GC's representations of actual construction. Architect shall deliver the Record Drawings to District at completion of the construction in a format acceptable to District, and it shall be a condition precedent to District's approval of Architect's final payment.
    b. Provide Record Documents in both an indexed, electronic PDF, and "live" CADD-based editable files of site and building plans ready for use by District Facilities Staff.
    c. Provide one set of Record Documents as follows:
        i. A complete set of CDs incorporating LLB GC's mark-ups of all changes.
        ii. A simplified set of drawings including site plan and floor plans with room names and numbers and door swings and numbers. Drawings

to be provided as one indexed, electronic PDF set to the District's CM.

iii. The CADD drawing files shall be bound by sheet with Xrefs (external reference, a method to link external files into a main drawing for better organization) and similarly linked files, so that all necessary files required to read each sheet are included. Each sheet shall be tested to ensure it is correctly bound with all external references and shall be appropriately named using the sheet number. Record documents set, drawings and specifications to have indexes updated to reflect any changes that have occurred.

iv. Provide an indexed, electronic PDF and original Word document electronic versions of the Project Manual / specifications via shared file transfer.

d. Architect may insert the following notice on the Record Drawings: "These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.

e. Record drawings (or Plans) prepared pursuant to the requirements of the Contract Documents, that reflect all changes made during the performance of the Work, recording differences between the original design of the Work and the Work as constructed upon completion of the Project

8. Upon request of the District PM, the Architect will assist in coordination of all Services required to close-out the design and construction of the Project with District and among Consultants.
9. When the design and construction of the Project is complete, District shall prepare and record with the County Recorder a Notice of Completion for the Project.
10. Deliverables and Number of Copies
    a. Upon completion of the Project, all related Project documents, Record Drawings, and DSA-required documents. These are the sole property of District.
    b. Campus specific documentation prepared by the Architect;
        i. Campus facility map and site/floor plan diagram identifying all major rooms and spaces and key utility shut-off locations and control stations. Example diagram available from District M & O Office. PDF and Auto CADD format.
        ii. Fire Evacuation site/floor plan diagram identifying all major rooms and spaces. PDF and Auto CADD format.
        iii. Updated campus 1A Diagrams as outlined by the Office of School Planning, California Department of Education, in an electronic, PDF indexed and Auto CADD format.
11. Meetings

    During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:

    a. Architect shall visit the District PM, CM as necessary or when requested, sufficient to determine that the Project is in accordance with the plans, specifications and all required contractual obligations.

J. MEETINGS / SITE VISITS / WORKSHOPS

Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all

coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite District and/or its representative to participate in these meetings. Architect shall keep a separate log to document design/coordination comments generated in these meetings.

1. General Meeting, Site Visit, and Workshop Requirements
    a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, LLB GC, and/or CM, as applicable.
    b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.
    c. As required, Architect shall provide at no additional cost to District copies of all documents or other information needed for each meeting, site visit, and workshop.
    d. Each meeting may last up to a full day (eight (8) hours) and shall be held at District office or at the Project site, unless otherwise indicated.
    e. District intends to bring on a LLB GC and CM, the Architect will be responsible for coordinating with the LLB GC, CM, and District PM during the design and construction phases (i.e., SD, DD, CD, construction admin, closeout, etc.) with items such as constructability review, front ends, scheduling, bidding/GMP development and generation, value engineering and cost estimating.
    f. Refer to specific phase section for detailed information concerning meetings associated with each subsection. I.e., SD, DD, CD, etc.
    g. Meetings by Building Use: Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building use or type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)
2. Meetings During at Project Start-Up: One (1) Kick-off meeting
    a. Within the first week following execution of the Agreement, Architect shall participate in one (1) Project kick-off meeting to determine the Project intent, scope, budget and timetable, which shall encompass the following:
        i. Architect, its appropriate consultant(s), and District staff, shall attend the meeting.
        ii. The Project kick-off meeting will introduce key team members from District and Architect to each other, defining roles and responsibilities relative to the Project.
        iii. During this meeting, Architect shall:
            a) Identify and review pertinent information and/or documentation necessary from District for the completion of the Project.
            b) Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
            c) Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
            d) Review documentation of the Project kick-off meeting prepared by District's representative and comment prior to distribution.

3. Meetings During Schematic Design Phase
    a. Within the first two weeks following the start of the SD Phase, Architect shall conduct one (1) design workshop[s] with District's facilities team and site personnel to complete a basic design framework. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with Architect's preliminary design. This workshop shall include the following:
        i. Architect shall designate its team member duties and responsibilities.
        ii. Architect and District shall review District goals and expectations.
        iii. District shall provide input and requirements.
        iv. Architect, District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
        v. Prepare and/or revise the scope of work list and general work plan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.
        vi. Establish methods to facilitate the communication and coordination efforts for the Project.
        vii. Participate in LLB GC interview screening process.
        viii. Coordinate with Schematic Phase section on identified meetings.
4. Meetings During Design Development Phase
    a. At the time designated for completion of the DD package, Architect shall conduct four(4) meeting[s] with District to review the following:
        i. Present the DD package for review and comment to proceed with preparation of final plans and specification.
            a) Architect, LLB GC, and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
        ii. Architect shall conduct value engineering workshop(s), as requested by District, which shall include all of Architect's Consultant(s), District, LLB GC, during the DD Phase. This workshop shall be ongoing and may include several meetings.
        iii. Participate in CM interview screening process, as requested by District.
        iv. Coordinate with Design Development Phase section on identified meetings.
5. Meetings During Construction Documents Phase
    a. CM shall lead a reconciliation of scope/cost workshop with the Architect, LLB GC, and District.
        i. CM shall lead one (1) scope/cost workshop.
        ii. If required, a follow up may be required.
        iii. Coordinate with Construction Document Phase section on identified meetings.
6. Meetings During Bidding/GMP Phase
    a. Attend and take part in pre-bid site walks/ meeting(s), per package or submittal, with all potential subcontractor bidders, LLB GC, District staff, and CM.
    b. Participate in subcontractor bidding questions and providing appropriate answers, as required.

7. Meetings During Construction Administration Phase (weekly Project meetings until entire Project is complete)
    a. Attend project kick-off meeting(s) with the project team, LLB GC, District PM, and CM to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.
    b. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.
    c. Participate in weekly Project meetings with LLB GC, CM and District PM, to review with District staff the progress of the work. Architect agrees to attend weekly Project meetings and weekly site walks, at no additional cost to District, until the work of the Project is complete.
    d. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.
8. Citizens' Bond Oversight Committee Meetings
    a. Architect acknowledges that the design and construction of the Project is subject to oversight by District's citizen bond oversight committee. Architect shall, at District's direction, attend District citizen bond oversight committee meeting(s) and present Architect's design to District's citizen bond oversight committee for review.
    b. Architects shall provide an allowance to attend two (2) CBOC meetings during the life of the contract.
9. Governing Board Meetings
    a. Architect acknowledges that District's Governing Board must approve all designs. Architect shall, at District's direction, attend District Governing Board meeting(s) and present Architect's design to District's Governing Board for review and approval.
    b. Architects shall provide an allowance to attend two (2) Governing Board meetings during the life of the contract.
10. Meetings by Building Type
    a. Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)
    b. This quantity shall be negotiated and justified, as appropriate, for each campus project in the AOR's proposal.

END OF EXHIBIT

EXHIBIT C

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver two (2) hard copies and one (1) electronic copy to District along with the monthly billing.

B. Architect shall complete Services required under the Schematic Design Phase within **103 calendar days** after written authorization from District to proceed.

C. Architect shall complete Services required under the Design Development Phase within **133 calendar days** after receipt of a written authorization from District to proceed.

D. Architect shall complete Services required under Construction Documents Phase within **231 calendar days** after written authorization from District to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with DSA review the Construction Documents back-check stage.

1. 50% Submittal Package **91 calendar days**
2. 100% Submittal Package **140 calendar days**
3. Final Contract Documents after Final Back-Check Stage **63 calendar days**

E. The durations stated above include the review periods of **28 calendar days** required by District.

F. All times to complete tasks set forth in this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by District.

Task Name	Duration	Start	Finish
Board Approval of Design Phase	1 day	Thu 1/22/26	Thu 1/22/26
Schematic Design Development (SD)	**103 days**	**Fri 1/23/26**	**Tue 5/5/26**
SD Dwgs	42 days	Fri 1/23/26	Thu 3/5/26
Design Workshop - Facilities M&O & IT	1 day	Fri 1/23/26	Fri 1/23/26

Design Workshop - Nutrition, Libr, Spe Ed Phys Ed	2 days	Mon 1/26/26	Tue 1/27/26
Design Committee Mtg #1	2 days	Wed 1/28/26	Thu 1/29/26
Design Committee Mtg #2	2 days	Tue 2/3/26	Wed 2/4/26
Design Committee Mtg #3	2 days	Tue 2/10/26	Wed 2/11/26
Design Committee Mtg #4	2 days	Tue 2/17/26	Wed 2/18/26
DSA Pre-App Mtg	7 days	Fri 3/6/26	Thu 3/12/26
SD QA/QC Review	7 days	Fri 3/6/26	Thu 3/12/26
Cost Est	21 days	Fri 3/13/26	Thu 4/2/26
Budget Scoping Workshop #1	4 days	Fri 4/3/26	Mon 4/6/26
Budget Scoping Workshop #2	2 days	Tue 4/7/26	Wed 4/8/26
SD Reply to Budget Scoping & Revised Cost Est	14 days	Thu 4/9/26	Wed 4/22/26
SD Docs Presentation/Submission To District	1 day	Thu 4/23/26	Thu 4/23/26
SD Docs Presentation to School Community	5 days	Fri 4/24/26	Tue 4/28/26
District Review & Comment of SD Documents	7 days	Wed 4/29/26	Tue 5/5/26
End SD - District Authorization to Proceed to DD	0 days	Tue 5/5/26	Tue 5/5/26
Design Development (DD)	**133 days**	**Wed 5/6/26**	**Tue 9/15/26**
DD Package (25% CD Package)	63 days	Wed 5/6/26	Tue 7/7/26
Design Workshop - Facilities M&O & IT	7 days	Wed 5/6/26	Tue 5/12/26
Design committee meetings with the School Community	7 days	Tue 5/12/26	Mon 5/18/26
Design committee meetings with the School Community	7 days	Tue 5/19/26	Mon 5/25/26
Consultant Coordination for DD Documents	7 days	Tue 5/26/26	Mon 6/1/26
DD QA/QC Review	7 days	Wed 7/8/26	Tue 7/14/26
Cost Est DD	21 days	Wed 7/15/26	Tue 8/4/26
DD Budget Scoping Workshop #1	7 days	Wed 8/5/26	Tue 8/11/26
DD Budget Scoping Workshop #2 (if needed)	7 days	Wed 8/12/26	Tue 8/18/26
DD Reply to Budget Scoping & Revised Cost Est	14 days	Wed 8/19/26	Tue 9/1/26
DD Docs Presentation/Submission To District	7 days	Wed 9/2/26	Tue 9/8/26
DD Docs Presentation to School Community	7 days	Wed 9/9/26	Tue 9/15/26
District Authorization to Proceed with CDs	0 days	Tue 9/15/26	Tue 9/15/26
Construction Documents(CD)	**231 days**	**Wed 9/16/26**	**Tue 5/4/27**
Interim Housing for Bldg. C	42 days	Wed 9/16/26	Tue 10/27/26
CD 50% Prepare Package	49 days	Wed 10/28/26	Tue 12/15/26
DSA Reg	54 days	Mon 9/21/26	Fri 11/13/26
CD 95% Prepare Package	49 days	Wed 12/16/26	Tue 2/2/27
CD 95% Docs Submission To District & DSA	0 days	Tue 2/2/27	Tue 2/2/27
CD QA/QC Review	21 days	Wed 2/3/27	Tue 2/23/27
District Review & Comment of CD 95% Documents	14 days	Wed 2/3/27	Tue 2/16/27
L/LB GC & CM Constructability & Design Review	14 days	Wed 2/3/27	Tue 2/16/27

Reply to District	14 days	Wed 2/17/27	Tue 3/2/27
CD Cost Est Submittal	21 days	Wed 3/3/27	Tue 3/23/27
CD Budget Scoping Workshop #1	7 days	Wed 3/24/27	Tue 3/30/27
CD Budget Scoping Workshop #2 (if needed) & Revised Cost Est	7 days	Wed 3/31/27	Tue 4/6/27
Reply to Budget Scoping	28 days	Wed 4/7/27	Tue 5/4/27
DSA (Estimated Total)	**140 days?**	**Tue 2/2/27**	**Tue 6/22/27**
DSA Submittal	0 days	Tue 2/2/27	Tue 2/2/27
DSA Review (Estimate)	91 days	Wed 2/3/27	Tue 5/4/27
DSA Back-check	49 days	Wed 5/5/27	Tue 6/22/27
DSA Approval	0 days	Tue 6/22/27	Tue 6/22/27
Final Back-Check Stage	14 days	Wed 6/23/27	Tue 7/6/27
Lease-Lease Back Contract	**210 days**	**Wed 9/16/26**	**Tue 4/13/27**
GC Selection	98 days	Wed 9/16/26	Tue 12/22/26
Pre-Construction Services	112 days	Wed 12/23/26	Tue 4/13/27
Construction Procurement	**93 days**	**Tue 7/6/27**	**Wed 10/6/27**
Bid Period	35 days	Tue 7/6/27	Mon 8/9/27
Bid Date	1 day	Tue 8/10/27	Tue 8/10/27
Review of Bids	14 days	Wed 8/11/27	Tue 8/24/27
Notice to Proceed	1 day	Wed 8/25/27	Wed 8/25/27
Contracting	42 days	Thu 8/26/27	Wed 10/6/27
Construction and Closeout	**588 days**	**Thu 10/7/27**	**Wed 5/16/29**
Construction	504 days	Thu 10/7/27	Wed 2/21/29
Substantial Completion	0 days	Wed 2/21/29	Wed 2/21/29
Punch list	14 days	Thu 2/22/29	Wed 3/7/29
Closeout	84 days	Thu 2/22/29	Wed 5/16/29
Project Completion	0 days	Wed 5/16/29	Wed 5/16/29

END OF EXHIBIT

EXHIBIT D

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in **Exhibit A**, or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and **Exhibit B**, there shall be no payment for extra costs or expenses.

2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.

3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE	
Phase	**Phase Amount**
Schematic Design ("SD") Phase	12.5%
Design Development ("DD") Phase	17.5%
Construction Documents ("CD") Phase-Submittal to DSA	30%
Approval by DSA	5%
Bidding/GMP Phase	2%
Construction Contract Administration Phase	28%
Close Out Phase	5%
Generate Punch List 1%	
Sign Off On Punch List 1%	
Receive and Review All M & O Documents 1%	
Filing All DSA Required Close Out Documents 1%	
Receiving DSA Close Out, including DSA, Preparation and approval of the final set of Record Drawings, Evacuation maps updated. Provide updated 1A diagrams, 1%	
TOTAL BASE COMPENSATION	**100%**

B. Method of Payment

1. Invoices shall be on a form approved by District and are to be submitted to District via District's authorized representative.

2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).

3. Architect shall submit to District for approval a copy of Architect's monthly pay request format.

4. Upon receipt and approval of Architect's invoices, District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

   a. **For Schematic Design ("SD") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by District.

   b. **For Design Development ("DD") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by District.

   c. **For Construction Documents ("CD") Phase:**

      Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by District.

   d. **For Bidding/Guaranteed Maximum Price ("GMP") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's award of the bid.

   e. **For Construction Contract Administration ("CA")Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's notice of completion.

   f. **For Close Out:**

      Lump sum payment no sooner than thirty-five (35) days and no later than forty-five (45) days after completion of all items in this Phase.

Part 2 AOR RFP for Spruce ES

FEE PROPOSAL

Project:	**Spruce School**	Issued 11/18/2025
Address:	**501 Spruce Ave, South San Francisco, CA 94080**	
Bond Project #:	**Measure T**	
Architect:	**dsk Architects**	

			Part 2 Scope of Services & Tasks									Totals
		Hourly Rate	Schematic Design	Design Development	Construction Documents	Project Approvals/DSA	Bidding/GMP Phase	Construction Administration	Close Out Phase	Total Hours	Costs	
Architecture	**Consultant Name**		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Principal		$275	17	17	18	1	1	1	0	55	$15,125	
Principal Architect		$215	95	105	200	5	0	0	0	405	$87,075	
Project Manager		$215	218	156	324	30	8	375	38	1149	$247,035	
Job Captain		$175	327	301	454	70	5	1,445	135	2737	$478,975	
Specifications		$175	30	30	45	0	0	0	0	105	$18,375	
Designer/CAD		$130	312	296	454	70	8	215	0	1355	$176,150	
Designer/CAD		$130	282	296	454	70	5	0	0	1107	$143,910	
Designer/CAD		$130	165	140	310	0	0	0	0	615	$79,950	
Administrative		$130	10	10	10	10	10	10	10	70	$9,100	
Subtotal Architect's Fee:	**(Hours Per Phase)**		**1,456**	**1,351**	**2,269**	**256**	**37**	**2,046**	**183**	7598		$1,255,695.00
											$1,255,695.00	
Services	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**			
Mechanical												
Consultant Name:	H&M Mechanical Group		$ 13,200	$ 22,000	$ 35,200	$ 4,400	$ 1,760	$ 8,800	$ 2,640		$88,000	
Plumbing												
Consultant Name:	Included in Mechanical											
Electrical												
Consultant Name:	Belden Consulting Engineers		$ 9,005	$ 12,615	$ 21,615	$ 3,600	$ 1,440	$ 20,175	$ 3,600		$72,050	
Telcom, AV, Security												
Consultant Name:	Included in Electrical											
Structural *												
Consultant Name:	Treat Structural Engineering		$ 7,000	$ 10,000	$ 25,000	$ 4,000	$ 2,000	$ 5,000	$ 900		$53,900	
Civil Engineering												
Consultant Name:	CSW|ST2		$ 9,050	$ 12,675	$ 21,700	$ 3,620	$ 1,450	$ 20,265	$ 3,620		$72,380	
SWPPP												
Consultant Name (if varies from Civil):	See Civil											
Fire Alarm												
Consultant Name:	Included in Electrical											
Roofing / Envelope / Waterproofing Consultant (if Required)												
Consultant Name:	McGinnis Chen Associates, Inc.		$ 9,350	$ 11,000	$ 16,500	$ -	$ -	$ -	$ -		$36,850	
Cost Estimator												
Consultant Name:	Jacques Consulting		$ 26,950	$ 30,800	$ 34,100	$ 5,500	$ -	$ -	$ -		$97,350	
Other Consultant (Landscape)												
Consultant Name:	ANLA		$ 3,863	$ 4,525	$ 6,622	$ 1,104	$ 441	$ 4,414	$ 1,103		$22,072	
Other Consultant												
Consultant Name:	Not Used											
Subtotal Base Services/ Subconsultants:**			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		$442,602.00	$442,602.00
Total Fee Base Services (AOR + Consultants)											$1,698,297.00	$1,698,297.00

* Tier 1 & Tier 2 Assessment are available, identify any sub-part cost associated with the Structural Mitigation Study

**Define percentage of sub-consultant mark-up

Note: Site Topographical Survey and Utility Location Survey provided by District

Accepted Alternates (Per Acceptance Letter)	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**			
#1 - Blg C Voluntary Seismic	Arch & Struct		$ 5,190	$ 5,946	$ 10,260	$ 1,560	$ 364	$ 9,820	$ 485		$33,625	
#2 - Off-street drop-off lane	Arch Civil, LS & Struct		$ 8,402	$ 9,641	$ 16,536	$ 2,606	$ 566	$ 15,444	$ 1,266		$54,461	
#3 - Upper Yard Play Struct.	Arch, Civil & LS		$ 3,051	$ 3,086	$ 5,385	$ 898	$ 243	$ 4,830	$ 458		$17,951	
Not Used			$ -	$ -	$ -	$ -	$ -	$ -	$ -		$0	
Not Used			$ -	$ -	$ -	$ -	$ -	$ -	$ -		$0	
Not Used			$ -	$ -	$ -	$ -	$ -	$ -	$ -		$0	
Not Used			$ -	$ -	$ -	$ -	$ -	$ -	$ -		$0	
Subtotal Alternates			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		$106,037.00	

*Accepted Alternates May Be Unfunded

Total Design Basis (Base AOR + Base Consultants + Accepted Alternates)	$1,804,334.00
Reimbursable Expense Allowance	$50,000

Consulant Fees include a 10% administrative fee.

Total Design Basis (Base AOR + Base Consultants + Accepted Alternates) + **Reimbursable Allowances**	$1,854,334.00

END OF EXHIBIT

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: January 22, 2026

RE: Approval of Amendment #2 to the Professional Services Agreement with Multistudio Architects for Design and Construction Administration Services for El Camino High School Modernization

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On December 12, 2024, the Board of Trustees approved the professional services agreement with Multistudio Architects to provide project assessment services for the El Camino High School Modernization Project. The project assessment was Part 1 of a two-part architectural agreement for this project.

The original scope of work for Part 1 included an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies as well as improvement opportunities. The results of the assessment informed the design team, Bond Management Team, and District Leadership about the campus needs and requirements and served as the basis for determining the scope of work that would advance to Part 2 of the modernization project. Part 2 encompasses the full architectural design and construction process, spanning from Schematic Design, through Design Development, Construction Document development, Bidding and Procurement, Construction Administration, and ultimately Construction Closeout.

This agreement modification incorporates additional services for Part 2 of the architectural agreement, covering design and construction administration.

FISCAL IMPLICATIONS:

The total cost of the additional services is $3,736,924.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	December 12, 2024	$431,009.00
Amendment No. 1	July 10, 2025	$6,170.00
Amendment No. 2 (Part 2)	January 22, 2026	$3,736,924.00
Adjusted Total		**$4,174,103.00**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment #2 to the professional services agreement with Multistudio Architects for additional services covering design and construction administration for the El Camino High School Modernization in the amount of $3,736,924.

AMENDMENT NO. 2
TO
AGREEMENT FOR ARCHITECTURAL SERVICES
(Agreement # 25005)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
WITH
MULTISTUDIO ARCHITECTS

EL CAMINO HIGH SCHOOL
MODERNIZATION PROJECT (PART 2)

JANUARY 23, 2026

Amendment No. 2 to the Agreement for architectural services for project Design and Construction phases for the El Camino High School Modernization Project (Part 2) as approved by the Board on January 22, 2026.

The work includes the school modernization scope for schematic design, design development, construction documents, regulatory approval, bid/GMP development and assistance, construction contract administration, and project closeout for the school modernization project.

The following modifications to the agreement are noted below inclusive of replacement of specific contract exhibits issued as part of the Part 2 modification. No other sections of the Agreement, unless specifically listed below, are modified in any way.

1. **Article 1 Definitions,** are modified to reflect the following new definition as follows:
    a. New definition called "Attachment B" has been added to the contract and numbered as sub section 1.1.4.
    b. Definition for Attachment B is inserted as new, as follows: "Section 1.1.4 Attachment B is a list of available documents issued to the Project Architect as part of the Part I, Project Assessment Phase, and carried forth into Part II Design and Construction Phase. These documents are located on the Google drive in the Consultant's folder".
    c. With insertion of Attachment B definition above, 1.1.4, all following definitions after 1.1.4, are re-numbered accordingly.

2. **Article 3 Architect Staff**, has been modified from the Project Assessment phase **staffing** to reflect changes within the architectural team and key consultants**.**

    a. Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

    b. Architect agrees that the following key people in Architect's firm shall be associated with the Project in the following capacities:

    Architect,

Principal In Charge:	Greg Johnson
Project Manager:	Yuan Liang
Project Architect:	Sean Walton
Project Designer:	Zulhumar Turghun

Major Consultants,

Structural:	Justin Fahey, Thornton Tomasetti
Civil:	Brian Scott, BKF
Civil:	Tim Heffernan, BKF
Cost Estimating:	Ryan Craven, HLCM
Electrical, Fire Alarm, LV:	David Johnson, The Engineering Enterprise
Mechanical, Plumbing, FP:	Glenn Friedman, Taylor Engineering
Waterproofing:	Nicole Chatterton, RDH
Elevator:	Edwin Essary, J E Sellen Consulting, LLC
Code Consulting :	Matisen Shaeffer, Jensen Hughes
Specifications:	Faith Brown, Integrated Specification Solutions
Landscape Architect:	Patricia Algara, BASE Landscape Architecture
Acoustic Engineer:	Ethan Salter, Salter, Inc.
Building Scanning:	McCown Gordon Construction
CDE & OPSC Consultant:	Scott Hanson, Tri Group, Inc.

3. **Article 6 Fee and Method of Payment**, compensation under sub-section 6.1 is amended to reflect change in the scope for the Part 2 services and compensation The agreed upon modified compensation amount is summarized below.

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	December 12, 2024	$431,009.00
Amendment No. 1	July 10, 2025	$6,170.00
Amendment No. 2 (Part 2)	January 22, 2026	$3,736,924.00
Adjusted Total		**$4,174,103.00**

The agreed upon amount to not exceed **Four Million One Hundred Seventy-Four Thousand One-Hundred Three and 00/100 Dollars ($4,174,103.00)** based upon the rates set forth in **Exhibit D.**

4. **Article 10. Indemnity/Architect Liability**, sub section 10.2 and 10.3 are modified to reflected negotiated adjustments consistent with all current Architectural Agreements, as follows:

10.2 Architect shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim *for liability attributed to Architect.* Architect's obligation pursuant to Article 10.1 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 *reasonable* legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. Architect's obligation to defend or to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the Indemnified Parties.

10.3 Architect shall be responsible for the cost of reviewing CCDs and/or change orders caused by Architect's willful misconduct, recklessness, or negligent acts, errors or omissions. Without limiting Architect's liability for indirect cost impacts, the direct costs for *such* change orders for which Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared Contract Documents.

The posted Exhibits have been modified to reflect Part 2 scope of services and reissued with this agreement.

- EXHIBIT A – RESPONSIBILITIES AND SERVICES OF ARCHITECT-PART 2
- EXHIBIT B – CRITERIA AND BILLING FOR EXTRA SERVICES
- EXHIBIT C – SCHEDULE OF SERVICES
- EXHIBIT D – PAYMENT SCHEDULE

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

By _____ _____

Ted O — Date
Assistant Superintendent - Business Services
South San Francisco Unified School District

By Greg Johnson — January 8, 2026

Greg Johnson , AIA, Principal, Multistudio Architects — Date

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT
Part 2

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT, PART 2

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Project Name: **El Camino High School Modernization**

   Design Base Construction Cost Budget
   (Base + Alternates): $26,056,686.00

   Design Basis Budget: $20,343,761.00

   Additive Alternates: $5,712,925.00

2. The modernization project scope of work is based upon the Final Project Assessment Letter dated October 17, 2025, along with the exclusive documents of the Project Assessment Phase Scope and Cost Summary; and The Project Assessment Phase Project Scope and Cost Estimate.
3. Part 2 includes work starting with schematic design ("SD"), moving through design development ("DD"), construction documents ("CD") phases, regulatory agency approval, DSA-approvals, bidding/guaranteed maximum price ("GMP") development and assistance, construction contract administration ("CA"), DSA Close-out, and final project closeout.
4. District intends to procure the project utilizing a Lease-Leaseback Contractor/Developer ("LLB GC") inclusive of preliminary services during the design and document phases. The District intends procure a Construction Manager ("CM") Team during the construction document and later project phases. The district will use the Lease-Leaseback form of agreement and the Site and Facilities Lease bundle of documents called the "Contract Documents." LLB GC,CM, District PM, and the Architect will be responsible for collaborating and if required, jointly coordinating, during design, construction and post construction phases, with items such as but not limited to scheduling, cost estimating, constructability reviews, value engineering, project phasing, DSA-approvals, subcontractor bidding, Project Manual compilation, developing the bidding/GMP phase for Board approval, construction contract administration, DSA close-out, and final project close out.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or

omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a LLB GC's cost of performance. Architect shall advise District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.
3. District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available,
    a. As-builts;
    b. Physical characteristics;
    c. Legal limitations and utility locations for the Project site(s);
    d. Written legal description(s) of the Project site(s);
    e. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
    f. Adjacent drainage;
    g. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
    h. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
    i. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
    j. Surveys, reports, as-built drawings, record drawings; and
    k. Subsoil data, chemical data, and other data logs of borings.

    Architect shall visually verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by District.

    If Architect determines that the information or documentation District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a Geotechnical Engineering and Geologic Hazard Study; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that District has not provided, then, at the soonest possible time after Architect has become aware that this additional information is needed, Architect shall request that District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through Architect, who may invoice District for those services as Extra Services.
4. Technology Backbone.
    Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with District's technology consultant and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents prepared by Architect

based on the information provided by District's technology consultant as appropriate to the level of design completion.

5. District Standards. Architect shall incorporate into its work and the work of all Consultants the adopted District standards for facilities and construction.
6. High Performance Schools. If District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

C. MANDATORY ASSISTANCE.

If a third-party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon District's request, Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

D. SCHEMATIC DESIGN PHASE.

Upon District's acceptance of Architect's work in the previous PA Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-PA Phase), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare for District's review SD documents. The deliverables expected at the end of SD phase is an acceptance letter and Project Scope and Cost Summary for the SD Phase, ("PSC Summary-SD Phase"), issued by the district, which summarizes the final SD project scope, budget and design fee reconciliation consisting of the following items inclusive of all agreed upon project alternatives:

The SD Phase documents consist of the following for each proposed system within Architect's scope of services.

Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and SD preparation and estimating that are part of the Project. Also identified will be milestone activities or dates, specific task responsibilities of Architect, required completion times necessary for the review and approval by District and by pertinent regulatory agencies and additional definition of deliverables. The project acceptance letter identified an extensive list of "alternative' scopes of work to be included within the project scope.

Review the developed work plan with District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

1. Basis of Design
   Prepare a Basis of Design ("BOD") for the project that will include but not limited to code requirements, general types of construction by architectural and engineering disciplines, furnishings, equipment, and preliminary Title 24, energy, mechanical and electrical load calculations for the selected scheme, and District, state and federal accessibility features. The BOD should include CSI Master format specification sections, description, responsibility and any perceived District standards, where known or assumed.

We have a shared a sample layout within the "Attachment B" PA Phase process, in the Architect Consultant folder on the shared Google drive that is intended to provide a modifiable sample, template and a general framework to help convey the desired style, look, inclusions, etc. that the District wants in the BOD document and details in the final BOD deliverable.

2. Architectural

   SD documents shall include scope as identified below.

   a. Site plans, scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout, typical access compliance details, a documented code compliance review, identification of accessibility features, if required.
   b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration .
   c. Prepare study perspective sketches and study models to the extent necessary to convey the design concepts.
   d. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.
   e. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, exterior building elements and types of hardware inclusive of proposed color recommendations.
   f. Finish Material/Color Boards
      i. Towards the end of the SD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestrations, color and materials palettes ("color boards").
      ii. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
      iii. Present these boards to the District for final approval and/or additional feedback.
   g. Identify code requirements, include occupancy classification(s) and type of construction, site accessibility issues, and preliminary Fire and Life Safety requirements.
   h. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
   i. Preparation of a working list and actual scopes of work for additional investigative scope, this may include destructive investigations.
   j. Identification of additional areas for topographic/utility surveys to be provided.
   k. Coordinate and assist identifying areas of Geotechnical Engineering and Geologic Hazards Study, Hazardous Material investigation to be solicited by the Owner for use of the project team.
   l. Develop investigative scope of work documentation, sketch, concise narrative, technical reason for identified scopes of work, based upon the evolving design that will require field investigative work to define potential existing issues more clearly. The architect's documentation will be utilized by the District in retaining the appropriate vendor/contractor to investigate stated work.
   m. Prepare Interim Housing concepts based upon project need during the project construction phase.

3. Structural
    a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.
    b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.
    c. Prepare criteria associated with scope for Geotechnical Engineering and Geologic Hazard Study to be utilized in the District Request for Proposal effort.
4. Mechanical
    a. Make recommendations for selection and approval of systems to be incorporated into project design including but not limited to HVAC.
    b. Designers shall meet and coordinate with the District's sole source HVAC systems control vendor, Syserco, Inc.
    c. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.
    d. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
    e. Show selected system on drawings as follows:
        i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
        ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces.
        iii. Schematic piping.
        iv. Temperature control zoning.
        v. Provide design criteria to include the intent base of design for the Project.
        vi. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
5. Electrical
    a. Make recommendations for selection and approval of systems to be incorporated into the project design including but not limited to electrical, utilities, communications, data, telephone and security.
    b. Calculate overall approximate electrical loads.
    c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.
    d. Show system(s) selected on drawings as follows:
        i. Single line drawing(s) showing major distribution system.
        ii. Location and preliminary sizing of all major electrical systems and components including:
            a) Load centers.
            b) Main panels.
            c) Switch gear.
    e. Provide design criteria to include the intent base of design for the Project.
    f. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
    g. Coordination with local utility providers on any service adjustment (upgrade) inclusive of preliminary application and any associated support documentation.

h. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.

6. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    b. Irrigation -water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
    c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
    d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
    e. Fire -water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    f. For High School and Middle School campuses, provide Alternate cost and design scenarios that assume the existing campus Combined Domestic Water/ Fire Water will be separated into two independent water systems .
        i. Evaluate existing Combined Domestic Water/ Fire Water system including requirements, costs, and phasing to separate fire and domestic water. Consider a phased approach on splitting the systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
        ii. Layout phased integration of a new separate domestic and fire water systems, provide phasing impacts, design costs, capacity issues for first phase, and which buildings may be included in the first phase.
        iii. Provide concepts for phasing all additional phases including phasing impacts, future phase design costs, capacity issues for follow-up phase phases, and which buildings may be included in the follow-up phases.
    g. Major plumbing equipment should be scheduled indicating size and capacity.
    h. Piping should be substantially located and sized.
    i. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
    j. Legend showing all symbols used on drawings.
    k. More developed Outline Specifications indicating quality level and manufacture.

7. Civil
    a. Develop on and off-site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
    b. For High school and Middle school campuses, provide Alternate cost and design scenarios that assumes the existing campus Combined Domestic Water/ Fire Water will be separated into two independent water systems extending to existing buildings.
        i. Evaluate existing Combined Domestic Water/ Fire Water system including requirements, costs, and phasing to separate fire and domestic water. Consider a phased approach on splitting the systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
        ii. Layout phased integration of a new separate domestic and fire water systems system, provide phasing impacts, design costs, capacity

issues for first phase, and which buildings may be included in the first phase.

iii. Provide concepts for phasing all additional phases including phasing impacts, future phase design costs, capacity issues for follow-up phase phases, and which buildings may be included in the follow-up phases.

iv. Provide separate domestic and fire water system with anticipated appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.

a) Provide Alternate cost and design scenarios that assume new split system to existing buildings with risers and fire sprinkler systems.

v. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

vi. Coordinate finish floor elevations with architectural site plan.

8. Landscape
    a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
    b. Irrigation - water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
9. Specifications
    Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.
    a. For the LLB GC RFP issuance, Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.
    b. Coordinate with the designated building commissioning agent for the project and provide input as needed during the SD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
    c. Coordinate with Syserco, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
    d. Coordinate with Siemens, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
10. Quality Assurance
    a. Prior to the 100% SD submittal, perform a comprehensive quality and coordination check of the entire SD set inclusive of all consultant engineering drawings. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous

Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% SD drawings.

b. Using the final 100% SD set, the District and/or its representatives will perform an independent Design Review of the documents . The Architect will receive redline design review comments from the District for incorporation into the documents during the DD phase of work.

11. Construction Cost Budget

Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Project Assessment Phase, specifically the project acceptance letter and the Project Scope and Cost Summary- Project Assessment ("PSC-PA"). The following conditions apply to the revised Construction Cost Budget:

a. Schematic Estimates: This estimate may consist of parametric unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.
b. General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.
c. In addition, the estimate shall be formatted in the District's PSC Summary Form. This formatted document issued as part of the PSC-PA was issued at the conclusion of the Part I scope of work.
    i. The estimate shall separate the Project's building cost from site and utilities cost and from any Interim Housing cost . Architect shall submit to District the cost estimating format for prior review and approval.
    ii. Escalation. All estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e., Lee Saylor Index).
d. The Architect shall meet with the District PM to reconcile this cost estimate with the independent cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance and reconcile with the PSC-PA document. This may include bid alternates based upon the PSC-PA issued to the AOR.
e. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget without written approval from the District. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
    i. At the end of this SD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the PSC-PA and modified in this SD Phase. This conclusionary document of the SD Phase will include a District approved and completed Project Scope and Cost Summary-Schematic Design ("PSC-SD") form and a SD Phase acceptance letter issued at the conclusion SD Phase scope of work.
    ii. The SD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.

12. Phasing Framework

a. Architect shall meet with the District PM, and or designated representative, to coordinate development of preliminary framework for potential construction phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the SD phase.

13. Deliverables and Numbers of Copies
    a. Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this phase, together with one (1) copy of each item in indexed, electronic PDF format:
        i. Breakdown of Construction Cost Budget as prepared for this Phase;
        ii. Meeting reports/minutes;
        iii. SD Document Package with alternatives, inclusive of color and material finishes documentation/samples.
        iv. Basis of Design document with CSI formatted project specifications.
        v. Statement indicating changes made to Architectural Program and Schedule; and
        vi. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.
14. Presentation
    a. Architect shall present and review with District the detailed (final) SD Document Package.
    b. Architect shall present and review with school community the detailed (final) SD Document Package.
15. Meetings

    During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a SD scope & cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the SD in order to advance to the DD phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the SD and authorization to proceed to the DD phase of work.
    b. The Architect should assume school community workshop planning sessions during the SD phase. This would include certified and classified staff and members of the parent community.
    c. Participate in LLB GC interview screening process.
    d. The Architect shall meet with the District every two weeks during this phase of the project.
    e. In summary, Architect shall participate in District meetings as follows for SD phase:
        i. One (1) Design workshop with District facilities M&O and IT team
        ii. One (1) or Two (2) total Design workshops, if required, with Nutrition Services, Librarian, Special Education Services, or Physical Education/Athletics, or any other identified special programs.
        iii. Bi-weekly Architect Coordination meetings with the District.
        iv. Minimum Four (4) Design committee meetings with the School Community. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.

v. Minimum of Two (2) Budget scoping workshops with the District. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.

E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous SD phase, refer to the acceptance letter and Project Scope and Cost Summary ("PSC-SD"), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare the accepted deliverables from the SD Phase. The deliverable expected at the end of DD phase is an acceptance letter and Project Scope and Cost Summary for the Design Development Phase, issued by the district ("PSC-DD") which summarizes the final DD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives The DD Phase documents consist of the following for each proposed system within Architect's scope of services:

1. Architectural
    a. Scaled, dimensioned floor plans with final room locations including all openings.
    b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
    c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
    d. Identification of all fixed equipment to be installed in Project.
    e. Identification of all Door and Window systems
    f. Interior finishes identified and located within the rooms of all buildings.
    g. Site plan completely drawn with beginning notes and dimensions including grading and paving.
    h. Preliminary development of details and large-scale blow-ups.
    i. Legend showing all symbols used on drawings.
    j. Floor plans identifying all fixed and major movable equipment and furniture.
    k. Finish Material/Color Boards
        i. Towards the end of the DD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestration, color and materials palettes ("color boards") based on the preliminary presentation and feedback received from the District in the SD phase. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
        ii. Present these boards to the District for final approval and/or additional feedback.
    l. As applicable, provide updated sketch study perspectives and study models.
    m. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
    n. Further refinement of the Basis of Design for architectural, hardware, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.
    o. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
        i. Light fixtures.
        ii. Ceiling registers or diffusers.
        iii. Access Panels.

p. Architect shall review and comment on District's construction Project Description included in the Contract Documents as part of its Services under the Agreement.
q. Architect shall prepare a description with drawings and appropriate details for a temporary construction signage documentation for the project(s).
r. Refine Interim Housing concepts based upon project need during the project construction phase.

2. Structural
    a. Structural drawings with all major members located and sized.
    b. Establish final building and floor elevations.
    c. Preliminary specifications.
    d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.
    e. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center.
    f. Supplemental structural scope of work based upon special studies requested as part of the acceptance letter.
3. Mechanical
    a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.
    b. Major mechanical equipment should be scheduled indicating size and capacity.
    c. Ductwork and piping should be substantially located and sized.
    d. Devices in ceiling should be located.
    e. Legend showing all symbols used on drawings.
    f. More developed Outline Specifications indicating quality level and manufacture.
    g. Control Systems identified.
    h. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
4. Electrical
    a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.
    b. All major electrical equipment should be scheduled indicating size and capacity.
    c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.
    d. Legend showing all symbols used on drawings.
    e. More developed and detailed Outline Specifications indicating quality level and manufacture.
    f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
    g. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.

5. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
    c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
    d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
    e. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.
        i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
    f. Major plumbing equipment should be scheduled indicating size and capacity.
    g. Piping should be substantially located and sized.
    h. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
    i. Legend showing all symbols used on drawings.
    j. More developed Outline Specifications indicating quality level and manufacture.
6. Civil
    a. Further refinement of SD Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.
    b. Further refinement of SD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
    c. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
        i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
    d. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.
    e. Coordinate finish floor elevations with architectural site plan.
    f. Provide SWPPP Plan as required through a Qualified SWPPP Developer.
7. Landscape
    a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
    b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
8. Specifications
    a. Continue with development of project specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use

District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.

b. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.

c. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications.

d. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.

9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the DD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Syserco Controls
    a. Coordinate with Syserco for the project and provide input as needed during the DD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
11. Siemens System,
    a. Coordinate with Siemens, District's sole source fire alarm system controls vendor and provide input as needed during the DD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
12. Quality Assurance
    a. Prior to the 100% DD submittal, perform a comprehensive quality and coordination check of the entire DD set inclusive of all consultant engineering drawings and specifications. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% DD drawings.
    b. Using the final 100% DD set, the LLB GC, CM, on behalf of the District PM will perform an independent Constructability / Peer review and Design Review of the drawings. The Architect will be provided the findings of the independent Constructability / Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms and redline drawings provided. The District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. The District PM approved findings and

necessary changes to the drawings and specifications are expected to be addressed and incorporated into the CD set, by the Architect.

13. Construction Cost Budget
    a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:
        i. DD Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item, costs shall be summarized by building as well as a campus total The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, LLB GC's mark-ups, and general conditions shall be listed separately.
        ii. At the end of this DD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the Part I acceptance letter and Project Scope and Cost Summary- Schematic Development ("PSC-SD"), and as modified in this DD Phase.
        iii. This conclusionary document of the DD Phase will include a District approved and completed DD Phase acceptance letter and Project Scope and Cost Summary-Design Development ("PSC-DD") form to be issued at the conclusion DD Phase scope of work.
        iv. The DD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
        v. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
        vi. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.
        vii. All planned Bid Alternates are confirmed and updated to reflect current project cost status.
    b. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with District PM, LLB GC, and the CM to further develop, review, and reconcile the Construction Cost Budget.

14. Phasing
    a. Architect shall meet with the District PM, CM, LLB GC, to coordinate development of preliminary increments, final phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the phase.

15. Deliverables and Numbers of Copies

    Architect shall provide to District the following items produced in this phase, one (1) copy of each item in indexed, PDF electronic format:
    a. DD drawing set from all professional disciplines necessary to deliver the Project;
    b. Specifications;
    c. Revised Construction Cost Budget; and
    d. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

e. The DD deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.

16. Meetings

During this DD Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J, and as noted below:

a. The Architect shall participate in a DD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the CD phase of work. Upon completion of the meeting(s)/presentation(s) to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the DD Design Phase and authorization to proceed to the Construction Document phase of work.
b. The Architect should assume school community workshop planning sessions during the DD phase. This would include certified and classified staff and members of the parent community.
c. Participate in LLB GC interview screening process, as requested by the District.
d. Participate in CM interview screening process, as requested by the District.
e. The Architect shall meet with the District every two (2) weeks during this phase of the project.
f. In summary, Architect shall meet as follows during this phase:
    i. Bi-weekly District Architect Coordination meetings with the District
    ii. Two (2) Design committee meetings with the School Community
    iii. One (1) Design workshop with District facilities M&O and IT team
    iv. Two (2) Budget scoping workshops with the District
    v. Additional meetings, as required by Building Use: Depending on the size of the schools and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc. This quantity is addressed in Section J and shall be modified as appropriate for each campus project.

17. Presentation

a. Architect shall present and review with District the detailed (final) DD Document Package. This may occur during a bi-weekly District check in meeting.
b. Architect shall present and review with school community the detailed (final) DD Document Package.

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F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous DD Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-DD Phase"), and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the DD Phase the CDs consisting of the following for each proposed system within Architect's scope of work. The deliverable expected at the end of CD phase is an acceptance letter and Project Scope and Cost Summary for the Construction Document Phase, issued by the district ("PSC-CD") which summarizes the final CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

The CD Phase documents consist of the following for each proposed system within Architect's scope of services

1. District PM and CM approved drawings and specifications
2. Owner prepared HazMat assessment report and project specifications
3. Local Fire Authority (LFA) approval (DSA-810 Form)
4. Geohazard Report and confirmed submittal to CGS (CGS acceptance required for DSA approval)
5. DSA review check (should be requested 30 days prior to submittal)
6. DSA-approved set of CD drawings and technical specifications.
7. Signed DSA-1 Form (and DSA-1L if required)
8. DSA form 403
9. DSA Replacement Cost Analysis (DSA IR EB-4)
10. Structural Calculations (if required)
11. Fire Sprinkler Calculations (if required)
12. Architect's DSA meeting minutes

All Projects subject to DSA's jurisdiction shall be submitted for review, back check, and approval, under the electronic plan review process ("EPR process"), rather than paper submission.

The CD Phase documents consisting of the following for each proposed system within Architect's scope of services listed below:

CONSTRUCTION DOCUMENTS– 100% / COMPLETION STAGE:

1. General
   Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the LLB GC in a timely fashion so as not to delay the Project.
2. Architectural
   a. Completed site plan.
   b. Completed floor plans, elevations, and sections.
   c. Architectural details and large blow-ups completed.
   d. Finish, door, and hardware schedules completed, including all details.
   e. Site utility plans completed.
   f. Fixed equipment details and identification completed.
   g. Reflected ceiling plans completed.
   h. The District will coordinate a review conversation with the Architect and the District's consultant to allow for coordinating of potential mitigation scope aligns with the modernization project CD. Architects must provide

appropriate documentation for Industrial Hygienists to use for their project documentation.

i. Architect shall prepare temporary project signage documentation for the project(s).

j. Prepare Final Interim Housing document for DSA review and approval, based upon project need during the project construction phase.

3. Structural
    a. Structural floor plans and sections with detailing completed.
    b. Structural calculations completed.
4. Mechanical
    a. Large scale mechanical details completed.
    b. Mechanical schedules for equipment completed.
    c. Control device locations completed noting controls are "by District's sole source vendor Syserco."
    d. Completed electrical schematic for environmental cooling and exhaust equipment.
    e. Complete energy conservation calculations and report.
5. Electrical
    a. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.
    b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
    c. All electrical equipment schedules completed.
    d. Special system components plans completed.
    e. Fire Alarm device and systems noting are "by District's sole source vendor Siemens."
    f. Electrical load calculations completed.
6. Plumbing

    Large scale plumbing incorporated into plans and specifications including domestic hot and cold water system, irrigation water system, sanitary sewer piping and condensation piping, gas piping and pipe runs, fire-domestic water split system phasing as appropriate for the main line into campus and identified agreed upon buildings to be included this phase, major plumbing equipment should be scheduled indicating size and capacity, piping should be substantially located and sized, plumbing plans shall indicate numbers and locations of fixtures and be in conformance with code-mandated fixture count requirements of Project, legend showing all symbols used on drawings, fully developed Specifications indicating quality level, manufacture and CD level details.

    a. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
        i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
7. Civil
    a. All site plans, site utilities, parking and roadway systems completed.
    b. Include and refine into plans and specifications all large-scale plumbing
    c. Further refinement of Design Development Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

d. Further refinement of DD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
e. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
    i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.

8. Landscape
    a. All site plans identify surface improvements including landscape areas, playgrounds and equipment to reflect updates from the DD Phase Documents.
    b. Irrigation - water system with major pipe runs sized to interface with existing site conditions.
9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Quality Assurance
    a. Using the final 100% CD set, the CM, LLB GC, and District PM, will perform an independent Constructability/Peer review. The CM, LLB GC will perform a Design Review of the drawings reviewing conformance with the design program. The Architect will be provided with the findings of the independent Constructability/Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms provided. The CM, LLB GC, and District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. Upon review of the comments, the Architect and engineering team shall make all necessary changes to the drawings and specifications. These changes must be completed prior to DSA backcheck and approval.
11. Construction Cost Budget
    a. At 100% CD , Architect will prepare a cost estimate and meet with the CM, LLB GC, and District PM to reconcile this cost estimate with the independent cost estimate prepared by the LLB GC. The District PM will participate in this reconciliation process and retains the final decisioning on the reconciliation of the cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance with the budget limit.
    b. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    c. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with CM, LLB GC, District PM to further develop, review, and reconcile the Construction Cost Budget. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    d. At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

e. All planned Bid Alternates are confirmed and updated to reflect current project cost status.

12. Specifications
    a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
    b. No part of the specifications shall call for designated material, product, thing, or service by specific brand or trade name unless:
        i. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or
        ii. The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.
    c. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by District and only with District's prior approval.
    d. At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to District.
    e. Coordination of the Specifications with specifications developed by other disciplines.
    f. Specifications shall be in CSI format as outlined in the District's Standards.
    g. For Bidding/GMP development with the LLB GC and for the GMP, Architect, LLB GC and CM shall review and comment on the District's Contract Documents, Addenda. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front-end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study, Addendum) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications. ,the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study, Addendum), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.
    h. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications.
    i. The CM will review and verify the Project Manual with District PM.
    j. The CM, in coordination and oversight of the District PM, will be responsible for distributing the Architect provided Project Manual, as a final document to be shared externally.
    k. The District PM requires the complete Project Manual at least seven (7) business days prior to external publication.
    l. Architect shall coordinate a minimum two-year warranty requirement on all specified materials and systems.

13. Progress Set (90% CDs)
    When the CD design phase reaches 90% completion, the Architect shall upload its progress set to the District's Goggle drive or designated platform for review by the District PM, LLB GC and CM. Any comments on this "progress set" will be required to be addressed and incorporated into the final 100% CD DSA submittal set.

14. Constructability Review(s)
    LLB GC and CM shall conduct a constructability review of the CDs based upon the 90% CD set of documents. A report shall be provided to the District PM and Architect. The Architect shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse Architect's obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.
    a. Architect shall incorporate and document agreed to Constructability / Peer Review and Design Review comments prepared by the LLB GC and CM based on the CD Phase documents.
    b. Architect shall incorporate the project budget and scope modifications developed on the basis of completed CD Phase documents and shall make the necessary design revisions to conform the project scope to the signed off CD Phase
    c. Recommend to the District PM and CM any changes to the District's standard General Conditions to protect more effectively the District's interests. Architect shall not incorporate any such changes into the CDs without prior written approval of the District.
    d. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the CM and District PM. Review final commissioning report draft with building commissioning agent and provide recommendations, comments, and identify any conflicts prior to the completion of the final commissioning report.
    e. Document review and back check shall affirm coordination of the district material and system standards
15. Phasing
    a. Architect shall meet with the LLB GC, CM, and District PM to coordinate development of final phasing plans, move schedules, and finalize interim housing plans (if applicable) and any descriptions of phasing (i.e., Increment, stage, phases, etc.)
    b. When the CD design phase reaches 100% completion, the Architect shall upload its progress set to the District's Google drive or designated platform (coordinate with District PM) for review by the LLB GC, CM, and District PM. Any comments on this informal progress set will be required to be addressed and incorporated into the final 100% CDs DSA submittal set.
16. Deliverables and Numbers of Copies
    Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this Phase, together with one (1) copy of each item in indexed, PDF, electronic format:
    a. Working drawings;
    b. Specifications;
    c. Engineering calculations;
    d. Construction Cost Budgets;
    e. Statement of requirements for testing and inspection of service for compliance with CDs and applicable codes;
    f. Copy of DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and
    g. Statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved

Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

CONSTRUCTION DOCUMENTS FINAL BACK-CHECK STAGE

1. The CDs final back-check stage shall be for the purpose of Architect incorporating all regulatory agencies and District comments into the drawings, specifications, and 100% CD reconciled cost estimate. All changes made by Architect during this stage shall be at no additional cost to District.
2. The District's Hazardous Materials Specifications and Study and Geotechnical Engineering and Geologic Hazard Study shall be fully coordinated and integrated to the CD set submitted to the DSA, via a Project Manual, as part of the Contract Documents.
3. As discussed in the CD phase of work above, prior to issuance of the DSA Submittal Documents, the Architect shall subject all of the drawings and specifications to a complete, thorough, and documented quality control review.
4. The DSA Submittal shall, subject to DSA back-check comments, be fully detailed and coordinated with all sub-consultants, 100% complete, and ready for bid and construction.
5. CDs should be in the format as required by DSA for submittal. The District, at its discretion, may direct the Architect to participate in DSA's electronic plan submittal and review program. Architect shall comply with such request at no extra cost to the District.
6. As agent for the District, submit final documents to DSA. Revise and resubmit as required by DSA for the District to secure all approvals.
7. DSA Back-check. Architect shall incorporate all DSA back-check comments, Constructability / Peer Review comments, and Design Review comments into the design drawings and specifications per the schedule, as developed by the CM, LLB GC on behalf of the District PM. All changes to the drawings and specifications must be completed prior to the beginning of the bidding/GMP phase of the project.
    a. Architect shall update and refine the Consultants' completed Back-check CDs.
    b. Architect shall confirm that Architect and consultants have picked up all DSA backcheck comments and reconfirm that all constructability comments have been included in the DSA backcheck set.
8. The final Back-check CDs delivered to District upon completion of Architect's work shall be the DSA-approved Set and shall consist of the following:
    a. Drawings: Original tracings of all drawings on Architect's tracing paper with each Architect/Consultant's State license stamp.
    b. Specifications: Original word-processed technical specifications on reproducible masters in CSI format.
    c. Project Manual including District Front Ends "Division 0" and "Division 1", Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, , and any other required documents.
    d. Contract Documents.
9. Conclusion of CD Phase requires final stamp-out by DSA.
    a. As required by the District PM, the CM, LLB GC, and Architect shall assist in presenting the *revised* CD scope and cost document to the District. This Project Cost Summary-Construction Document ("PCS-CD") meeting is intended to gain approval of the CD phase in order to advance to the DSA submittal and bidding phase of work.

b. Upon completion of the presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, (if required) the District PM shall issue to the Architect an Acceptance letter and PSC-CD which summarizes the *final* CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.
c. Acceptance of the CD phase of work and authorization to proceed to the DSA submittal and Construction bidding/GMP phase of work.

10. Other services the Architect shall provide in the CD phase include assisting the District in obtaining approvals from appropriate authorities, and additional presentations and meetings with District Departments, school site personnel, and the community, as required and directed by the District PM.
11. Meetings
During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a CD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the DSA submittal phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the Design and authorization to proceed.
    b. The Architect should assume school community workshop planning sessions during the construction document phase. This would include certified and classified staff and members of the parent community.
    c. The Architect shall meet with the District every two weeks during this phase of the project.
12. Presentation
    a. Architect shall present and review with District the detailed (final) Construction Document Package. This review may occur during the bi-weekly District meeting program.
    b. Architect shall present and review with school community the detailed (final) CD Package.

G. BIDDING/ GUARANTEED MAXIMUM PRICE ("GMP") PHASE

Upon District's acceptance of Architect's work in the CD Phase and assuming District has not delayed or terminated the Agreement, Architect shall collaborate with the LLB GC, CM, and the District PM to deliver Bidding/GMP Phase services for District under the Contract Documents. Architect will assist in integrating elements of the CDs approved by DSA into the District's front-end documents and project manual bundle included in the Contract Documents, in preparation for issuance of a complete set of bid documents, as follows:

1. Coordinate with LLB GC, CM, District PM to prepare a complete set of bid documents (plans and specifications, project manual bundle, Contract Documents) including the DSA Submittal approved by DSA.
2. CM to be responsible for generating and collating the addenda responses and attachments and formatting of the addenda for joint review by the LLB GC, CM and Architect. CM is responsible for providing the District with originals of all addenda to be issued and for coordinating distribution with the District PM.

3. Bid documents shall incorporate and fully coordinate the various district consultant scopes of work such as, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, etc.
4. Collaborate with the LLB GC, CM to coordinate the bidding process which includes a defined subcontractor process and procedures for subcontractor bidding.
5. The bidding procedures and GMP contract development, expressed in the Contract Documents shall be the joint responsibility of LLB GC, CM, Architect and District. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a bidding/GMP Phase.
6. While the Project is being advertised for bids, all questions concerning intent shall be referred to District for screening and subsequent processing through the CM.
7. Participate, as required in subcontractor bidding questions and providing appropriate answers, as required. For example, LLB GC, CM and Architect, Architect's sub-consultants will need to respond to RFI's during Bid reviews.
8. In the event that items requiring interpretation of technical drawings or specifications are discovered during the bidding period, those items shall be analyzed by Architect for decision by District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by Architect and issued by District PM.
9. Architect will submit to and gain approval from DSA, as required for all appropriate addenda prior to construction.
10. The LLB GC, CM, and Architect shall assist the District with review, evaluation and, if necessary, recommendations for awarding the construction contract.
11. Attend all pre-bid job walks and lead review of project design scopes.
12. As part of the bid opening/GMP development, the architect shall participate in the process by reviewing, evaluating and, if necessary, offering recommendations for the final GMP.
13. Deliverables and Number of Copies
14. Within fourteen (14) days of the end of this Bidding/GMP Phase, CM shall provide to District a one tabbed, PDF, electronic (1) copy of the following items produced in this Phase, in electronic format:
    a. Meeting report/minutes from the kick-off meeting;
    b. Meeting report/minutes from the pre-bid site walk.
15. Conformed Set-(Issue for Construction Set)
16. Upon Board approval of the GMP Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued within 14 calendar days this set shall be referred to as the "Issue for Construction Set".
    a. Architect shall supply District with one (1) complete, digital (PDF) , indexed, reproducible, conforming set of plans and specifications marked as a "Issue for Construction- Conforming Set" with all changes "bubbled" in plans and specifications.
17. In the extraordinary event that documents must be issued for bid prior to DSA approval, the architect shall prepare appropriate documents summarizing the project scope inclusive of bid addenda to minimized scope gap for a full and complete bid. Potential impacts that we perceived DSA documentation and cost allowances. i.e. there may be a need to bid addendum documents or information required to assist in defining a scope of bid during the GMP Phase, the LLB GC maybe required to add a cost allowance within the final GMP addressing potential scope gap that could have been defined by a formal addendum document.

H. CONSTRUCTION CONTRACT ADMINISTRATION PHASE AND CLOSE-OUT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform CA Phase services for District as follows:

a. Architect's responsibility to provide basic services for the CA Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon District's terminating the Agreement, whichever is earlier.
b. Utilize the bond program's web-based project management system software for full project document control.

1. Construction Oversight and Project Certification Process
    a. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector's Qualification Record (form DSA 5 or more current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).
    b. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.
    c. Prior to commencement of construction, Architect shall provide PDF copy and (1) the DSA approved CDs and (2) the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.
    d. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.
    e. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved CDs. Personal contact shall include visits to the Project site by Architect or engineer or their qualified representative to observe construction. This staff member will be charged with representing the design team in responding to questions and clarifications needed on site to minimize disruption to construction. Other consultants representing specialty services are required to perform similar on-site services for periods agreed-to between the Architect and the District.
    f. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved CDs.
    g. Architect shall coordinate all responses to DSA field trip notes with the CM and District PM.
    h. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior to the Project Inspector signing off that section of the project inspection card.

i. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.
j. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved CDs so that District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of Architect are terminated for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

2. Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives
   a. Architect, CM, and District PM shall review all of LLB GC Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives to determine if those requests are valid and appropriate. Architect shall provide, upon request, a recommendation to CM and District PM as to whether the change should be approved, partially approved, returned to the LLB GC for clarification, or rejected within five (5) working days of receipt, including commentary on which portions of change event represent additional costs and which may be credits.
   b. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders and approval by DSA. CM and/or District PM shall request these Construction Change Documents and drawings from Architect, which shall be provided at no additional cost unless designated as Extra Services by District. The original tracing(s) and/or drawings and contract wording for change orders Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives shall be submitted to District PM for duplication and distribution. The CM will be responsible for analyzing cost submittals. The CM will prepare and process any required Contract Modifications, Change Events, Change Orders, or Change Expenditure Directives for the District, LLB GC and Architect.
3. Submittals
   a. Architect shall review and approve or take other appropriate action upon LLB GC's submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
   b. Architect, upon request of the CM and/or District PM, shall review LLB GC's schedule of submittals and advise CM and/or District PM on whether that schedule is complete. Architect shall provide CM and/or District PM with proposed revisions to this schedule and advise CM and/or District PM on whether District should approve this schedule.
   c. Architect's action upon LLB GC's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of LLB GC's while allowing sufficient time in Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed fourteen (14) calendar days from its receipt by Architect. Architect's response to each submittal shall be a substantive and acceptable response. These fourteen (14) daytimes period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way

does this provision reduce Architect's liability if it fails to prepare acceptable documents.

d. Review and advise the District as to the approval of substitutions proposed by the LLB GC, including deadline for substitution changes, including advice as to whether or not acceptance of the substitutions will require substantial revision to the Contract Documents. Additional costs incurred by the Architect for substantial revision, as determined by the District, of documents to accommodate the substitutions or equals shall be compensated as Additional Services, if not due to Architect errors or omissions. Written notice of substantial revision review required at least 20 calendar days in advance of submission of submittal to District to review.

4. ASIs.
   During the course of construction as part of the basic services, Architect will prepare and issue Architect's Supplemental Instruction (ASI's) for contract changes and/or clarifications to the drawings as approved and directed by the CM, District PM as soon as possible so as not to delay the prosecution of the work.
5. RFIs.
   During the course of construction as part of the basic services, Architect must respond to all Requests for Information ("RFI") as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed seven (7) calendar days from receipt by Architect. Architect's response to each RFI shall be a substantive and acceptable response. This seven-day time period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the CM and Project Inspector, if any.
   a. Categorize all RFIs by attributes as listed. This will assist the District in tracking the percentage of additional costs incurred attributable to, for example, Owner requests, Architect responsibility, unforeseen conditions, LLB GC responsibility, other LLB GC generated conditions, and new regulatory mandates.
6. Notices of Deficient Work.
   On the basis of on-site observations, Architect shall keep District informed of the progress and the quality of the work and shall endeavor to guard District against defects and deficiencies in the work. Architect shall timely notify District in writing of any defects or deficiencies in the work by any of District's LLB GC that Architect may observe. However, Architect shall not be a guarantor of the LLB GC's performance.
7. Inspections and Testing
   a. The District will be responsible for providing day-to-day field inspection services and shall cooperate and coordinate with the Architect in matters pertaining to the Architect's work. The Architect and its sub-consultants shall, in turn, coordinate and cooperate with the CM to time visits jointly to observe and discuss the LLB GC's field work and installation to reduce duplication of work. There will be times when the requested architectural presence or visits shall have simultaneous bilateral or trilateral LLB GC representation and attendance. Architect shall also coordinate and cooperate as needed with the designated building commissioning agent as required and directed by the CM, District PM.
   b. Review proposed procedures and results of testing and special inspection procedures that are required by the construction Contract Documents, and

report comments to the District. Review and advise the District on special testing and/or inspection that may arise due to field conditions or as requested by appropriate authorities. It is understood that separate contracts for testing and special inspection consultants, laboratories or agencies will be arranged by the CM for approval by the District. Attend inspections with appropriate consultants when requested to do so by the District.

c. The Architect shall advise the District to reject work that the Architect knows does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to implement the intent of the Contract Documents, the Architect will advise the District to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such work is fabricated, installed or completed.

8. Punchlist
   After compilation of the initial punch list by the LLB GC, the Architect, in coordination with the CM, will develop the final punch list, participate in site visits to determine and track the status of the acceptability of all punch list items, participate in the final review of the Project and advise the District as to the approval of work performed by LLB GC. The Architect formally sign-off on the completed project punch list.
9. Commissioning
   Cooperate with District's building commissioning agent in arranging for building commissioning, start-up and testing, adjusting and balancing and the coordination of operational testing and proper functioning of all installed equipment.
10. As-Built Drawings.
    Architect, in conjunction with the CM, shall review and evaluate for District the LLB GC's documentation of the actual construction performed during the Project that the LLB GCs should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives , and detailed by District's LLB GC on a Conforming Set. The LLB GC shall submit to the Architect a single posted PDF set of Constriction Documents for their use in preparing Record Drawings (documents)
11. O&M Manuals and Warranties.
    Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications. Warranty timeline is a 2-year period.
12. Start-up.
    Architect shall also provide, at District's request, architectural/engineering advice to District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the LLB GC's work.
    a. Update checklists of all special inspection and testing, equipment startups, submittals, warranties, guarantees, maintenance and operation manuals, extra stock requirements and all other close-out documents that will be required of the LLB GC or assist CM in doing so as directed.
13. Payment Statements.
    Recommendations of Payment by Architect constitute Architect's representation to District that work has progressed to the point indicated to the best of Architect's

knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.

a. Conduct observations and review completed work to determine the date or dates of beneficial occupancy and the date of final completion and in writing advise the District as to the same. The Architect shall advise the District as to the appropriateness of the issuance of a Contract Payment Final Recommendation.

14. Claims
Review and advise the District and attend meetings when requested on claims, disputes and other matters in question between LLB GC and the District relating to the interpretation of the construction Contract Documents or proposed changes to the same.

15. Meetings
During this CA Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

a. The Architect and its sub-consultants, as appropriate to the stage of construction, shall make routine visits to the project site on a weekly basis to attend progress meetings and be available on a pre-arranged basis to observe that the progress of the work, the character, scope and quality of construction, the finish materials, compliance with applicable codes and the standard of workmanship generally conforms with the intent of the design as expressed in the Contract Documents and by the Architect's directives. These visits are not to be construed to require supervision or inspection.

b. The Architect shall advise and report to the District in writing of any non-conforming items or issues of concern observed during such visits. The Architect shall attend project meetings as requested by the District. Such visits, project meetings and project reports shall occur no less than once a week, and more often as may be necessary to clarify items in the work or to clarify the Architect's intent in the design of the project in the event such clarifications are necessary. The Architect's sub-consultants shall make such visits and attend project meetings when appropriate to observe the progress of work designed or specified by them.

I CLOSE OUT PHASE

As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for District as required in a timely manner:

1. Architect, in coordination with the CM/District PM, shall review the Project and observe the construction as required to determine when the LLB GC has completed the construction of the Project and shall complete Architect close out lists, and District PM provided punch lists of items that remain in need of correction or completion.
2. Architect, in coordination with the CM/District PM, will review and comment on the CM collected documents including CM project close out lists. CM will forward to District and/or designated representatives all written warranties, operation manuals, and spare parts, and close out lists.
3. The Architect, upon request from the CM/District PM, shall assist District maintenance and operation personnel in conducting Warranty Inspections during the Warranty Period following Final Completion as set forth below. In the event of phased construction and phased beneficial occupancy, the following activities shall apply to each phase:

a. Architect, shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work. shall be responsible for all scheduling for completion of systems, components, equipment, and finishes that have failed to meet the specified performance criteria or the terms of specific product warranties during the warranty period following Substantial Completion.
b. The Final Warranty review shall take place no earlier than the 21st month following warranty effective date and no later the month following warranty effective date. If required, upon request, the Architect shall coordinate with the designated building commissioning agent as directed by the District PM.
c. In the event that systems, components, equipment, and finishes fail to meet the specified performance criteria or the terms of specific product warranties at any time prior to the Final Warranty review, District PM shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work and a schedule for completion.
d. The District PM may agree to final payment before the warranty period expires.

4. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.
5. Architect shall respond to the DSA "90-day" letter.
6. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the LLB GC's contract.
7. Architect shall prepare a set of Record Drawings for the Project, as required by District and coordinated by the CM and/or District PM based upon the received As Built Document Set.
    a. Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) set of final Record Drawings for District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives based upon the construction LLB GC's representations of actual construction. Architect shall deliver the Record Drawings to District at completion of the construction in a format acceptable to District, and it shall be a condition precedent to District's approval of Architect's final payment.
    b. Provide Record Documents in both an indexed, electronic PDF, and "live" CADD-based editable files of site and building plans ready for use by District Facilities Staff.
    c. Provide one set of Record Documents as follows:
        i. A complete set of CDs incorporating LLB GC's mark-ups of all changes.
        ii. A simplified set of drawings including site plan and floor plans with room names and numbers and door swings and numbers. Drawings to be provided as one indexed, electronic PDF set to the District's CM.
        iii. The CADD drawing files shall be bound by sheet with Xrefs (external reference, a method to link external files into a main drawing for better organization) and similarly linked files, so that all necessary files required to read each sheet are included. Each sheet shall be tested to ensure it is correctly bound with all external references and

shall be appropriately named using the sheet number. Record documents set, drawings and specifications to have indexes updated to reflect any changes that have occurred.

iv. Provide an indexed, electronic PDF and original Word document electronic versions of the Project Manual / specifications via shared file transfer.

d. Architect may insert the following notice on the Record Drawings: "These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.

e. Record drawings (or Plans) prepared pursuant to the requirements of the Contract Documents, that reflect all changes made during the performance of the Work, recording differences between the original design of the Work and the Work as constructed upon completion of the Project.

8. Upon request of the District PM, the Architect will assist in coordination of all Services required to close-out the design and construction of the Project with District and among Consultants.
9. When the design and construction of the Project is complete, District shall prepare and record with the County Recorder a Notice of Completion for the Project.
10. Deliverables and Number of Copies
    a. Upon completion of the Project, all related Project documents, Record Drawings, and DSA-required documents. These are the sole property of District.
    b. Campus specific documentation prepared by the Architect;
        i. Campus facility map and site/floor plan diagram identifying all major rooms and spaces and key utility shut-off locations and control stations. Example diagram available from District M & O Office. PDF and Auto CADD format.
        ii. Fire Evacuation site/floor plan diagram identifying all major rooms and spaces. PDF and Auto CADD format.
        iii. Updated campus 1A Diagrams as outlined by the Office of School Planning, California Department of Education, in an electronic, PDF indexed and Auto CADD format.
11. Meetings
    During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. Architect shall visit the District PM, CM as necessary or when requested, sufficient to determine that the Project is in accordance with the plans, specifications and all required contractual obligations.

J. MEETINGS / SITE VISITS / WORKSHOPS

Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite District and/or its representative to participate in these meetings. Architect shall keep a separate log to document design/coordination comments generated in these meetings.

1. General Meeting, Site Visit, and Workshop Requirements
    a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, LLB GC, and/or CM, as applicable.

b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.
c. As required, Architect shall provide at no additional cost to District copies of all documents or other information needed for each meeting, site visit, and workshop.
d. Each meeting may last up to a full day (eight (8) hours) and shall be held at District office or at the Project site, unless otherwise indicated.
e. District intends to bring on a LLB GC and CM, the Architect will be responsible for coordinating with the LLB GC, CM, and District PM during the design and construction phases (i.e., SD, DD, CD, construction admin, closeout, etc.) with items such as constructability review, front ends, scheduling, bidding/GMP development and generation, value engineering and cost estimating.
f. Refer to specific phase section for detailed information concerning meetings associated with each subsection. I.e., SD, DD, CD, etc.

g. Meetings by Building Use: Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building use or type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)

2. Meetings During at Project Start-Up: One (1) Kick-off meeting
    a. Within the first week following execution of the Agreement, Architect shall participate in one (1) Project kick-off meeting to determine the Project intent, scope, budget and timetable, which shall encompass the following:
        i. Architect, its appropriate consultant(s), and District staff, shall attend the meeting.
        ii. The Project kick-off meeting will introduce key team members from District and Architect to each other, defining roles and responsibilities relative to the Project.
        iii. During this meeting, Architect shall:
            a) Identify and review pertinent information and/or documentation necessary from District for the completion of the Project.
            b) Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
            c) Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
            d) Review documentation of the Project kick-off meeting prepared by District's representative and comment prior to distribution.
3. Meetings During Schematic Design Phase
    a. Within the first two weeks following the start of the SD Phase, Architect shall conduct one (1) design workshop[s] with District's facilities team and site personnel to complete a basic design framework. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with Architect's preliminary design. This workshop shall include the following:
        i. Architect shall designate its team member duties and responsibilities.
        ii. Architect and District shall review District goals and expectations.

iii. District shall provide input and requirements.
iv. Architect, District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
v. Prepare and/or revise the scope of work list and general work plan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.
vi. Establish methods to facilitate the communication and coordination efforts for the Project.
vii. Participate in LLB GC interview screening process.
viii. Coordinate with Schematic Phase section on identified meetings.

4. Meetings During Design Development Phase
    a. At the time designated for completion of the DD package, Architect shall conduct four(4) meeting[s] with District to review the following:
        i. Present the DD package for review and comment to proceed with preparation of final plans and specification.
            a) Architect, LLB GC, and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
        ii. Architect shall conduct value engineering workshop(s), as requested by District, which shall include all of Architect's Consultant(s), District, LLB GC, during the DD Phase. This workshop shall be ongoing and may include several meetings.
        iii. Participate in CM interview screening process, as requested by District.
        iv. Coordinate with Design Development Phase section on identified meetings.
5. Meetings During Construction Documents Phase
    a. CM shall lead a reconciliation of scope/cost workshop with the Architect, LLB GC, and District.
        i. CM shall lead one (1) scope/cost workshop.
        ii. If required, a follow up may be required.
        iii. Coordinate with Construction Document Phase section on identified meetings.
6. Meetings During Bidding/GMP Phase
    a. Attend and take part in pre-bid site walks/ meeting(s), per package or submittal, with all potential subcontractor bidders, LLB GC, District staff, and CM.
    b. Participate in subcontractor bidding questions and providing appropriate answers, as required.
7. Meetings During Construction Administration Phase (weekly Project meetings until entire Project is complete).
    a. Attend project kick-off meeting(s) with the project team, LLB GC, District PM, and CM to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.
    b. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.
    c. Participate in weekly Project meetings with LLB GC, CM and District PM, to review with District staff the progress of the work. Architect agrees to attend

weekly Project meetings and weekly site walks, at no additional cost to District, until the work of the Project is complete.

d. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.

8. Citizens' Bond Oversight Committee Meetings
    a. Architect acknowledges that the design and construction of the Project is subject to oversight by District's citizen bond oversight committee. Architect shall, at District's direction, attend District citizen bond oversight committee meeting(s) and present Architect's design to District's citizen bond oversight committee for review.
    b. Architects shall provide an allowance to attend two (2) CBOC meetings during the life of the contract.
9. Governing Board Meetings
    a. Architect acknowledges that District's Governing Board must approve all designs. Architect shall, at District's direction, attend District Governing Board meeting(s) and present Architect's design to District's Governing Board for review and approval.
    b. Architects shall provide an allowance to attend two (2) Governing Board meetings during the life of the contract.
10. Meetings by Building Type
    a. Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)
    b. This quantity shall be negotiated and justified, as appropriate, for each campus project in the AOR's proposal.

END OF EXHIBIT

EXHIBIT B

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by District:

A. Providing services as directed by District that are not part of the Basic Services of this Agreement, or otherwise included within **Exhibit A**.

B. Providing deliverables or other items in excess of the number indicated in **Exhibit A**. Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform District that expected deliverables may be in excess of the number indicated in **Exhibit A**, so that District can procure the additional deliverables itself or direct Architect to procure the deliverables at District's expense or on District's account at a specific vendor.

C. Making revisions in drawings, specifications, or other documents when such revisions are required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.

D. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.

E. Providing services made necessary by the default of LLB GC(s).

F. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than ninety (90) days after the date of completion of work by LLB GC(s) and after Architect has completed all of its obligations and tasks under the Agreement.

G. Providing services as an expert and/or witness for District in any mediation, arbitration, and/or trial in which Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.

H. The following rates, which include overhead, administrative cost, and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement.

Job Title	**Hourly Rate**
Principal In Charge:	$390
Associate Principal:	$275
Senior Project Manager:	$275
Project Manager:	$250
Senior Project Architect:	$250
Project Architect:	$220
Project Designer	$185
Technical Staff	$185
Junior Technical Staff	$130

I. The mark-up on any approved reimbursable item of Extra Services shall not exceed five percent (5%).

1. The following reimbursable items are approved for mark-up:

   a. Sub-consultant Invoices.

2. Any approved item of Extra Services not identified in the above list may not be marked up.

J. **Format and Content of Invoices**

1. Architect acknowledges that District requires Architect's invoices to include detailed explanations of the Services performed. For example, a six-hour charge for "RFIs and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives" is unacceptable and will not be payable. A more detailed explanation, with specificity, is required. This includes a separate entry for each RFI, Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives, etc.

2. For example, the following descriptions, in addition to complying with all other terms of this Agreement, would be payable. The times indicated below are just placeholders:

Review RFI 23; review plans and specifications for response to same; prepare responses to same and forward to contractor/developer ("LLB GC"), District PM, construction manager ("CM"), and project inspector ("IOR").	0.8 hours
Review AED/CED/COR; review scope of same and plans and specifications for appropriateness of same; prepare draft change order and language for same.	0.7 hours
Review AED/CED/COR; review scope of same and plans and specifications for appropriateness of same; prepare rejection of AED/CED/COR for review by District PM, LLB GC, CM, IOR.	1.2 hours

END OF EXHIBIT

EXHIBIT C

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver one (1) electronic copy to District along with the monthly billing.

B. Architect shall complete Services required under the Schematic Design ("SD") Phase within **122 calendar days** after written authorization from District to proceed.

C. Architect shall complete Services required under the Design Development ("DD") Phase within **104 calendar days** after receipt of a written authorization from District to proceed.

D. Architect shall complete Services required under Construction Documents ("CD") Phase within **201 calendar days** after written authorization from District PM to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with DSA review the Construction Documents back-check stage.

1. 100% Submittal Package **89 calendar days**
2. Final Contract Documents after Final Back-Check Stage **112 calendar days**

E. The durations stated above include the review periods of **80 calendar days** required by the District.

F. All times to complete tasks set forth in this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by the District.

DESCRIPTION		Duration Work Days	Start Date	Completion Date
El Camino High School Project Summary (Part 1 & 2)		**1061**	**12/12/2024**	**3/30/2029**
Project Assessment (Part 1)		233	12/12/24	11/22/25
Schematic Design Phase (Part 2)		122	1/22/26	7/17/26
BMT/ Owner Review		57	4/24/26	7/17/26
Design Development Phase (Part 2)		104	7/20/26	12/18/26
BMT/ Owner Review		37	10/23/26	12/18/26
Construction Document Phase (Part 2)		89	12/21/26	4/29/27
DSA Review (Part 2)		112	4/29/27	10/11/27
Bid/ RFP-GMP (Part 2)		47	10/12/27	12/20/27
Construction Administration Phase (Part 2)		259	12/21/27	1/5/29

Project Closeout (Part 2)	58	1/8/29	3/30/29
Schematic Design (Part 2)	**122**	**1/22/2026**	**7/17/2026**
Part 2 Board of Education Authorization	1	1/22/26	1/22/26
Execute AOR Agreement	1	1/23/26	1/23/26
Design Team Kick-Off Meeting	1	1/26/26	1/26/26
Meetings	29	2/2/26	3/16/26
SIM/ BMT Bi-Weekly Meeting	1	2/2/26	2/2/26
ECHS Meeting #1	1	3/2/26	3/2/26
ECHS Meeting #2	1	3/16/26	3/16/26
Maintenance & Operations and IT Meeting	1	3/9/26	3/9/26
Schematic Design Drawings & Specifications/Basis of Design	62	1/26/26	4/24/26
Meetings and Planning Sessions	3	3/23/26	3/25/26
DSA Pre-Application Meeting	1	3/23/26	3/23/26
Reviews AHJ's- Fire Department	1	3/25/26	3/25/26
Review Preliminary Scope with BMT	43	2/23/26	4/23/26
Schematic Design Cost Estimate	15	4/24/26	5/14/26
BMT Construction Cost Estimate	10	5/15/26	5/29/26
SIM/ BMT Budget Reconciliation Meeting #1	1	6/1/26	6/1/26
Reconciliation of Scope and Cost	13	6/2/26	6/19/26
SIM/ BMT Budget Reconciliation Meeting #2	1	6/22/26	6/22/26
BMT (PSC and Next Phase Authorization)	10	6/23/26	7/7/26
Schematic Design Deliverable Presentation	5	7/13/26	7/17/26

Design Development (Part 2)	**104**	**7/20/2026**	**12/18/2026**
Design Development Drawings and Specifications	80	7/20/26	11/12/26
Team Meeting/ Coordination	5	11/9/26	11/13/26
Meetings	9	9/1/26	9/16/26
SIM/ BMT Bi-Weekly Meetings	1	9/1/26	9/1/26
ELHS Meeting #1	1	9/7/26	9/7/26
ECHS Meeting #2	1	9/14/26	9/14/26
Maintenance & Operations and IT Meeting	1	9/16/26	9/16/26
Review Design Development Scope with BMT	18	10/5/26	10/23/26
Reviews AHJ's- Fire Department DSA Pre-Application #2 Meeting (Review Increment Approach)	1	10/12/26	10/12/26
Reviews AHJ's- Fire Department Sign-Off (May be more than one)	1	10/14/26	10/14/26
Design Development Cost Estimate	6	10/23/26	10/30/26
LLB GC Cost Estimate	9	10/30/26	11/12/26
SIM/ BMT Budget Reconciliation Meeting #1	1	11/13/26	11/13/26
Reconciliation of Scope and Cost	5	11/16/26	11/20/26
SIM/ BMT Budget Reconciliation Meeting #2	1	11/23/26	11/23/26
BMT (PSC and Next Phase Authorization)	10	11/30/26	12/11/26
Design Development Deliverable Presentation	5	12/14/26	12/18/26
Construction Drawings and Specifications (Part 2)	**89**	**12/21/26**	**4/29/27**
Meetings			

SIM/ BMT Bi-Weekly Meetings	1	1/11/27	1/11/27
CM Scope and Cost Workshop	1	1/14/27	1/14/27
CM/ LLB GC and District Meeting	3	1/25/27	1/27/27
Registration for DSA Project Submittal 1- REG	2	3/1/27	3/2/27
90% CD Drawings and Specifications	48	12/21/26	3/2/27
90% CD Construction Cost Estimate	8	3/3/27	3/12/27
90% CD Constructability Document Review	19	3/3/27	3/22/27
LLB GC Cost Estimate	10	3/15/27	3/26/27
SIM/ BMT 90% Budget Reconciliation	2	3/18/27	3/19/27
SIM/ BMT Review Prior to DSA Submittal	5	3/22/27	3/26/27
Pick-Up LLB GC/ CM/ BMT Constructability Review	5	3/29/27	4/2/27
Team Coordination	10	4/5/2027	4/16/2027
Submit Documents to DSA	5	4/19/27	4/23/27
Submit Interim Housing to DSA	4	4/26/27	4/29/27
DSA Submittal & Review (Part 2)	**112**	**4/29/2027**	**10/11/2027**
Meetings			
SIM/ BMT Bi-Weekly Meetings	5	5/10/27	5/14/27
DSA Plan Review (following Intake approval)	105	5/10/27	10/11/27
CD Final Back-Check Stage			
SIM/ District/ BMT Review Plans and Specifications	8	8/23/27	9/1/27
Pick-Up SIM/ District/ BMT Constructability Review	11	9/1/27	9/17/27
Pick-Up DSA Comments	11	9/1/27	9/17/27
DSA Back Check	14	9/20/27	10/7/27
DSA Scans	2	10/8/27	10/11/27
DSA Back Check – Interim Housing	5	7/12/27	7/16/27
DSA Interim Housing Scans	3	7/19/27	7/21/27
Bidding / GMP (Part 2) (BMT Master Schedule)	**47**	**10/12/2027**	**12/20/027**
Coordinate with CM and LLB GC	9	10/12/27	10/22/27
Trade Contractor Bidding	15	10/25/27	11/12/27
Pre-Bid Walk	1	11/8/27	11/8/27
Pre-Bid RFI's	5	11/8/27	11/12/27
Bid Opening	1	11/16/27	11/16/27
GMP Evaluation with CM, LLB GC, & BMT	4	11/17/27	11/22/27
Submission of GMP	1	11/23/27	11/23/27
Board Acceptance of GMP	1	12/16/27	12/16/27
Notice to Proceed Issued to LLB GC	1	12/20/27	12/20/27
Construction (BMT Master Schedule + LLB GC Lead)	**259**	**12/21/2027**	**1/5/2029**
Prep Site for Interim Housing	10	12/21/27	1/7/28
Construction		12/21/27	1/5/29
Closeout (Part 2) (BMT Master Schedule)	**58**	**1/8/2029**	**3/30/2029**
Conformed Set/ Record Drawings	18	1/8/29	02/02/29
Final Verified Reports	54	1/8/29	3/23/29
DSA 168	4	2/20/29	2/23/29

DSA Certification	30	2/26/29	3/30/29

END OF EXHIBIT

EXHIBIT D

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in **Exhibit A**, or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and **Exhibit B**, there shall be no payment for extra costs or expenses.

2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.

3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE	
Phase	**Phase Amount**
Schematic Design ("SD") Phase	18%
Design Development ("DD") Phase	15%
Construction Documents ("CD") Phase-Submittal to DSA	30%
Approval by DSA	5%
Bidding/GMP Phase	2%
Construction Contract Administration Phase	25%
Close Out Phase	5%
Generate Punch List 1%	
Sign Off On Punch List 1%	
Receive and Review All M & O Documents 1%	
Filing All DSA Required Close Out Documents 1%	
Receiving DSA Close Out, including DSA, Preparation and approval of the final set of Record Drawings, Evacuation maps updated. Provide updated 1A diagrams, 1%	
TOTAL BASE COMPENSATION	**100%**

B. Method of Payment

1. Invoices shall be on a form approved by District and are to be submitted to District via District's authorized representative.

2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).

3. Architect shall submit to District for approval a copy of Architect's monthly pay request format.

4. Upon receipt and approval of Architect's invoices, District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

   a. **For Schematic Design ("SD") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by District.

   b. **For Design Development ("DD") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by District.

   c. **For Construction Documents ("CD") Phase:**

      Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by District.

   d. **For Bidding/Guaranteed Maximum Price ("GMP") Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's award of the bid.

   e. **For Construction Contract Administration ("CA")Phase:**

      Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's notice of completion.

   f. **For Close Out:**

      Lump sum payment no sooner than thirty-five (35) days and no later than forty-five (45) days after completion of all items in this Phase.

Part 2 AOR RFP for _El Camino High School Modernization _

FEE PROPOSAL -

Project:	**El Camino High School**											Issued 11/19/2025
Address:	**1320 Mission Rd, South San Francisco, CA 94080**											
Bond Project #:												
Architect:	**Multistudio**											
			Part 2 Scope of Services & Tasks									**Totals**
		Hourly Rate	**Schematic Design**	**Design Development**	**Construction Documents**	**Project Approvals/DSA**	**Bidding/ GMP Phase**	**Construction Administration**	**Close Out Phase**	**Total Hours**	**Costs**	
Architecture	**Consultant Name**		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Principal	Multistudio	$390	152	96	64	24				336	$131,040	
Senior Project Manager	Multistudio	$275	504	336	488	208	64	80		1680	$462,000	
Senior Project Architect	Multistudio	$250	416	304	416	184	64	240		1624	$406,000	
Project Architect	Multistudio	$220	680	448	488	208		1760	288	3872	$851,840	
Subtotal Architect's Fee:			**$ 1,752**	**$ 1,184**	**$ 1,456**	**$ 624**	**$ 128**	**$ 2,080**	**$ 288**	7512	Subtotal Architect's Fee:	$1,850,880.00
											$0	
Services	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**			
Mechanical, Plumbing, Fire Sprinkler												
Consultant Name:	Taylor Engineering		$ 16,400	$ 27,300	$ 38,300		$ 3,300	$ 24,000			$109,300	
Electrical, Telcom, Fire Alarm, Security												
Consultant Name:	The Engineering Enterprise		$ 60,000	$ 105,000	$ 137,000	$ 28,000	$ 10,000	$ 72,000	$ 8,000		$420,000	
Structural *												
Consultant Name:	Thorton Tomaseti		$ 56,000	$ 94,000	$ 132,000		$ 8,000	$ 86,000			$376,000	
Civil Engineering												
Consultant Name:	BKF Engineers		$ 21,300	$ 36,400	$ 59,700		$ 5,000	$ 28,600	$ 8,400		$159,400	
Landscape												
Consultant Name:	BASE		$ 6,400	$ 8,300	$ 10,800	$ 4,600	$ 1,200	$ 3,600	$ 2,800		$37,700	
Roofing / Envelope / Waterproofing Consultant (if Required)												
Consultant Name:	RDH		$ 17,000	$ 6,000	$ 17,000			$ 27,000			$67,000	
Cost Estimator												
Consultant Name:	HLCM		$ 35,800	$ 28,100	$ 28,750						$92,650	
Acoustic												
Consultant Name:	Charles M. Salter Associates		$ 3,000	$ 3,000	$ 4,500	$ 2,500	$ 750	$ 4,500			$18,250	
3D Scanning												
Consultant Name:	McCownGordon Construction										$25,545	fixed fee
Public Funds												
Consultant Name:	TriGroup										$27,200	NTE
Elevator												
Consultant Name:	JE Sellen		$ 7,800	$ 6,500	$ 13,000		$ 3,250	$ 19,500			$50,050	NTE
Code												
Consultant Name:	Jensen Hughes										$36,000	fixed fee
Specifications												
Consultant Name:	Integrated Spec Solutions										$15,500	fixed fee
Subtotal Base Services/ Subconsultants:**			**$ 223,700**	**$ 314,600**	**$ 441,050**	**$ 35,100**	**$ 31,500**	**$ 265,200**	**$ 19,200**			$1,434,595.00
Total Fee Base Services (AOR + Consultants)												$3,285,475.00
* Tier 1 & Tier 2 Assessment are available, identify any sub-part cost associated with the Structural Mitigation Study												
**Define percentage of sub-consultant mark-up												
Note: Site Topographical Survey and Utility Location Survey provided by District												
Accepted Alternates (Per Acceptance Letter)	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**			
Alternate 1	Multistudio, BKF, BASE		$ 12,828	$16,844	$22,844	$5,776	$2,535	$9,720	$5,170		$75,717	
Alternate 2	Multistudio, RDH		$ 26,428	$ 17,555	$ 23,555	$ 5,809	$ 1,162	$ 30,865	$ 2,324		$107,699	
Alternate 3	Multistudio, RDH		$ 23,652	$ 15,396	$ 21,396	$ 4,884	$ 977	$ 27,780	$ 1,954		$96,038	
Alternate 4	Multistudio, The Engineering Enterprise, Taylor, Thorton Tomaseti, Salter		$ 14,700	$ 19,789	$ 26,289	$ 1,867	$ 1,933	$ 19,206	$ 767		$84,552	
Alternate 5	Multistudio, RDH, Salter		$ 12,928	$ 8,389	$ 14,889	$ 3,309	$ 912	$ 19,448	$ 324		$60,199	
Alternate 6	Multistudio, The Engineering Enterprise, Thorton Tomaseti		$ 4,989	$ 6,402	$ 7,914	$ 1,330	$ 468	$ 5,612	$ 532		$27,246	
Subtotal Alternates			**$ 95,525**	**$ 84,375**	**$ 116,887**	**$ 22,975**	**$ 7,987**	**$ 112,630**	**$ 11,070**			$451,449.00
*Accepted Alternates May Be Unfunded												
Total Design Basis (Base AOR + Base Consultants + Accepted Alternates)												$3,736,924.00
Reimbursable Expense Allowance												$0

END OF EXHIBIT

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: January 22, 2026

RE: Approval of Amendment No. 3 to the Independent Consultant Agreement with Atlas Technical Consultants LLC for Geotechnical and Geologic Hazard Evaluation Services for the Westborough Middle School Field and Pavement Improvements Project

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On March 14, 2024, the Board of Trustees approved the independent consultant agreement with Atlas Technical Consultants LLC to provide a geotechnical engineering study for the Westborough MS existing grass-covered play field and the existing asphalt-paved play yard, which also functions as a drop off and pick up travel way for parent vehicles. The original scope included geotechnical engineering study and engineering design.

This agreement modification includes additional construction-phase geotechnical engineering and field observations services. The originally authorized geotechnical scope included a limited number of observation and testing hours based on assumed site conditions and typical earthwork quantities. These additional services are required due to the original scope and fee being underestimated and to address ongoing construction conditions associated with unforeseen soil conditions and compromised storm drain systems.

FISCAL IMPLICATIONS:

The total cost of the additional services is $62,638.75. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Date	Total
Original Agreement - Design	March 14, 2024	$20,000.00
Amendment No. 1 - Construction	February 27, 2025	$14,505.00
Amendment No. 2	September 25, 2025	$29,876.00
Amendment No. 3	January 22, 2026	$62,638.75
Total Amended Compensation		**$127,019.75**

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 Atlas Technical Consultants LLC for additional construction-phase geotechnical engineering and field observations services for the Westborough MS Field and Pavement Improvements project in the amount of $62,638.75.

AMENDMENT NO. 3
TO
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
INDEPENDENT CONSULTANT AGREEMENT
FOR GEOTECHNICAL AND GEOLOGIC HAZARD EVALUATION SERVICES
(Agreement # 24017)
WITH
ATLAS TECHNICAL CONSULTANTS LLC

WESTBOROUGH MIDDLE SCHOOL FIELD AND PAVEMENT IMPROVEMENTS PROJECT

January 22, 2026

Amendment No. 3 to the Agreement for Geotechnical and Geologic Hazard Evaluation Services for Westborough MS Field and Pavement Improvements Project as approved by the Board on January 22, 2026.

The work includes additional construction-phase Geotechnical Engineering and Observation for Westborough MS Field and Pavement Improvements Project. The originally authorized geotechnical scope included a limited number of observation and testing hours based on assumed site conditions and typical earthwork quantities. Due to the unanticipated erosion and the increased extent of subsurface work associated with storm drain replacement, the originally budgeted hours for geotechnical observation and materials testing were underestimated.

Section 2 Terms, terms under section 2.0 amended and Consultant shall commence providing services on March 29, 2024 and will diligently perform as required an complete performance by June 30, 2026 ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

Section 4 Compensation, compensation under section 4.0 is amended and summarized below to reflect the added construction-phase geotechnical engineering and observation services associated with the Westborough MS Field and Pavement Improvements Project.

District agrees to pay Consultant for services satisfactorily rendered pursuant to this Amendment a total fee not to exceed **Sixty-Two Thousand, Six Hundred Thirty-Eight and 75/100 Dollars** (**$62,638.75**). District shall pay Consultant according to the following terms and conditions:

SERVICE ITEM	UNIT	RATE	UNIT	SUBTOTAL
Principal Engineer - Consultation, DSA Forms, Closeout	10	$241.50	Hour	$2,415.00
Project Engineer - Consultation, Project Management	20	$194.25	Hour	$3,885.00
Staff Engineer – Foundation Inspection	20	173.25	Hour	$3,465.00
Field Technician - Comp Tests, Field work, Sampling	79	$135	Hour	$10,665.00
Field Technician II - Comp Tests, Field work, Sampling	240	$141.75	Hour	$34,020.00
Nuclear Gauge Charge	79	10.00	Hour	$790.00
Nuclear Gauge Charge II	240	$10.50	Hour	$2,520.00
Vehicle and Comm Equipment Charge	79	10.50	Hour	790.00

Vehicle and Comm Equipment Charge II	260	10.50	Hour	2,730.00
Administrative Assistant	5	$99.75	Hour	$498.75
Standard Proctor Test	1	$350.00	Ea.	$350.00
Rice Density (Asphalt Max Density)	1	$200.00	Ea.	$200.00
Sieve Analysis w/ #200 wash (for Turf Field)	2	$155.00	Ea.	$310.00
Total Proposed Cost				**$62,638.75**

Compensation under the Agreement as stated in Section 4.0; and is updated and summarized below.

Agreement	Date	Total
Original Agreement	March 14, 2024	$20,000.00
Amendment No. 1	February 27, 2025	$14,505.00
Amendment No. 2	September 25, 2025	$29,876.00
Amendment No. 3	January 22, 2026	$62,638.75
Total Amended Compensation		**$127,019.75**

No other sections of the Independent Consultant Agreement, unless specifically listed, are modified in any way.

- Exhibit B – Hourly Billing Rates is updated to increase by 5% for 2026.

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 _____ January 9, 2026
Chad Davis
Vice President - West Region
Atlas Technical Consultants LLC
Date

EXHIBIT B

UPDATED BILL RATES

BELOW RATES TO INCRESAE BY 5% FOR 2026

PERSONNEL	UNIT RATE	UNIT
Principal Engineer/Geologist	$ 230.00	hour
Senior Engineer/Geologist/Registered Geotechnical Engineer	$ 205.00	hour
Project Engineer/Geologist	$ 185.00	hour
Staff Engineer/Geologist	$ 165.00	hour
Assistant Engineer	$ 135.00	hour
Technician Supervisor	$ 135.00	hour
Field Technician (Prevailing Wage)	$ 135.00	hour
Field Technician (Non-Prevailing Wage)	$ 120.00	hour
Laboratory Technician	$ 110.00	hour
Assistant Technician/Inspector	$ 110.00	hour
Drafting/Technical Illustrator	$ 110.00	hour
Administrative	$ 95.00	hour
Nuclear Gauge	$ 10.00	hour
Vehicle & Communication Equipment Charge	$ 10.00	hour
SOIL AND BASE MATERIALS	**UNIT RATE**	**UNIT**
Moisture and Density Relationships		
Compaction, Standard Proctor, ASTM D698	$ 350.00	each
Compaction, Modified Proctor, ASTM D1557	$ 395.00	each
Compaction, Checkpoint, ASTM D1557	$ 190.00	each
Compaction, California Impact, CT216	$ 335.00	each
Correction of Compaction for Oversize Material (ASTM D4718)	$ 140.00	each
Moisture/Density, Sample Tubes, ASTM D2216/D2937	$ 40.00	each
Moisture Content, Bulk Sample, ASTM D2216	$ 30.00	each
Moisture/Density, to 2.5" diameter sample, ASTM 7263b	$ 40.00	each
Particle Size Analysis		
Sieve Analysis w/ #200 Wash, ASTM D6913, D1140	$ 155.00	each
Sieve Analysis/Hydrometer, ASTM D6913, D7928	$ 290.00	each
Hydrometer, ASTM D7928	$ 180.00	each
Minus #200 by Wash, ASTM D1140	$ 110.00	each
Sieve Analysis, Bulk Sample Gradation, ASTM C136/CT202	$ 225.00	each
Soil Characteristics		
Atterberg Limits (Plasticity Index), ASTM D4318 / CT204	$ 235.00	each
Soil Classification, ASTM D2487	$ 380.00	each
Specific Gravity, D854	$ 125.00	each
R-Value (ASTM D2844/CT 301)	$ 490.00	each
Permeability of Granular Soils (Constant Head) ASTM D2434	$ 450.00	each
Permeability, Flexible Wall, Cohesive Soil, ASTM D5084	Quotation upon request	
Permeability, Rigid Piston Driven, Cohesive Soil, ASTM 5856	Quotation upon request	

Volume Change		
Consolidation, Method A Constant Load, 7 load increments, ASTM D2435	$ 500.00	each
Consolidation, Method A Constant Load, per load increment, ASTM D2435	$ 70.00	each
Consolidation, Method B Timed per load increment, ASTM D2435	$ 560.00	each
Consolidation/Swell, Cohesive Soil, per point, ASTM D4546, Method B	$ 450.00	each
Consolidation/Swell, Cohesive Soil, per point, ASTM D4546, Method C	$ 500.00	each
Collapse Potential, ASTM D5333	$ 230.00	each
Expansion Index Test (ASTM D4829)	$ 550.00	each
Expansion, Shrinkage, and Uplift Pressure, ASTM D3877	$ 430.00	each
Soil Strength		
Direct Shear, 3 points, Unconsolidated-Undrained, Q-test. ASTM D3080	$ 390.00	each
Direct Shear, additional points, Unconsolidated-Undrained, Q-test	$ 135.00	each
Direct Shear, 3 points, Consolidated-Undrained, R-Test	$ 390.00	each
Direct Shear, 3 points, Consolidated-Drained, ASTM D3080	$ 920.00	each
Direct Shear, 3 points, Residual, ASTM D6467	$ 900.00	each
Direct Shear, per point, Residual, Each Additional Cycle, ASTM D6467	$ 390.00	each
Unconfined Compressive Strength, ASTM D2166	$ 110.00	each
Unconfined Compressive Strength (lime or cement treated), CT373	$ 450.00	each
Unconfined Compression, Field Prepared CTB, per point ASTM D558, D1632, D1633	$ 210.00	each
Corrosivity		
Water Soluble Sulfate, ASTM D4327	$ 78.00	each
pH, ASTM 4972	$ 50.00	each
Lab Resistivity	$ 100.00	each
Corrosivity (pH, resistivity, chlorides, sulfate, sulfide) D4972, G57, D4327, D4658M	$ 400.00	each
Corrosivity, Caltrans (pH, chlorides, sulfate, resistivity) CT 643, 417, 422	$ 360.00	each
HOT MIX ASPHALT (HMA)		
Bulk Sp. Gravity & Density of Compacted Asphalt Concrete, ASTM D2726 or CT 308 Method C)	$ 100.00	each
Theoretical Maximum Specific Gravity (Rice Density), ASTM D2041 or CT 309	$ 200.00	each
MISCELLANEOUS GEOTECHNICAL CHARGES	**UNIT RATE**	**UNIT**
All Other Direct Project Expenses (such as contract drilling and backhoe services, utility location, outside geotechnical or analytical laboratory, special equipment rental, commercial travel, parking, tolls, protective clothing, shipping, etc.) not listed below	Cost + 15%	
Coring Machine	$ 35.00	hour
Drone Rental	$ 165.00	day
Double-Ring Infiltrometer	$ 45.00	hour

Slope Inclinometer Measurement Equipment	$ 500.00	day
Generator (portable)	$ 25.00	hour
GPS (handheld portable)	$ 12.00	hour
Hand Auger and Soil Sampler	$ 20.00	hour
Photo-Ionization Detector	$ 18.00	hour
Portable Exploration Equipment (Percussion)	$ 65.00	hour
Tripod Sampling Apparatus	$ 250.00	hour
Water Level Meter	$ 40.00	day
BASIS OF CHARGES	**UNIT RATE**	**UNIT**
Work Over 8 Hours per Day, or on Saturdays		Time and One-Half
Work Over 12 Hours		Double Time
Work on Sundays/Holidays		Double Time
Swing or Graveyard Shift Premium	$ 16.00	hour
Work from 0 to 4 Hours (technician services only)		4-Hour Minimum Billing
Work from 4 to 8 Hours (technician services only)		8-Hour Minimum Billing
Show-Up Time		2-Hour Minimum Billing
Sample Pick-Up	$ 135.00	hour
Trip Labor Charge (Round Trip Portal to Portal up to 100 miles where onsite only labor charge applies)	$ 160.00	trip
Laboratory Testing - Rush Fee		Add 50% to Testing Cost
Credit Card Payment Fee		2.5% Premium
Reimbursables		Cost + 15%
QA/QC Plan Written Procedures		Quotation on Request
Mileage (alternative to hourly vehicle charge)	$0.85 per mile (RT portal to portal)	

January 6, 2026

Atlas No. 91-67787-PWA
Amendment No. 3

Mr. Calvin Wong | Bond Project Manager
South San Francisco Unified School District
398 B Street
South San Francisco, California 94080

Subject: **Contract Amendment Request**
Construction-Phase Geotechnical Engineering and Observation Services
Westborough Middle School Field and Pavement Improvements
2570 Westborough Boulevard, South San Francisco, California 94080

Reference: ”Construction-Phase Geotechnical Engineering and Observation Proposal, Westborough Middle School Field and Pavement Improvements”, prepared by ATLAS dated January 21, 2025.

Dear Mr. Wong:

Atlas Technical Consultants LLC (Atlas) is submitting the attached Amendment No. 3 for the above referenced project. This request outlines additional costs for work on this project that exceed our previously amended scope, which was based on a construction schedule that we were later informed to be incomplete. A discussion was recently held with Mr. Carson with Kitchell regarding the remaining soils-related construction items left for the project, of which this new amendment is partly based on.

If these changes meet with your approval, we are requesting an amendment to our current agreement based on the attached Contract Amendment document. All other terms and conditions will be in accordance with the previously signed agreement.

We appreciate the opportunity to be of service to you for this project. If you have any questions, please contact the undersigned directly at nick.anastasio@oneatlas.com.

Sincerely,
ATLAS TECHNICAL CONSULTANTS LLC

Nick Anastasio

Nick Anastasio, PE
Senior Project Engineer

Attachment: Contract Amendment #3

Distribution: PDF to Addressee, clwong@ssfusd.org

NAA:pmf

2001 Crow Canyon Road, Suite 210
San Ramon, CA 94583
(925)314-7100 | oneatlas.com

CONTRACT AMENDMENT

CLIENT:	South San Francisco Unified School District	DATE:	January 6, 2026
PROJECT:	Westborough MS - Athletic Field Improvements	PROJECT #:	91-67787-PWA
CLIENT CONTACT:	Calvin Wong	CONTRACT DATE:	January 21, 2025
CHANGE ORDER #	3	PROJECT MANAGER	Nick Anastasio

The following items are estimated to complete the remaining scope of work for the referenced project:

	ITEM	UNIT		RATE/UNIT		SUBTOTAL
1	Principal Engineer - Consultation, DSA Forms, Closeout	10	@	$241.50 /hour	$	2,415.00
2	Project Engineer - Consultation, Proj. Management, etc.	20	@	$194.25 /hour	$	3,885.00
3	Staff Engineer - Foundation Inspection	20	@	$173.25 /hour	$	3,465.00
4	Field Technician - Work performed under 2025 rate	79	@	$135.00 /hour	$	10,665.00
5	Field Technician - (2026 rate)	240	@	$141.75 /hour	$	34,020.00
6	Nuclear Gauge Charge (2025 rate)	79	@	$10.00 /hour	$	790.00
7	Nuclear Gauge Charge (2026 rate)	240	@	$10.50 /hour	$	2,520.00
8	Vehicle and Comm Equipment Charge (2025 rate)	79	@	$10.00 /hour	$	790.00
9	Vehicle and Comm Equipment Charge (2026 rate)	260	@	$10.50 /hour	$	2,730.00
10	Administrative Assistant	5	@	$99.75 /hour	$	498.75
11	Standard Proctor Test	1	@	$350.00 /ea	$	350.00
12	Rice Density (Asphalt Max Density)	1	@	$200.00 /ea	$	200.00
13	Sieve Analysis w/ #200 wash (for Turf Field)	2	@	$155.00 /ea	$	310.00

TOTAL CURRENT REQUEST :	**$ 62,638.75**
ORIGINAL CONTRACT AMOUNT:	$ 20,000.00
APPROVED CHANGE ORDERS TO DATE :	$ 44,381.00
TOTAL AMENDED CONTRACT AMOUNT:	**$ 127,019.75**

The undersigned has read and approved the above referenced Change Order for additional work.

Client	**Atlas Technical Consultants LLC**
SIGNATURE	SIGNATURE
TITLE	TITLE
DATE	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: January 22, 2026

RE: Approval of Technology Agreement and Adoption of Resolution No. 26-05 with Procore Technologies, Inc. for Project Management Software and Services

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On May 8, 2025, District staff received Board approval of Resolution No. 25-43, authorizing the pursuit of a technology agreement under Public Contract Code section 20118.2 to support the implementation of the Measure T Bond program's project management software.

Public Contract Code section 20118.2 allows school district to use competitive negotiation process rather than a competitive bid process, so as to consider, in addition to price, factors such as vendor financing, performance reliability, standardization, life cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors in the award of technology, telecommunications, related equipment, software, and services contracts due to their highly specialize and unique nature.

The Bond Management Team initiated a formal Request for Qualifications and Proposals (RFQ/P #26-001) which was publicly advertised in the San Mateo times on September 24, 2025 and on October 1, 2025. Proposals were received on October 22, 2025. The District received two proposals. PM Web's proposal is $17,000 less than Procore; however, this cost difference does not equate to greater functionality or improved user adoption. Procore provides industry-leading tools, unlimited user access, and robust real-time collaboration capabilities. Given that

construction projects involve dozens of project participants, unlimited access enables full participation by all stakeholders, which is critical to reducing errors, improving efficiency, and maintaining effective document control.

Metrics for Comparison

Key Comparisons:	Procore	PM Web
Price for PMS Software	$320,652	$303,750
References/Experience Const.	Strong	Solid
Access Limitations	Unlimited	Restrictions
Training Access/Tools for Referencing	24/7	In person/Recorded only
Familiarity with Partners (contractors, architects, etc.)	Strong	Uncertain
Term	5 years	5 years

The bond team determined that Procore is a better value solution that aligns with construction industry best practices. Procore Technologies, Inc. offers a competitive fee structure while meeting all the project-level project construction management software requirements.

Supporting Documents:

- Resolution No. 26-05
- Procore Subscription and Service Agreement

FISCAL IMPLICATIONS:

Year 1	$82,820.71
Year 2	$57,686.82
Year 3	$58,840.56
Year 4	$60,017.37
Year 5	$61,217.72
Total	**$320,583.18**

The cost of services is $320,583.18 over a period of five (5) years. This will be paid through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution No. 26-05: For Project Management Software and Services and approve the technology agreement with Procore Technologies, Inc. for the project management software and services for the Measure T Bond Program in the amount of $320,583.18.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

RESOLUTION NO. 26-05
MAKING FINDINGS FOR BASIS OF AWARD AND APPROVING TECHNOLOGY CONTRACT PURSUANT TO PUBLIC CONTRACT CODE SECTION 20118.2

WHEREAS, Section 20118.2 of the Public Contract Code permits a school district to use a competitive negotiation process, rather than a competitive bid process, in the award of technology, telecommunications, related equipment, software, and services contracts; and

WHEREAS, in accordance with Section 20118.2(c), on May 8, 2025, the Board of Trustees ("Board") of the South San Francisco Unified School District ("District") adopted Resolution No. 25-43 Authorizing Technology Contract Under Public Contract Code Section 20118.2, to receive proposals for certain project management software ("Software").

WHEREAS, the Request for Proposals & Qualifications for Project Management Software (RFQ/P No. 26-001) ("RFP") was issued on September 24, 2025, and proposals were accepted until October 22, 2025.

WHEREAS, District staff received two (2) proposals submitted in response to the RFP, after making every effort to generate the maximum feasible number of proposals and evaluated these proposals in accordance with its identified significant evaluation factors, including price and their relative importance.

WHEREAS, if award is not made to the vendor with the lowest price, Section 20118.2(d)(7) of the Public Contract Code requires the Board make a finding setting forth the basis for the award.

WHEREAS, District staff recommends awarding the contract for Software to the vendor whose proposal did not contain the lowest price, but whose proposal meets the evaluation standards and will be most advantageous to the District with price and all other factors considered.

NOW, THEREFORE, the Board of Trustees of the South San Francisco Unified School District hereby resolves, determines, and finds the following:

Section 1. That the foregoing recitals are true and correct.

Section 2. That based upon all available information, District staff complied with all requirements of Section 20118.2 of the Public Contract Code in seeking and evaluating vendors for the Software using the authorized competitive negotiation process.

Section 3. That after RFP No. 26-001 was prepared and issued publicly to an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirement of the procurement, the District received two (2) proposals in response.

Section 4. That District staff evaluated the proposals for completeness, relevance, and responsiveness, and met with all two (2) vendors for a interview and discussion of their proposed Software.

Section 5. That District staff fully evaluated the proposals and the demonstrations using the criteria provided in the RFP, in addition to using its identified significant evaluation factors, including price and their relative importance, and determined that the Software contract shall be awarded to Procore Technologies, Inc. ("Vendor") whose proposal did not contain the lowest price.

Section 6. That Vendor's proposal presented advanced and unique features which are the most beneficial to the District needs and requirements, in comparison to features that were presented and available in other vendors' software, including, for example:

- Performance reliability;
- standardization;
- life-cycle costs;
- delivery timetables;
- support logistics;
- the broadest possible range of competing products and materials available;
- fitness of purchase;
- manufacturer's warranties; and,
- other significant factors.

Section 7. That after review of the evaluation committee's scores and assessment of the proposals, Vendor's proposal earned a score of 259 out of 300 maximum points, the highest score out of the proposals considered, because it meets the District's evaluation standards and will be most advantageous to the District considering price and all other significant factors, including those above-mentioned features in Vendor's Software, as well as the fact that Vendor offers unlimited users, 24/7 support, ease of training, ease of use, and ease of adoption.

Section 8. That the District's Superintendent or designee is authorized to enter into the independent contractor agreement for services with Vendor to implement the Software project, and take all steps and any other action which is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution and to protect the interests of the District, including negotiating any final terms to the contract, if appropriate, with such changes not to be inconsistent with the intent of this Resolution.

ADOPTED AND APPROVED by the Board of Trustees of the South San Francisco Unified School District this _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Patricia Murray
President, Board of Trustees of the South San Francisco Unified School District

Attested to:

Amy Lam
Clerk, Board of Trustees of the South San Francisco Unified School District

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PROCORE®

PROPOSED BY:
Gregory Colligan
greg.colligan@procore.com

6309 Carpinteria Avenue
Carpinteria, CA 93013
(866) 477-6267

Order Form

Customer Name	South San Francisco Unified School District Facilities - HQ
Quote Number	Q-164442
Generated By	Gregory Colligan

Subscription Info	
Subscription Type	Quote
Start Date	January 23, 2026
End Date	January 22, 2027
Full Subscription Term	12
Billing Frequency	Annual
Payment Terms	Net 15
Auto Renewal	No
PO #	
Tax Exempt	No
VAT ID	
Currency	USD
Offer Valid Through	January 30, 2026

BILL TO:
Lori Shelton
lshelton@ssfusd.org
(650)-877-8718
South San Francisco Unified School District Facilities - HQ
398 B St, South San Francisco, CA 94080-4423, United States

SHIP TO:
Lori Shelton
lshelton@ssfusd.org
(650)-877-8718
South San Francisco Unified School District Facilities - HQ
398 B St, South San Francisco, CA 94080-4423, United States

Year 1 Subscription				
Product Name	**Unit of Measure**	**Qty**	**Subscription Term**	**Annual Fees**
Project Financials **Tools:** Budget, Change Events, Change Orders, Commitments, Direct Costs, Maps, Prime Contract	ACV(MM)	25	January 23, 2026 - January 22, 2027	$10,868.31
Invoice Management **Tools:** Invoicing, Maps	ACV(MM)	25	January 23, 2026 - January 22, 2027	$7,008.25
Procore Analytics (2.0) **Tools:** Maps, Procore Analytics	ACV(MM)	25	January 23, 2026 - January 22, 2027	$7,586.25
Project Management Pro **Tools:** Copilot, Correspondence, Daily Log, Drawings, Emails, Equipment Register, Maps, Meetings, Photos, Punch List, RFI, Schedule, Specifications, Submittals, Timecard, Transmittals	ACV(MM)	25	January 23, 2026 - January 22, 2027	$22,931.86
Quality & Safety **Tools:** Action Plans, Daily Log, Forms, Incidents, Inspections, Maps, Observations, Photos, Schedule	ACV(MM)	25	January 23, 2026 - January 22, 2027	$8,161.04
			Subtotal	$56,555.71

One Time Fees			
Product Name	**Unit of Measure**	**Qty**	**Fees**
Statement of Work - Professional Services **Description:** Requires custom SOW.	Each	1	$26,265.00
		Subtotal	$26,265.00

Total Fees	
One Time Fees:	$26,265.00
Subscription Fees:	$56,555.71
Total Fees:	$82,820.71

TERMS AND CONDITIONS

The prices shown above have been rounded to two decimal places for display purposes. Prices quoted do not include taxes. One-time promotional pricing, when applicable on the Order, will expire at the end of the Subscription Term.

The following are the Usage Metrics for the Services in accordance with the Unit of Measure listed in the Product Table above. If Customer's usage exceeds the quantity listed within the Product Table above, then Customer will be subject to additional Fees:

Annual Construction Volume ("ACV") means the aggregate dollar value of the construction work performed or put in place for all distinct projects for which Customer utilizes the Subscription Services identified with Customer's Procore account(s) during each 12-month period identified on this Order.

In addition to the tools listed above, all Procore clients have access to the following core tools: directory, documents, reports, and task, except for those clients who have purchased only Capital Planning and/or Portfolio Financials.

This Order is governed by the terms of the Procore Subscription and Services Agreement (for Public Sector only) (the "SSA") and Data Processing Addendum (the "DPA"). To the extent this Order includes products governed by any service-specific terms found at https://procore.com/legal/pay-solution-terms (the "Service-Specific Terms"), such Service-Specific Terms also apply. This Order, the SSA, and the DPA constitute the entire agreement between Procore and Customer, superseding any other terms including, but not limited to, the terms of any Customer purchase order and any prior agreements between the Parties regarding Customer's purchase of services from Procore.

Each Party represents that it has the authority to enter into this Order.

To view details of services purchased, please visit this page.

The Procore Subscription Services will process a total Construction Volume ("CV") that will not exceed $125M in CV and $294,318.19 in fees over five (5) years.

This order includes pricing for one (1) base year and four (4) optional periods.
Option year 1: $57,686.82
Option year 2: $58,840.56
Option year 3: $60,017.37
Option year 4: $61,217.72

The pricing and total CV for the base year and optional periods have been flatly amortized over five (5) years for use through Procore Subscription Services.

If the CV processed through Procore exceeds $125M at any time during the base year and/or option periods, Procore may, at its sole discretion:

1. Require Customer to pay for the overage and purchase additional CV to cover the additional CV processed through Procore; or

2. Require Customer to pay Procore the full five (5) year amount if it completes projects worth $125M CV before year five (5).

The invoicing for Option 1 will be mutually agreed upon by both Parties.

The parties will negotiate pricing for any additional CV in good faith.

During a yearly business review, the Customer agrees to give Work in Progress (WIP) reports to Procore to check and report on the current Construction Volume ("WIP Report(s)").

Fees and Billing for Professional Services will be set forth in the applicable Statement of Work.

South San Francisco Unified School District Facilities - HQ (“Customer”)	**Procore Technologies, Inc. (“Procore”)**
Signature:	Signature: Signed by: Bill Fleming A46439B0A075485...
Name:	Name: Bill Fleming
Title:	Title: SVP, Corporate Controller
Date:	Date: 01/08/26

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PROCORE

STATEMENT OF WORK



Docusign Envelope ID: 28502591-11AE-43D5-8019-5798564FA221

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DOCUMENT INFORMATION:

Date: Jan 7, 2026

Procore Technologies, Inc., (Procore) a Delaware corporation, having its principal place of business at 6309 Carpinteria Avenue Carpinteria, CA 93013, is pleased to present this Statement of Work (“SOW”) for Procore Customer:

South San Francisco Unified School District Facilities - HQ (Customer) having its address at 398 B St South San Francisco, CA 94080-4423.

PROJECT OVERVIEW

Objective

This SOW includes consulting and best practice advisement on the tools listed within the scope section, in support of Customer as they configure and deploy their Procore system. Procore will provide a Consultant and Project Manager to provide an overview of configuration options available, advice on design of the system, and management of the project to deploy the software.

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SCOPE OF WORK

Services to be Provided

1. Project Management Services
    a. Coordinate, plan, and manage the execution of all services contained within this SOW
    b. Monitor SOW services usage and manage changes to scope related to available hours
    Provide recurring project status updates
    c. Monitor the health of the project
    d. Identify and communicate project risk

2. Consulting Services
    a. Conduct stakeholder workshop(s) to confirm Customer's business outcomes, processes, and strategy
    b. Advise on recommended Procore processes per Customer's goals, products, and requirements
    c. Provide guidance on best practices, configuration settings, and permissions based on Customer's desired business processes and outcomes
    d. Lead Q&A with Customer's Procore Committee (defined below) or individual project teams
    e. Coordinate, plan, and research in support process or project requirements

Procore Tool(s) within Scope

Although Customer will have access to all products noted in the Order Form, only the below tools are considered within scope for the implementation:

- Core/Project Management Pro:
    - Admin
    - Directory
    - Permissions
    - Documents
    - Reports
    - RFIs
    - Daily Log
    - Submittals
    - Tasks
    - Timecards
    - Maps
    - Specifications
    - Drawings
    - Emails
    - Transmittals
    - Schedule
    - Meetings
    - Photos
    - Punch List
    - Correspondence
- Quality and Safety:
    - Observations
    - Action Plans

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- Project Financials:
    - Budget
    - Direct Costs
    - Prime Contract/Funding
    - Commitments
    - Change Events
    - Change Orders
- Invoice Management

Implementation Methodology

Implementation will be structured in distinct phases, organized by tool groupings. Each phase encompasses the relevant activities/initiatives necessary for the deployment of the respective product line. Initiatives are typically two to three weeks in duration and focus on a specific Procore tool and/or Customer process. Initiatives follow a general structure:

1. Current process review
2. Procore tool functionality review and alignment which includes:
    a. Advisement on tool configuration, including but not limited to review of custom field and/or fieldset generation, template configuration, and data population
    b. Permission review to ensure internal and external stakeholders are able to access relevant project and project tools based on desired SOPs
    c. Standard Operating Procedure (SOP) guidance informed by key decisions made by Customer's Procore Committee during tool consultation sessions

Exclusions

The following are considered out of scope for this SOW, unless explicitly stated:

1. Onsite services for implementation, support, training, and/or consultation
2. Change management activities, including organization transition
3. Any project documentation not listed under Included Project Documentation
4. Standard Operating Procedures (SOP) Development Services
5. Configuration of Customer's Procore instance
6. End User Training
7. End User Acceptance Testing
8. System Administration
9. Integration Services with third-party applications, tools, or systems
10. Data Migration including data cleaning and data mapping
11. Analytics Services
12. Modification to PDF exports
13. Remote Administration Services
14. Creation and/or configuration of custom reporting

Assumptions

1. The Customer will be responsible for loading all data into the Procore system via the Procore user interface or Procore Imports tool.
2. The Customer will be responsible for configuring the Procore account
3. The Customer will be responsible for creating and updating their Procore Standard Operating Procedures.
4. All Services will be delivered in English

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Included Project Documentation

The following are considered in scope for this SOW:

1. Implementation Project Plan
2. Project Schedule
3. Risks, Actions, Issues, and Decisions (RAID) Log
4. Discovery Workshop Presentation
5. Project Progress Dashboard

PROJECT FEES

Service	Hourly Rate (USD)	Hours	Fee in USD
Project Management	$200.00	28	$5,600
Consulting	$275.00	92	$25,300
SUBTOTAL		**120**	**$30,900**
One Time Discount			**($4,635)**
TOTAL		**120**	**$26,265**

The above breakdown(s) of cost allocation represents Procore's best estimate of resource effort per service type. This breakdown may be revised by Customer and Procore's mutual agreement should service needs change during the course of the project.

Unless mutually agreed upon in writing, all services within this SOW will be delivered within typical business hours for the designated Procore Project Manager. For purposes of clarity, typical business hours are exclusive of holidays recognized where the assigned Project Manager is located.

Customer's expected project timeline is six (6) months from the project alignment call and/or mutually agreed upon project start date (the "Project Start Date"). The Project Start Date shall be no more than thirty (30) days from the Service Start Date, as noted in the Order Form. Services shall remain valid for twelve (12) months from the Service Start Date.

PRICING AND PAYMENT TERMS

Work performed against this Statement of Work (SOW) will be billed in advance of commencement of the work, a fee of **$26,265 for up to 120 hours** per the pricing table above. Payment will be due in accordance with the Order Form. All fees are in USD.

LEGAL TERMS AND CONDITIONS

This SOW is also governed by the Procore Subscription and Services Agreement ("Agreement"), as well as the Procore Data Protection Addendum ("DPA"), as executed by Customer. In addition, purchase and use of the Configuration Services described herein are governed by this SOW, Agreement, the DPA, and the Supplemental Terms for Configuration and Data Population Services found at

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https://www.procore.com/legal/configuration-services-supplemental-terms. Customer acknowledges and agrees that Procore may transfer and process data to and in the United States and anywhere else in the world where Procore, its Affiliates, or its Subprocessors maintain data processing operations. Subject to the terms of the DPA, Procore may appoint additional Subprocessors as described in this SOW beyond those Subprocessors designated in the DPA if required to provide the services described herein.

Intellectual Property

Any and all intellectual property and/or technology ("IP") that is created in connection with this SOW by Procore shall be deemed "Services" as defined in the Agreement and owned solely by Procore. Procore hereby grants Customer the non-exclusive right to use any custom report, and dashboard structures solely for its internal business purposes during the term of the Agreement. Procore hereby grants Customer the non-exclusive right to use any custom forms, tools and workflows solely for its internal business purposes during the term of the Agreement.

APPENDIX A - Roles and Responsibilities

Procore Roles

1. Project Manager ("PM")
    a. Provides end-to-end oversight and strategic execution across the project. Proactively manages resources, dependencies, scope, and risks to ensure timely completion of project documentation and meet all defined goals, budget, and schedule requirements.
2. Business Consultants (also referred to as "Strategic Product Consultants" or "SPCs")
    a. Provide consultation. Responsible for the delivery of Consulting Services.

Customer Roles

1. Executive Sponsor
    a. Attend implementation Planning meetings and Implementation Progress meetings
    b. Provide internal communication on software selection decision, rollout strategy, and timelines.
    c. Act as escalation point for outstanding implementation decisions.
2. Implementation Specialist(s)
    a. Coordinate the implementation schedule with the Procore Project Manager.
    b. Track progress and completion of implementation and rollout tasks alongside Procore Project Manager.
    c. Attend all implementation-related meetings and assist in the coordination with the Customer Procore Committee for these meetings.
    d. Act as the main points of contact for training questions from internal employees and will be responsible for escalating issues to Procore, if needed.
    e. Participate in standardizing Customer's Procore operating procedures and maintain any associated documentation.
    f. Manage ongoing rollout of Procore to Customer projects.
    g. Make appropriate personnel available to assist Procore in the timely performance of its responsibilities.
    h. Provide access for the approved Procore administrators to engage Customer's Procore account as a "Company Admin" role.
    i. Obtain and provide applicable information, data, consents, or decisions within the Customer's organization in a timely manner as required by Procore to perform the Services.
    j. Make the accurate data, materials, and resources available in a timely manner for the execution of the Services.

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   k. Limit the access to Customer systems, Customer information contained in such systems, and Customer's service providers to only that which is necessary for performance of the Services, provided that in no event will Procore will incur any liability with respect to its access to such systems, providers, or data.
   l. Be responsible for providing timely responses to any needed clarifications on the scope of work to be delivered.
   m. Review and approve all configuration changes and data entered by Procore personnel in Customer's account; in no event will Procore be responsible for approved configuration changes and data entered at the direction of Customer.
3. Power User(s)
   a. Participate in first projects selected for use in Procore.
   b. Provide feedback and insight into current project operating procedures and future Procore standard operating procedures.
   c. Function as a Subject Matter Expert ("SME") for their project team(s), region(s), and role.
4. Change Management Lead:
   a. Manage the internal change process, ensuring adoption and proper communication of the implementation across the organization.

Customer Requirements and Dependencies

The Customer is an active participant in the implementation for the duration of the process in order to facilitate the delivery of the Services in this SOW. Customer personnel must be available as needed to complete the outlined responsibilities above. If Customer resources are not available as needed, or there are organizational changes, it will negatively impact the delivery of services included in this SOW. The Customer resource time commitment will vary based on the complexity of the requirements and desired timeline.

Timeline noted in this SOW is for Customer's convenience and is subject to change as the project progresses. The project is a joint effort between Procore and Customer, provided by Procore in accordance with the hours set out in the Project Fees section below. The timeline is contingent on Customer's cooperation and commitments as set out in this SOW. Procore does not guarantee that Procore tools will be fit for Customer's particular purpose. Time is not of the essence for any time, date, or period specified in this SOW. All times, dates, or periods set out in this SOW, are estimates only and contingent upon the Customer meeting all of its obligations under this SOW and the Agreement (including but not limited to any payment obligations).

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PROCORE

PROCORE SUBSCRIPTION AND SERVICES AGREEMENT

(FOR U.S. PUBLIC SECTOR GOVERNMENT CUSTOMERS ONLY)

This Subscription and Services Agreement, including any Orders and SOWs, ("**Agreement**") is entered into as of the date of the last signature below ("**Effective Date**") between the applicable Procore contracting entity set forth in Section 11.5 ("**Procore**") and the customer identified on the Order ("**Customer**"). Procore and Customer may also be referred to herein individually as "**Party**" or together as the "**Parties**." Capitalized terms used but not otherwise defined herein have the respective meanings designated in Section 12. The Parties hereby agree as follows:

1. PROVISION OF SERVICES

1.1. Access to Subscription Services. Subject to Customer's compliance with this Agreement, Procore shall make the Subscription Services available to Customer during the Subscription Term for Customer's internal business use (including, for example, to coordinate vendors on Customer's projects) in accordance with the Usage Metric on the applicable Order.

1.2. Evolving Procore Technology. Subject to Section 7.2(b), Procore may issue Updates for the Services during the Subscription Term. Customer agrees, however, that its purchase and use of the Subscription Services are not contingent on any future functionality or features, or dependent on any oral or written statements made by Procore or any of its Affiliates regarding future functionality or features.

1.3. Protection of Customer Data. Procore shall maintain the administrative, technical, and physical safeguards set out in Appendix B of the Data Processing Addendum ("**DPA**"). Where Customer's use of the Services includes the processing of Customer Personal Data, such use will be governed by the DPA. Customer shall only provide to Procore the minimum amount of personal data necessary to enable Customer to use the Services in accordance with this Agreement.

1.4. Beta Services. Customer may elect, at its option, to participate in any Beta Service. Customer's use of any Beta Service is subject to additional restrictions Procore specifies. If Customer participates in a Beta Service, it agrees to test and provide ongoing feedback about the Beta Service. Beta Services are solely for Customer's evaluation purposes and are subject to the use restrictions in Section 2.2. Unless otherwise stated, Customer's use of any Beta Service will end on the earlier of the date of such Beta Service's commercial release or the date Procore discontinues the Beta Service. Procore may change or discontinue Beta Services at any time without notice or liability. Procore may choose not to make Beta Services generally available. No clickwrap or clickthrough terms for Beta Services will modify this Agreement. **Beta Services are not "Services" and are provided "as is." Any warranties or contractual commitments Procore makes for other Services do not apply to Beta Services. Procore and its Affiliates will have no liability or obligation for any damage or harm arising from or in connection with any Beta Service.**

2. USE OF SERVICES

2.1. Customer's Responsibilities. Only Authorized Users are permitted to access and use the Services. Customer shall be solely responsible for (a) Authorized Users' compliance with this Agreement, any Order(s) issued hereunder, and any activities that occur as a result of Authorized Users' access to the Services; (b) the accuracy and quality of Customer Data, the means by which Customer acquired Customer Data, and obtaining appropriate usage rights with respect to Customer Data; (c) maintaining the confidentiality of Customer usernames, passwords, and other account information or access credentials (as applicable); and (d) ensuring Authorized Users use the Services only in accordance with the Documentation. Customer shall follow all requirements under applicable law, which may include providing notice and disclosures to Authorized Users and/or Data Subjects that Customer Personal Data (as defined in the DPA) is subject to Customer's own privacy policy and other terms regarding the use or handling of Customer Personal Data as required by applicable Data Protection Law. Customer acknowledges that Procore does not assess the type or substance of Customer Data to identify whether it is Customer Personal Data and/or subject to any specific legal requirements. Customer shall notify Procore promptly upon learning of any unauthorized use of or access to the Services.

2.2. Restrictions. Customer shall not and shall not permit others to (a) make any Services available to any third party other than Customer or Authorized Users; (b) sell, resell, license, sublicense, distribute, rent, or lease any Services, or include any Services in a service bureau or outsourcing offering; (c) use the Services to store or transmit infringing, tortious, libelous, or otherwise unlawful material that violates the rights of any third party, or Harmful Code; (d) use the Services in a way that seeks to interfere with or disrupt the integrity or performance of the Services or any third-party data contained therein; (e) use, or permit access to, the Services in a way that seeks to circumvent the Usage Metrics; (f) use the Services to exploit any Procore Intellectual Property Rights except as otherwise expressly permitted under this Agreement, an Order, or the Documentation; (g) frame or mirror any part of the Services, except

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as permitted by and in accordance with the Documentation; (h) access the Services in order to develop a competitive product or service, to benchmark with a non-Procore product or service, or to otherwise exploit for competitive purposes; (i) reverse engineer, copy, or modify any software included as part of the Services; (j) use the Services to store or transmit harmful, abusive, threatening, obscene, defamatory, bigoted, or otherwise objectionable material; (k) use the Services to send unsolicited communications, promotions, or advertisements in violation of any applicable anti-spam or e-privacy law, rule, or regulation; or (l) use any automated device or process, such as a robot, spider, datamining, web-scraping, or other means to circumvent, access, use, or integrate with the Services or its contents, including but not limited to other user account information.

2.3. Affiliates. Customer may designate its Affiliates as Authorized Users. Additionally, Customer's Affiliates may purchase Services by entering into a separate Order with Procore or Procore's applicable Affiliate, in which case "Customer" as is defined herein will mean that Affiliate. Each Affiliate's Order(s), and the corresponding Usage Metrics, are separate and distinct from Customer's and its other Affiliates' respective Orders and Usage Metrics, unless otherwise set forth on an applicable Order.

3. **THIRD-PARTY APPLICATIONS**

Customer may choose to use the Services with third-party platforms, products, or services, including offerings made available through Procore's API or App Marketplace ("**Third-Party Applications**"). Third Party Applications are not Procore Services. Customer's use of Third-Party Applications is subject to the third-party provider's terms of use. Use of Third-Party Applications with the Services may require the Third-Party Application to access Customer Data. If Customer chooses to use Third-Party Applications with the Services, Customer permits Procore to provide such access on Customer's behalf. Procore makes no warranty or guarantee with regard to any Third-Party Applications, any interoperation between the Services and Third-Party Applications, or the continued availability of Third-Party Applications.

4. FEES AND PAYMENT

4.1. Fees. Customer shall pay Procore all fees as set forth in the applicable Order or SOW, as well as any Overages ("**Fees**"). Except as set forth herein, all payment obligations are non-cancelable and Fees paid are non-refundable. Customer is responsible for providing complete and accurate billing and contact information to Procore and promptly notifying Procore of any changes to such information.

4.2. Non-Payment Suspension. Customer may dispute in good faith the amount on an invoice in writing before the due date of such invoice, and shall work diligently with Procore to promptly resolve the dispute. If Customer fails to pay any undisputed portion of a past due invoice within ten (10) calendar days after receiving notice that its account is overdue, Procore may, without limiting its other rights and remedies, suspend the Services until such amounts are paid in full ("**Non-Payment Suspension**"). Procore is not obligated to continue to provide Services without payment of applicable Fees.

4.3. Use of Purchase Orders. No terms of any purchase order or other form or agreement provided by Customer will modify or supplement this Agreement, regardless of any failure of Procore to object to such terms, and any such terms will have no force or effect.

4.4. Taxes. Fees and Overages do not include any taxes, tariffs, levies, duties, or similar governmental charges or assessments of any nature, including, value-added, sales, use, or withholding taxes, assessable by any jurisdiction (collectively, "**Taxes**"). Unless Customer provides Procore with a valid tax-exemption certificate, Customer is responsible for paying all Taxes associated with its purchases under this Agreement. If Procore is legally required to pay or collect Taxes for which Customer is responsible under this Section, Procore shall invoice Customer and Customer shall pay such amounts, unless Customer provides Procore with a valid tax exemption certificate authorized by the appropriate taxing authority. For clarity, Procore is solely responsible for taxes assessable against it based on its own income, property, and employees. Unless prohibited by the applicable taxing jurisdiction, the tax situs will be Customer's ship-to address as set forth in the applicable Order.

4.5. Usage Verification & Subscription Review. No more than once annually, Procore's subscription management team may initiate a subscription review, which requires Customer to provide written supplemental information to verify Customer's Usage Metric. Customer shall provide such records within fifteen (15) business days, or such other mutually agreeable time frame, of Procore's written request. Customer shall reasonably cooperate with and assist Procore or its Affiliates, as applicable, in such review and verification of Customer's Usage Metric. If Customer exceeds the Usage Metrics, Customer shall pay for any usage of the Services that exceeds the Usage Metric ("**Overages**").Overages will not occur if Customer ensures that its usage of the Services does not exceed the Usage Metric purchased. Overages, if any, will be invoiced at Procore's standard rates (without discount) at the time of invoicing and are payable within the timeframe set forth in the applicable Order.

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4.6. Purchases Through a Reseller. If Customer purchases Services through a Reseller, the pricing and payment terms for such Services are between Customer and Reseller ("**Reseller Terms**"). Customer acknowledges that (a) all payments for Services procured via a Reseller will be made directly to the Reseller and in accordance with the Reseller Terms; and (b) if a Reseller notifies Procore of its right to terminate or suspend any Services, Procore may terminate or suspend such Services. Procore will not be liable to Customer or any third party for any liabilities, claims, or expenses arising from or relating to any applicable Reseller Terms, or Customer's relationship with any Reseller.

5. PROPRIETARY RIGHTS AND LICENSES

5.1. Customer Data. As between the Parties, Customer Data and Customer's Confidential Information are and will remain owned exclusively by Customer. Customer hereby grants Procore, its Affiliates, and its subprocessors a worldwide right and license to process and use Customer Data for the purposes of: (a) providing, maintaining, securing, analyzing, and updating the Services; (b) collecting and compiling data, insights, and information in an aggregated and/or de-identified manner that does not identify Customer, Customer Confidential Information, Authorized Users, or any individual ("**Aggregated Data**"); and (c) complying with legal or regulatory obligations, enforcements, investigations, or similar proceedings. Customer acknowledges that Procore or its Affiliates may review Customer's use of the Subscription Services for the purpose of providing Services and verifying Customer's compliance with this Agreement. Procore's use of Customer Data will comply with Section 1.3 ("Protection of Customer Data") and Section 6.2 ("Protection of Confidential Information").

5.2. Ownership; Reservation of Rights. As between the Parties, all Intellectual Property Rights, including Intellectual Property Rights in the Services, Updates, Beta Services, Documentation, Aggregated Data, and Procore's Confidential Information, are and will remain owned exclusively by Procore and its Affiliates, as applicable. Procore may freely use and incorporate into Procore's products and services any suggestions, enhancement requests, recommendations, corrections, or other feedback provided by Customer or by any Authorized Users relating to Procore's products or services. Feedback and any other suggestions are provided by Customer exclusively "as is," in Customer's sole discretion, and will not be used in Procore in any way that identifies Customer or Authorized Users. Unless otherwise specified in an applicable SOW, all deliverables (excluding any Customer Data contained within a given deliverable), provided in the performance of Professional Services are owned by Procore and will be made available as part of the Subscription Services provided under this Agreement. Nothing in this Agreement will preclude or limit Procore from using or exploiting any concepts, ideas, techniques, or know-how of or related to the Services. Other than as expressly set forth in this Agreement, no license or other rights in or to the Services or other Procore Intellectual Property Rights are granted to Customer, and all such rights are expressly reserved to Procore and its Affiliates.

6. CONFIDENTIALITY

6.1. Definition of Confidential Information. "**Confidential Information**" means all information or data disclosed by a Party or any of its Affiliates (as applicable, the "**Disclosing Party**") to the other Party or any of its Affiliates (as applicable, the "**Receiving Party**") that is confidential, proprietary, or otherwise not publicly available, or that reasonably should be understood to be confidential given the nature of the information or the circumstances of disclosure, whether oral or in writing, and disclosed during the Term in connection with the Services. Confidential Information includes (a) with respect to Customer, Customer Data; (b) with respect to Procore, the Services, pricing, and the Beta Services, including any discussions or information related to Beta Services; and (c) with respect to a Party, any technical, financial, economic, marketing, strategic, business, product, design, or operational information of such Party, including the terms of this Agreement and all Orders and SOWs. Confidential Information does not include any information that the Receiving Party can demonstrate (w) is or becomes generally known to the public without breach of this Agreement or any other agreement by the Receiving Party; (x) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party; (y) is received from a third party without restriction on disclosure and without breach of any obligation owed to the Disclosing Party; or (z) was independently developed by the Receiving Party without use of or reference to any Confidential Information, as demonstrated by contemporaneous written documentation.

6.2. Protection of Confidential Information. The Receiving Party shall (a) use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but not less than reasonable care); (b) not use any Confidential Information for any purpose outside the scope of this Agreement; and (c) except as otherwise expressly consented to by an authorized representative of the Disclosing Party, limit access to Confidential Information to its legal counsel, accountants, and those of its and its Affiliates' employees and contractors who need that access for purposes consistent with this Agreement and who are under obligations to maintain confidentiality no less restrictive than those herein ("**Authorized Recipients**"). Each Party shall remain responsible for such Authorized Recipients' compliance with this "Confidentiality" Section. Notwithstanding the foregoing, Procore acknowledges that Customer may be subject to open record disclosure laws or the equivalent. Customer will provide

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Procore advance written notice and the opportunity to assert any exemptions available by law as set forth in Section 6.3.

6.3. Compelled Disclosure/Public Records. To the extent compelled by law or legal process, including public record disclosure laws or the equivalent, the Receiving Party shall (a) give advance written notice of the compelled disclosure or public record disclosure request to the Disclosing Party (to the extent legally permitted) and (b) afford the Disclosing Party the opportunity to assert any available exemptions permitted by law or to conduct any other lawful effort to protect the Disclosing Party's Confidential Information.

7. REPRESENTATIONS, WARRANTIES, EXCLUSIVE REMEDIES, DISCLAIMERS

7.1. General Warranty. Each Party represents and warrants that it has the necessary rights to enter into this Agreement and has the legal power to do so.

7.2. Procore Limited Warranties. Procore warrants that (a) the Subscription Services will perform materially in accordance with the applicable Documentation; (b) Procore will not materially reduce the core functionality of the Subscription Services during the current Subscription Term; and (c) Procore will perform the Professional Services in a diligent and professional manner. Customer's exclusive remedy and Procore's entire liability for a breach of the above warranties will be, at Procore's option, (x) the correction of the deficient Service that caused the breach of warranty, or (y) provision of comparable functionality. If Procore, as determined in its reasonable discretion, cannot accomplish (x) or (y), then Procore shall terminate the deficient Service and refund to Customer any prepaid Fees for the terminated Service, prorated to cover the remaining portion of the Subscription Term following notice of the breach of warranty.

7.3. Disclaimers. **Except as expressly provided herein, neither Party nor its licensors or subprocessors makes any warranty of any kind, whether express, implied, statutory, or otherwise, and each Party and its licensors and subprocessors specifically disclaim all implied warranties, including any implied warranty of merchantability, fitness for a particular purpose, title, or non-infringement, to the maximum extent permitted by applicable law. Procore does not warrant that Services will be error-free or uninterrupted, or will meet Customer's requirements or expectations.**

8. INDEMNIFICATION

8.1. Indemnification by Procore.

(a) Procore shall defend any claim brought against Customer by a third party to the extent such claim alleges that Customer's use of the Subscription Services (as authorized in this Agreement, and as provided by Procore to Customer) (1) infringes any valid and enforceable third-party patent, copyright, or trademark, or (2) misappropriates a third-party trade secret (a "**Claim**"). If a third party makes a Claim against Customer, Procore shall pay all damages (including reasonable attorneys' fees) finally awarded against Customer by a court of competent jurisdiction, or the settlement agreed to by Procore with respect to such Claim.

(b) If any Claim is brought or threatened, or if Procore reasonably believes that the Subscription Services may become the subject of a Claim, Procore may, at its sole option and expense (1) procure for Customer the right to continue to use the applicable Subscription Service; (2) modify the Subscription Service to make it non-infringing; (3) replace the affected aspect of the Subscription Service with non-infringing technology having substantially similar capabilities; or (4) if Procore determines none of the foregoing is commercially practicable, terminate the affected Subscription Service and refund Customer any prepaid Fees related to the applicable Subscription Services prorated for the remainder of the Subscription Term.

(c) Procore's defense and indemnity obligations do not apply to, and Procore will have no liability with respect to, any Claim arising in whole or part due to (1) any modification of the Subscription Services made by anyone other than Procore; (2) any use of the Subscription Services in combination with software, products, or services not provided by Procore; (3) any Third-Party Applications; (4) Beta Services or Services under an Order for which there is no charge (other than discounted Services); (5) Customer's use of the Subscription Services not in compliance with this Agreement; or (6) Customer's failure to use any Update provided by Procore, to the extent such Update would make the Services non-infringing.

This indemnity states Procore's entire liability, and Customer's exclusive remedy, for any Claims as described in Section 8.1.

8.2. Indemnification by Customer. Except where prohibited by applicable statute, Customer shall defend any claim or regulatory action brought against Procore by a third party to the extent such claim relates to the Customer Data (if used by Procore in accordance with this Agreement), use of the Services under this Agreement, or Third-Party Applications built by or on behalf of Customer. If a third party makes such a claim against Procore, Customer shall pay all damages (including reasonable attorneys' fees) finally awarded against Procore by a court of competent

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jurisdiction or the settlement agreed to by Customer with respect to such claim. **This indemnity states Customer's entire liability, and Procore's exclusive remedy, for any third-party claims as described in this Section 8.2.**

8.3. Procedure. The defense and indemnity obligations above are conditioned upon the indemnified Party providing the indemnifying Party with (a) prompt notice; (b) sole control over the defense and any settlement negotiations; and (c) all information and assistance reasonably requested by the indemnifying Party in connection with the defense or settlement of the indemnifiable claim. The indemnifying Party shall not agree to a settlement that imposes any obligation or liability on the indemnified Party without the indemnified Party's prior written consent, which will not be unreasonably withheld, conditioned, or delayed. The indemnified Party may appear in connection with such claims, at its own expense.

9. LIMITATION OF LIABILITY

9.1. Exclusion of Damages. **Except with regard to a Party's indemnification obligations under Section 8 ("Indemnification"), neither Party nor its respective Affiliates will be liable for any loss of profits, revenues, goodwill, anticipated savings, or use, costs of substitute goods or services, business interruption, or work stoppage, or any indirect, special, incidental, exemplary, punitive, or consequential damages, however caused, and based on any theory of liability, arising out of or relating to this Agreement, whether for breach of contract, breach of warranty, tort (including negligence), product liability, or otherwise, even if such Party is advised of the possibility of such damages. The foregoing disclaimer will not apply to the extent prohibited by applicable law.**

9.2. Limitation of Liability. **A Party's and its respective Affiliates' aggregate cumulative liability for all damages arising out of or related to this Agreement will not exceed the applicable Fees paid or payable to Procore in an Order or SOW for the applicable Services and attributable to the twelve (12) month period immediately preceding the event giving rise to the liability. The existence of more than one claim will not expand this limit. The liability limitations under this Section 9.2 will not apply to (a) Customer's obligations to pay Fees due under this Agreement or material breach of Section 2.1; (b) Customer's interference with another party's ability to use the Procore software-as-a-service; (c) amounts finally determined pursuant to either Party's indemnity obligations under Section 8; (d) either Party's gross negligence, willful misconduct, or fraud; (e) misuse or misappropriation by a Party of the other Party's intellectual property rights; or (f) either Party's negligence on-site during the performance of Professional Services that results in death or personal injury. Nothing in this Agreement excludes or limits any liability that cannot be excluded or limited under applicable law.**

10. TERM AND TERMINATION

10.1. Term of Agreement. This Agreement will begin on the Effective Date and continue until terminated as permitted herein (the "**Term**"). If there are no active Orders, this Agreement will automatically terminate after ninety (90) days.

10.2. Subscription Term. The initial Subscription Term and any applicable renewal Subscription Term will begin and end in accordance with the start date and end date set forth in the Order.

10.3. Suspension. In the event of Customer's or an Authorized User's breach of this Agreement, including without limitation for Non-Payment Suspension or violation of the restrictions in Section 2.2, Procore may, in its reasonable discretion, suspend Customer's or an Authorized User's access to or use of the Subscription Services. Notwithstanding the foregoing, unless the circumstances dictate otherwise, Procore shall reasonably notify Customer and the Authorized User via email before taking the foregoing actions, and shall restore access once the breach has been remedied.

10.4. Termination. Either Party may terminate this Agreement or any Order or SOW upon notice if the other Party is in material breach of this Agreement, where such material breach is not cured (to the extent capable of being cured) within thirty (30) days after receiving notice of breach from the non-breaching Party, or with immediate effect where such material breach cannot be cured. For the avoidance of doubt and without limiting Procore's rights, Customer's noncompliance with Section 2.2 or Section 4.1 will be deemed a material breach of this Agreement. Either Party may terminate this Agreement with immediate effect if the other Party becomes the subject of a petition in bankruptcy or other proceeding relating to insolvency, receivership, liquidation, or assignment for the benefit of creditors, and such petition or proceeding is not dismissed within forty-five (45) days.

10.5. Effect of Termination. Upon the termination of this Agreement for any reason (a) unless otherwise agreed by the Parties in writing, all outstanding Orders, SOWs, and access to the Subscription Services will automatically terminate; (b) Customer and its Authorized Users shall immediately cease access and use of the Subscription Services, other than for retrieval purposes provided in (d) below; (c) all Customer's outstanding payment obligations will become due and payable immediately; and (d) for thirty (30) days following the end of the final Subscription Term, Procore shall make Customer Data available to Customer, at Customer's request, via the Subscription Services, solely for purpose of allowing Customer to retrieve Customer Data. After thirty (30) days, Procore will have no obligation to

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maintain or provide any Customer Data, and thereafter may delete or destroy all copies of Customer Data. If Procore is required to retain a copy of Customer Data for legal purposes, such copy will remain subject to the confidentiality provisions of this Agreement.

10.6. Refund or Payment upon Termination. If Customer terminates this Agreement due to Procore's material breach, Procore shall refund Customer the prorated portion of prepaid Fees for the remaining Subscription Term. If Procore terminates this Agreement due to Customer's material breach, Customer shall promptly pay any unpaid Fees. Termination will not relieve Customer of its obligation to pay any Fees for the period prior to the effective date of termination.

10.7. Surviving Provisions. The Sections titled "Fees and Payment" (Section 4), "Proprietary Rights and Licenses" (Section 5), "Confidentiality" (Section 6), "Representations, Warranties, Exclusive Remedies, Disclaimers" (Section 7), "Indemnification" (Section 8), "Limitation of Liability" (Section 9), "Term and Termination" (Section 10), and "General Provisions" (Section 11) will survive any termination of this Agreement.

11. GENERAL PROVISIONS

11.1. Trademarks and Logo Usage. Neither Party shall use the logos, trademarks, service marks, product names, or trade names of the other Party without the prior written consent of the other Party. If Customer uses Procore's logos, trademarks, service marks, product names, or trade names, such use will be subject to the Procore trademark usage guidelines at www.procore.com/legal/trademark.

11.2. Export Control and Sanctions. Each Party shall comply with all applicable Export Control and Sanctions Laws and Regulations in connection with providing and using the Services. Without limiting the foregoing, (a) each Party represents that it is not listed on any list of entities or individuals who are restricted from receiving U.S. services or items subject to jurisdiction of U.S. Export Controls or U.S. persons transacting with it (including but not limited to the Specially Designated Nationals and Blocked Persons List and the Entity List) nor is it owned or controlled by any such listed entity or individual; (b) Customer shall not, and shall ensure that Authorized Users do not, violate any Export Control and Sanctions Laws and Regulations, or cause any such violation to occur; and (c) Customer shall not use or cause any person to use the Services to store, retrieve, or transmit technical data controlled under the U.S. International Traffic in Arms Regulations.

11.3. Applicable Law & Anti-Corruption. Each Party shall comply with applicable laws in performance of this Agreement. Neither Party has promised, made, or received any bribe, kickback, or other similar payment or transfer of value from or to any director, officer, employee, agent, or other representative of the other Party in connection with this Agreement.

11.4. U.S. Government Rights. The Services and Documentation comprise "commercial computer software" and "commercial computer software documentation" as such terms are used in 48 C.F.R. 12.212 and 48 C.F.R. 227.7202. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202, the rights of U.S. Government end users to use commercial computer software, commercial computer software documentation, and technical data furnished in connection with this Agreement are solely as provided in this Agreement.

11.5. Governing Law & Venue. Any dispute arising out of or relating to this Agreement is subject to the governing law and primary jurisdiction and venue in which Customer is located, in all cases without reference to conflict of law rules of any jurisdiction. The provisions of the United Nations Convention of Contracts for the International Sale of Goods and the Uniform Computer Information Transactions Acts will not apply to this Agreement in any manner whatsoever. Notwithstanding anything to the contrary, either Party may seek interim injunctive relief in any court of appropriate jurisdiction regarding any alleged breach of confidentiality obligations or intellectual property or proprietary rights.

11.6. Dispute Resolution. The Parties shall attempt in good faith to promptly resolve any disputes arising out of or relating to this Agreement by negotiation between representatives of each Party with the authority to resolve such dispute. If the Parties are unsuccessful in reaching resolution after a reasonable time, either Party may elect to exercise remedies available under this Agreement or at law.

11.7. Notices. Notices to Customer will be delivered via email or overnight delivery at the address associated with the Order. Notices to Procore will be delivered via email to legalnotice@procore.com or by overnight delivery to Procore Technologies, Inc., Attention Chief Legal Officer, 6309 Carpinteria Ave., Carpinteria, CA 93013 USA. All notices must be in writing and will be effective when received.

11.8. Force Majeure. Neither Party will be liable for any failure or delay in its performance under this Agreement to the extent due to any cause beyond its reasonable control (a "**Force Majeure Event**"). The Party suffering a Force Majeure Event shall use reasonable efforts to mitigate against the effects of such Force Majeure Event and shall resume performance as soon as practicable following the Force Majeure Event.

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11.9. Assignment. Each Party shall not assign this Agreement, in whole or part, or any right or interest herein, without the other Party's prior written consent, not to be unreasonably withheld, and any purported assignment without such consent will be void. However, except where prohibited by applicable statute, either Party may assign this Agreement without consent to an Affiliate, or in connection with a merger, consolidation, corporate reorganization, sale of all or substantially all of its assets or business, or other change-of-control transaction. Subject to the foregoing, this Agreement will be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. Assignment will not relieve Customer of its obligation to pay Fees incurred before the assignment.

11.10. Relationship of the Parties. The Parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the Parties.

11.11. Entire Agreement; Order of Precedence. This Agreement (together with any Orders, SOWs, and linked terms) contains the entire understanding and agreement of the Parties concerning the subject matter hereof and supersedes all prior or contemporaneous communications, representations, agreements, and understandings, either oral or written, between the Parties with respect to its subject matter. This Agreement will only be amended or waived by a writing signed by both Parties; however, the Parties may update and modify this Agreement upon renewal of the Subscription Term. In the event of any conflict or inconsistency between or among the following documents, the order of precedence will be: (1) the DPA, (2) the Order, (3) SOW, (4) this Agreement, and (5) any links provided herein. Any amendment will take precedence over the document it amends.

11.12. Miscellaneous. If a provision of this Agreement is unenforceable or invalid, the provision will be revised so as to best accomplish the objectives of the Parties as evidenced by this Agreement, and the remainder of this Agreement will continue in full force. The English language version of this Agreement will be the version used when interpreting or construing this Agreement. Any notices in connection with this Agreement must be provided in English. Either Party's failure to enforce any right under this Agreement will not waive that right. There are no third-party beneficiaries to this Agreement, and Customer acknowledges that Procore will have no obligations or liability whatsoever to any third parties with which Customer does business.

11.13. Insurance. During the Term, Procore shall maintain, at its own expense, the following insurance coverage with the greater of the following limits, or as required by law:

(a) Commercial General Liability with limits of not less than USD $1,000,000 per occurrence/USD $2,000,000 aggregate;

(b) Workers' Compensation and Employer's Liability of not less than USD $1,000,000 per accident;

(c) Cyber/Errors & Omissions coverage with a combined aggregate of not less than USD $10,000,000; and

(d) Umbrella/Excess coverages of not less than USD $10,000,000.

Such policies will include a waiver of subrogation and additional insured endorsements (except Workers' Compensation and Cyber/Errors & Omissions) in favor of Customer. Upon Customer's request, Procore shall provide Customer with evidence of the foregoing coverage.

12. DEFINITIONS

12.1. "**Affiliate**" means an entity that controls, is controlled by, or is under common control of a Party, where "**control**" means ownership or control, directly or indirectly, of more than fifty percent (50%) of the voting interest of such entity or party (but only for so long as such control exists) or the right to otherwise control the decision making of the subject entity.

12.2. "**Authorized User**" means any individual or agent authorized by Customer to access or use the Services.

12.3. "**Beta Services**" means Procore services, features, or functionality that Procore may make available to Customer that have not been made generally available to customers and have been designated as beta, pilot, limited release, preview, non-production, pre-release, or a similar designation.

12.4. "**Customer Data**" means any content, data, information, Personal Data (as defined in the DPA), and other materials submitted by Customer or an Authorized User to the Services. Customer Data excludes Aggregated Data, any content from publicly available sources, and any suggestion, enhancement request, recommendation, correction, or other feedback relating to the Services.

12.5. "**Documentation**" means the official Procore-provided user guides applicable to the Services, whether in electronic, paper, or equivalent form, as updated from time to time, accessible at https://support.procore.com/products/online/user-guide or other websites designated by Procore.

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12.6. "**Export Control and Sanctions Laws and Regulations**" means all applicable laws and regulations controlling or regulating the export, re-export, or in-country transfer of goods, technology, software, or services, or those that impose other trade or financial sanctions against targeted countries, territories, individuals, or entities, collectively including, but not limited to, all laws administered by the U.S. Department of State and its Directorate of Defense Trade Controls, the Office of Foreign Assets Control of the U.S. Department of the Treasury, and the U.S. Department of Commerce and its Bureau of Industry and Security.

12.7. "**Harmful Code**" means code, files, scripts, agents, malware, or programs intended to do harm, including but not limited to viruses, worms, time bombs, and Trojan horses.

12.8. "**Intellectual Property Rights**" means all rights, title, and interest in all intellectual property, including patents, copyrights, trade secrets, mask works, trademarks, and other intellectual property rights of any sort throughout the world.

12.9. "**Order**" means a written or electronic order form, executed by the Parties, identifying the Services, scope, quantity, charges, and other information relevant to a specific transaction between Customer and Procore, herein incorporated by reference.

12.10. "**Professional Services**" means the implementation, technical, consulting, training, and similar services provided by or through Procore or its Affiliates, as described in the relevant Order or SOW.

12.11. "**Reseller**" means a third party authorized by Procore or its Affiliates to promote, distribute, and/or resell the Services.

12.12. "**Services**" means collectively, as applicable, the Subscription Services, Support Services, and Professional Services Customer has ordered, and Procore has agreed to provide, as indicated on the applicable Order or SOW.

12.13. "**SOW**" means a statement of work executed by the Parties describing Professional Services purchased by Customer pursuant to an Order, herein incorporated by reference.

12.14. "**Subscription Services**" means the Procore software-as-a-service, and all associated Updates, offered on a subscription basis by Procore via an Order that provides the functionality described in the Documentation.

12.15. "**Subscription Term**" means the entire period during which Customer is entitled to use the Subscription Services, including the initial term and any applicable renewal terms.

12.16. "**Support Services**" means the type of Procore's customer support for the Subscription Services described in Exhibit A, and as may be specified or purchased within an Order.

12.17. "**Updates**" means all updates, enhancements, and other modifications that Procore makes generally available, at no additional charge, to its customers of the Subscription Services identified in an Order.

12.18. "**Usage Metric**" means the unit of measure, multiplied by the associated quantity, as shown on the applicable Order, to determine the scope of Customer's access and use of the Subscription Services and associated Fees, as set out in an Order.

// Signature Page Follows //

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PROCORE SUBSCRIPTION AND SERVICES AGREEMENT

Signature Page

Procore Technologies, Inc.		**Customer:**	
6309 Carpinteria Ave. Carpinteria, CA 93013 US			
By:	Signed by: Bill Fleming A46439B0A075485... *Authorized Signature*	**By:**	*Authorized Signature*
Name:	Bill Fleming	**Name:**	
Title:	SVP, Corporate Controller	**Title:**	
Date:	01/08/26	**Date:**	

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PROCORE SUBSCRIPTION AND SERVICES AGREEMENT

Exhibit A – Support Services and Service Levels

1. OVERVIEW

This Support Services and Service Levels exhibit covers the Procore Subscription Services defined in this Agreement.

2. DEFINITIONS

For purposes of this exhibit, "**Scheduled Downtime**" means the window during which scheduled maintenance of the Subscription Services is performed. Procore shall use commercially reasonable efforts to not provide more than 6 hours of Scheduled Downtime per calendar month.

3. SERVICE AVAILABILITY

Procore's availability objective for the Subscription Services is 99.9% of the time, 7 days a week, and 24 hours per day as calculated over a calendar month excluding Scheduled Downtime. This does not include Force Majeure Events or other factors outside of Procore's reasonable control.

4. SUPPORT

4.1 Access to Support. Customer and Authorized Users have access to technical support via telephone, online chat, email, or self-paced online tutorials. Support hours can be found at http://support.procore.com/references/contact-support. Support does not include training sessions on the features and functionality of the Subscription Services (e.g., implementation) or training in relevant computer skills considered prerequisite to an individual's ability to use personal computers, the Internet/World Wide Web, and online software in accordance with the requirements of the Agreement. Furthermore, only qualified, trained Customer support personnel or Authorized Users familiar with Subscription Services are authorized to contact Procore to obtain support.

4.2 Reporting and Status Updates. Before requesting support from Procore, Customer shall use reasonable efforts to comply with any applicable operating and troubleshooting procedures as set forth in the Documentation or as otherwise provided by Procore. If such efforts are unsuccessful, Customer should promptly notify Procore support via Procore's Ticket Tracking System ("**System**") of the issue including any supporting information Customer believes may assist Procore in both its diagnostic determination as well as the Severity/Priority classification. Upon Procore's receipt of a support request via the System, Procore shall use commercially reasonable efforts to answer questions and provide standard error corrections to known problems. In the event of any problems or errors involving the Subscription Services that Procore cannot immediately resolve, Procore shall begin working on a resolution to the problem and shall work diligently and in a commercially reasonable manner on the problem until it is resolved. Once Procore receives an error ticket as reported from Customer, Procore shall provide Customer with timely status updates as reasonably determined by Procore until a workaround or other resolution is established by Procore.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities and Safety

DATE: January 22, 2026

RE: Approval of Change Order No. 3 to the Agreement with Zone 4 Construction for Additional Services Under Contract # 07-24 for the District Office Accessibility improvements Project

---

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Board of Trustees approved an agreement with Zone 4 Construction on May 22, 2025 to provide accessible entry to the District Office in meeting all State and Federal laws.

While the main components, including the stairs, ramp and entry portal have been completed, the project has unfortunately experienced unforeseen issues with the subsoil conditions by the staff parking area. Per the Geotech engineer, the Contractor was directed to continue excavations and investigations on a Time and Material basis. The cumulative cost would exceed 10% of the original Contract amount where the Public Contract Code Section 20118.4. requires rebidding of such added scope in such situations.

This Change Order is to conclude the work to date by this Contractor. The remediation of the remaining defined parking lot area will be completed through a separate contract to be completed through a second bidding process.

FISCAL IMPLICATIONS:

The total cost for the additional work is $45,608.59. This will be paid for by the Facilities Fund (Fund 40).

Agreement	Date	Total
Original Agreement	May 22, 2025	$ 544,813.00
Amendment No. 1	September 25, 2025	$ 5,930.00
Amendment No. 2	October 9, 2025	$ 13,627.50
Amendment No. 3	January 22, 2026	$ 45,608.59
Total Amended Compensation		**$ 609,979.09**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order No. 3 to the Agreement with Zone 4 Construction for an additional amount of $45,608.59.

CHANGE ORDER FORM

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

CHANGE ORDER NO.:
3

CHANGE ORDER

Project: SSFUSD District Office: Accessibility Improvements Bid No.: 07-24

Date: 12/10/25
DSA File No.: 41-28
DSA Appl. No.: 01-122147

The following parties agree to the terms of this Change Order:

Owner: South San Francisco USD

398 B Street, South San Francisco, CA-94080

Contractor: Zone 4 Construction
1022 Center Street, San Carlos, CA 94070

Architect: CAW Architects
703 Market Street, Suite 2100
San Francisco, CA 94103

Project Inspector: Paul Stevens
125 Mazie Drive, Pleasant Hill, CA 94523

Reference	Description	Cost	Days Ext.
PCO #5R4 Requested by: Owner Reason: Unforeseen Condition	Additional excavation and soil treatment due to unforeseen soil conditions. Work was completed on T&M basis to expedite repair.	$55,094.56	5
PCO #7R2 Requested by: Owner Reason: Unforeseen Condition	Soft spot soil remediation due to an unforeseen condition with site conditions.	$10,087.00	0
PCO #9R1 Requested by: Owner Reason: Removing scope	Credit for the remaining scope left on the project.	($19,572.97)	0
Contract time will be adjusted as follows:	Original Contract Amount:	$544,813.00	
Previous Completion Date: August 29, 2025	Amount of Previously Approved Change Order(s):	$19,557.50	
5 Calendar Days Extension	Amount of this Change Order:	$45,608.59	
Current Completion Date: September 5, 2025	Contract Amount:	$609,979.09	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:		Contractor:	
	01/07/2026	*Gino Guidi*	12/15/25
Wazi Chowdhury	Date	Gino Guidi	Date

Architect:

	12/11/25
Matt Dohrmann	Date

END OF DOCUMENT

ZONE 4
CONSTRUCTION
Lic #797500

CHANGE ORDER PROPOSAL

PROJECT: SSFUSD District Office Accessibility Improvements

DATE: **2-Dec-25**

ZONE 4 JOB# **25078**

CONTRACTOR: **ZONE 4 CONSTRUCTION**

COR# **05-R4**

CHANGE ORIGINATION: Inspector's Request & (RFI's 19 & 20).

DESCRIPTION: Below you will find our cost to modify ADA parking stalls to achieve 2% slope. This COR includes demo and removal of existing asphalt, re-grading to accomplish a 2% slope in all directions and supply and install new asphalt. Work was performed on T&M per direction of the Construction Manager.

A DIRECT MATERIAL & DIRECT COSTS

MGMT & Administration	$260	
TOTAL ZONE 4 DIRECT COST:		**$260**

B SUBCONTRACTORS - (SEE ATTACHED BREAK-OUTS)

Dryco	$48,012	
GC per day = $647.00		
$647.00 X 5 Days	$3,235	
TOTAL SUBCONTRACTOR COST:		**$51,247.25**

C INDIRECTS

Mark-Up	5%	
Bond	2%	

D TOTAL INDIRECT COSTS: **$3,587.31**

TOTAL COST OF CHANGE (Items A through E) → **$55,094.56**

E TIME

Activities/Time added to CPM schedule:

1	*Re-grade Existing ADA Parking Stalls*	Add days:	5	wd
2		Add days:		wd

TOTAL TIME EXTENSION REQUIRED (DAYS): 5 working days added to the Construction Schedule

Submitted By: _____ Date: 2-Dec-25

Project Manager

Approved By: _____ Date: _____

EXCLUSIONS & QUALIFICATIONS & APPROPRIATE DOCUMENTATION, IF ANY, ARE ENCLOSED

DRYCO Construction, Inc.

42745 Boscell Rd.
Fremont CA, 94538

DRYCO CONSTRUCTION TIME & MATERIAL JOB COST RECAP FOR JOB

OWNER/CONTRACTOR:	ZONE 4		**COR#1 - Revised**
ADDRESS:	Serramonte , Daly City		
JOB NAME:	Serramonte Sitework	**JOB #**	1525-1824
DESCRIPTION:	on 10/6, remove asphalt at ADA area and cut grade for new elevations. 10/7, excavate (2) areas 27" deep as directed by soils engineer (16'x16' & 16'x20'). Off-haul (5) loads of dirt. Install geogrid soil stabilization fabric, place 61 tons of baserock. 10/9 install 60 LF of 3" PVC pipe and perform additional over-ex w/ fabric and 36 Tons baserock per soils engineer. 10/10 crew was shut down as subgrade was saturated and unable to pave ADA area. 10/14, excavate/pot hole locations as requested by engineer.		

PUBLIC CERTIFIED RATE	YES					**PHASE:**	CONCRETE
JOB ACTIVITY FOR THE PERIOD:	10/6-10/14					**DATE:**	12/01/25
LABOR:	**Reg Hours**	**O.T. Hours**	**OT Premium**	**Reg Rate**	**O.T. Rate**	**OT Prem**	**Total**
FOREMAN	32.00	0.00	0.00	$ 125.00	$ 187.50	$ 62.50	$ 4,000.00
LABOR	62.00	0.00	0.00	$ 95.00	$ 142.50	$ 47.50	$ 5,890.00
FINISHER	0.00	0.00	0.00	$ 100.00	$ 150.00	$ 50.00	$ -
OPERATOR	57.00	0.00	0.00	$ 95.00	$ 142.50	$ 47.50	$ 5,415.00
SKILLED LABOR	0.00	0.00	0.00	$ 95.00	$ 142.50	$ 47.50	$ -
SUPERINTENDENT	6.00	0.00	0.00	$ 135.00	$ 130.87	$ 67.50	$ 810.00
DRIVER	54.00	0.00	0.00	$ 100.00	$ 150.00	$ 50.00	$ 5,400.00
TOTAL LABOR	211.00	**0.00**	**0.00**				**$ 21,515.00**

MATERIALS		**Qty**	**Rate**	**Total**
Baserock	T	97.00	$ 16.50	$ 1,600.50
Geogrid	LS	1.00	$ 796.00	$ 796.00
3" PVC Pipe	LS	60.00	$ 3.00	$ 180.00
				$ -
				$ -
TOTAL MATERIALS		**158.00**		**$ 2,576.50**

EQUIPMENT		**Hrs**	**Rate**	**Total**
Foreman Truck	HR	32.0	$ 60.00	$ 1,920.00
10TW/Dump Truck	HR	48.0	$ 65.00	$ 3,120.00
Backhoe - non-rental	HR	36.0	$ 70.00	$ 2,520.00
Roller	HR	28.0	$ 65.00	$ 1,820.00
Bobcat	HR	8.0	$ 60.00	$ 480.00
				$ -
				$ -
TOTAL EQUIPMENT		**152.0**		**$ 9,860.00**

DUMPS		**Qty**	**Rate**	**Total**
Broken Pavement	Ton	20	$ 45.00	$ 900.00
Clean Dirt - Zanker	CY	58	$ 97.00	$ 5,626.00
TOTAL DUMPS		**78.0**		**$ 6,526.00**

SUBCONTRACTORS		**Qty**	**Rate**	**Total**
Private Locator	HR	1	$ 1,850.00	$ 1,850.00
Rental Truck	HR	8	$ 165.00	$ 1,320.00
TOTAL SUBCONTRACTOR		**9**		**$ 3,170.00**

TOTAL			**$ 43,647.50**
	Overhead	**10.0%**	$ 4,364.75
	Profit	**0.0%**	$ -
	GRAND TOTAL		**$ 48,012.25**

NOTES:

All equipment has a 4 hr minimum.
All labor charges are portal to portal
Drivers in Ten Wheeler, Tool Truck, Flatbed, Etc are paid drive time
ADDITIONAL MATERIAL COSTS CAN OCCUR
AFTER BILLING DUE TO LATE ARRIVING TAGS.

Dryco Construction, Inc.
42745 Boscell Rd.
Fremont, CA 94538
Phone: (510)438-6500 Fax: (510)438-6510

DATE: 10/6/25

T&M REPORT

TAG # | AMOUNT

JOB NAME & ADDRESS	JOB #	CREW	REGULAR	O/T	TRUCKS EQUIP.	HOURS	PHASE: AC CC GR / PLANT / MATERIALS	TAG #	AMOUNT
SSF HS	1525-1824	FOREMAN	4	1	TRUCK	4			
		LABOR	4	.5	COMP	8	DUMP BROKEN		2 LOADS
398 B ST, SSF		LABOR	4	.5	BACKHOE	8	ASPHALT		
		LABOR	—		ROLLER	4			
		OPERATOR	4	.5	BOBCAT	—			
		OPERATOR	—		10-WHEEL	4			
		DRIVER	4	1	10-WHEEL	—			
		DRIVER	—						
		SUPERINTENDENT	2						

RENTED EQUIP / SUPPLIER

INVENTORY:

OIL SS1 / RS1
SAND #20, #30, #60, #90
READY MIX 60LB / 80LB
HEADERBOARD
STAKES
OTHER
REBAR
FORM WOOD
DOBIES
DUMP SITE / TYPE

T & M Work Description:

DEMO ASPHALT & EXCAVATE / GRADE ADA AREA. * PUMPING SUBGRADE ENCOUNTERED

Waiver Statement:

This is an estimate of the labor, materials and equipment required to complete the extra time and material work: The actual cost for this work will be forthcoming from our accounting department. Each day of work is subject to travel time, all equipment has a four hour minimum charge and additional costs can occur due to late invoices.

I have read the waiver statement and approve: _____

Title: _____

	YES	NO
JOB COMPLETED		
BARRICADES ON SITE		
CLEAN UP COMPLETED		
START TIME:	**END TIME:**	

Dryco Construction, Inc.
42745 Boscell Rd.
Fremont, CA 94538
Phone: (510)438-6500 Fax: (510)438-6510

DATE: 10/7/25

T&M REPORT

JOB NAME & ADDRESS	JOB #	CREW	REGULAR	O/T	TRUCKS EQUIP.	HOURS
SSFHS	1525-1824	FOREMAN	8	1.5	TRUCK	8
398 B ST, SSF		LABOR	8	1	COMP	4
		LABOR	8	1	BACKHOE	8
		LABOR	—		ROLLER	8
		OPERATOR	8	1	BOBCAT	8
		OPERATOR	8	1	10-WHEEL	8
		DRIVER	8	1.5	10-WHEEL	8
		DRIVER	8	1.5		
		SUPERINTENDENT	4			

RENTED EQUIP / SUPPLIER	
SUPER DUMP	8 HRS
HARJOT	

T & M Work Description:

EXCAVATR 27" DEEP AS DIRECTED.
16'X20' & 16'X16'. OFF-HAUL. PLACE ROCK
& FABRIC

PHASE: AC CC GR

PLANT / MATERIALS	TAG #	AMOUNT
GEOGRID FABRIC		2 ROLLS
BASEROCK		61 TONS
-BRISBANE		
ZANKER DUMPS		5 LOADS
-DIRT		

INVENTORY:		
OIL SS1 / RS1		
SAND #20, #30, #60, #90		
READY MIX 60LB / 80LB		
HEADERBOARD		
STAKES		
OTHER		
REBAR		
FORM WOOD		
DOBIES		
DUMP SITE / TYPE		
JOB COMPLETED	YES	NO
BARRICADES ON SITE		
CLEAN UP COMPLETED		
START TIME:	END TIME:	

Waiver Statement:

This is an estimate of the labor, materials and equipment required to complete the extra time and material work: The actual cost for this work will be forthcoming from our accounting department. Each day of work is subject to travel time, all equipment has a four hour minimum charge and additional costs can occur due to late invoices.

I have read the waiver statement and approve: _____

Title: _____

Dryco Construction, Inc.
42745 Boscell Rd.
Fremont, CA 94538
Phone: (510)438-6500 Fax: (510)438-6510

DATE: 10/9/25

T&M REPORT

JOB NAME & ADDRESS	JOB #	CREW	REGULAR	O/T	TRUCKS EQUIP.	HOURS
SSF HS	1525-1824	FOREMAN	8	1.5	TRUCK	8
		LABOR	8	1	COMP.	—
398 B ST, SSF		LABOR	8	1	BACKHOE	8
		LABOR	—		ROLLER	8
		OPERATOR	8	1	BOBCAT	8
		OPERATOR	8	1	10-WHEEL	8
		DRIVER	8	2	10-WHEEL	—
		DRIVER	—			
		SUPERINTENDENT	4			
RENTED EQUIP / SUPPLIER						

PHASE: AC CC GR

PLANT / MATERIALS	TAG #	AMOUNT
BASEROCK		36 T
REDWOOD 2X4		60 LF
REDWOOD 1X4		10 LF
STAKES		1 Bundle
3" PVC		60 LF

T & M Work Description:

INSTALL WOOD HEADER & 3" PVC PIPE.
CONTINUE BASEROCK & FABRIC PER ENGINEER.

INVENTORY:		
OIL SS1 / RS1		
SAND #20, #30, #60, #90		
READY MIX 60LB / 80LB		
HEADERBOARD		
STAKES		
OTHER		
REBAR		
FORM WOOD		
DOBIES		
DUMP SITE / TYPE		
JOB COMPLETED	YES	NO
BARRICADES ON SITE		
CLEAN UP COMPLETED		
START TIME:	END TIME:	

Waiver Statement:

This is an estimate of the labor, materials and equipment required to complete the extra time and material work: The actual cost for this work will be forthcoming from our accounting department. Each day of work is subject to travel time, all equipment has a four hour minimum charge and additional costs can occur due to late invoices.

I have read the waiver statement and approve: _____

Title: _____

Dryco Construction, Inc.
42745 Boscell Rd.
Fremont, CA 94538
Phone: (510)438-6500 Fax: (510)438-6510

DATE: 10/10/25

T&M REPORT

JOB NAME & ADDRESS	JOB #	CREW	REGULAR	O/T	TRUCKS EQUIP.	HOURS
SSF HS	1525-1024	FOREMAN	4		TRUCK	4
		LABOR			COMP	—
398 B ST, SSF		LABOR	4	.5	BACKHOE	—
		LABOR	4	.5	ROLLER	4
		OPERATOR	4	.5	BOBCAT	—
		OPERATOR	4		10-WHEEL	4
		DRIVER	4	.5	10-WHEEL	6
		DRIVER	6			
		SUPERINTENDENT	2			

PHASE: AC CC GR

PLANT / MATERIALS

RENTED EQUIP / SUPPLIER

T & M Work Description:

LABOR PAVE CREW TO PAVE ADA, HAD TO CANCEL DUE TO SOFT SUBGRADE

* PAVED CONTRACT AREA

INVENTORY:

OIL	SS1 / RS1
SAND	#20, #30, #60, #90
READY MIX	60LB / 80LB
HEADERBOARD	
STAKES	
OTHER	
REBAR	
FORM WOOD	
DOBIES	
DUMP SITE / TYPE	

TAG #	AMOUNT

JOB COMPLETED	YES	NO
BARRICADES ON SITE		
CLEAN UP COMPLETED		
START TIME:	END TIME:	

Waiver Statement:

This is an estimate of the labor, materials and equipment required to complete the extra time and material work: The actual cost for this work will be forthcoming from our accounting department. Each day of work is subject to travel time, all equipment has a four hour minimum charge and additional costs can occur due to late invoices.

I have read the waiver statement and approve: _____

Title: _____

Dryco Construction, Inc.
42745 Boscell Rd.
Fremont, CA 94538
Phone: (510)438-6500 Fax: (510)438-6510

DATE: 10/14/25

T&M REPORT

JOB NAME & ADDRESS	JOB #	CREW	REGULAR	O/T	TRUCKS EQUIP.	HOURS
SSF HLS	1525-1824	FOREMAN	8		TRUCK	8
		LABOR	8		COMP	—
398 B ST, SSF		LABOR	—		BACKHOE	8
		LABOR	—		ROLLER	—
		OPERATOR	8		BOBCAT	—
		OPERATOR	—		LO-WHEEL	8
		DRIVER	8		LO-WHEEL	
		DRIVER	—			

RENTED EQUIP / SUPPLIER
LOCATOR

T & M Work Description:

EXCAVATE HOLES FOR ENGINEER

PHASE: AC CC GR	TAG #	AMOUNT
PLANT / MATERIALS		
INVENTORY:		
OIL SS1 / RS1		
SAND #20, #30, #60, #90		
READY MIX 60LB / 80LB		
HEADERBOARD		
STAKES		
OTHER		
REBAR		
FORM WOOD		
DOBIES		
DUMP SITE / TYPE		

	YES	NO
JOB COMPLETED		
BARRICADES ON SITE		
CLEAN UP COMPLETED		
START TIME:	**END TIME:**	

Waiver Statement:

This is an estimate of the labor, materials and equipment required to complete the extra time and material work: The actual cost for this work will be forthcoming from our accounting department. Each day of work is subject to travel time, all equipment has a four hour minimum charge and additional costs can occur due to late invoices.

I have read the waiver statement and approve: _____

Title: _____

ZONE 4
CONSTRUCTION
Lic #797500

CHANGE ORDER PROPOSAL

PROJECT: SSFUSD District Office Accessibility Improvements

DATE: **4-Dec-25**

ZONE 4 JOB# **25078**

CONTRACTOR: **ZONE 4 CONSTRUCTION**

COR# **07R2**

CHANGE ORIGINATION: RFI#17

DESCRIPTION: Below you will find our cost to remediate soft spots (Per Ninyo & Moore) report.

A DIRECT MATERIAL & DIRECT COSTS

MGMT & Administration	$260	
TOTAL ZONE 4 DIRECT COST:		**$260**

B SUBCONTRACTORS - (SEE ATTACHED BREAK-OUTS)

Merlo Concrete	$10,087	
TOTAL SUBCONTRACTOR COST:		**$10,087.00**

C INDIRECTS

Mark-Up	5%	
Bond	2%	

D TOTAL INDIRECT COSTS: **$706.09**

TOTAL COST OF CHANGE (Items A through E) → **$11,053.09**

E TIME

Activities/Time added to CPM schedule:

1 *Re-grade Existing ADA Parking Stalls* Add days: 0 wd

2 Add days: wd

TOTAL TIME EXTENSION REQUIRED (DAYS): 0 working days added to the Construction Schedule

Submitted By: Date: 4-Dec-25

Project Manager

Approved By: Date:

EXCLUSIONS & QUALIFICATIONS & APPROPRIATE DOCUMENTATION, IF ANY, ARE ENCLOSED

Lewis M. Merlo Inc.
CONCRETE CONSTRUCTION
Cal Lic # 184527
www.lewismerloinc.com

December 10, 2025
LMM Proposal #:

SSFUSD 390 B ST.

Zone 4 Construction
1022 Center Street
San Carlos, CA 94070

Contact Phone: 510-773-3352
gguidi@zone4power.net

Attn: Gino Guidi

Concrete Work RFI #17

- Provide the excavation for elimination of soft spot, off-haul and disposal of non-hazardous spoils for the excavation as shown on RFI #17 dated August 19, 2025
- Provide the backfill and labor to backfill the trench as shown on RFI #17 dated August 17, 2025.

Notes:
1. Lewis M. Merlo Inc.'s scope of work is limited to the items listed on this proposal.
2. All work is to be completed in one single mobilization.
3. All work is to be completed Monday thru Friday 7am to 3:30pm
4. All work to be completed in a single phase.

EXCLUSIONS: The cost of permits, bonds, testing, inspections, plumbing, electrical, mechanical, and utility work, excavation other than aforementioned, sub-grade preparation, waterproofing, concrete sealant work, all caulking, painting, patching, structural steel work, framing, carpentry, stucco, pre-cast concrete work, shoring or underpinning of properties, excavation/removal and/or disposal of all hazardous waste material, colored and exposed aggregate concrete work, drainage work, landscaping, irrigation, pavers, floor leveling, concrete polishing, concrete grinding, concrete sealing, brick and stone work, crack repair, stucco work, supplying and/or installing of embeds, hold downs, handrails, dewatering, shoring of structures or soils.

Base Bid: $10,087.

_____John Biasotti_____ Date _____December 4, 2025 _____
John Biasotti, Vice President

Labor	$6,400.	23 hours x $278. Per hour for 2 workers.
Material	$1,670.	Dump fee and backfill material
Equipment	$1,100.	Dump truck 16 hours x $68.75 per hour
Mark up	$917.	
Total	$10,087.	

Hourly Rates: Carpenter $150. Per hour + Laborer $128. Per hour = $278. Per hour.

Lewis M. Merlo Inc.

1336 Grove Street • San Francisco, CA 94117 • Telephone 346-1066 • Fax 346-3991
Cal Lic # 184527

№ 4670

Date 08/29 20 25

Name Zone 4 Construction Merlo Job # 25084

Address 398 B St electrical trech and walkway excavation

JOB DESCRIPTION		AMOUNT	
Thursday 14			
Start excavation for electrical trech and walk way			
(Bottom of romp)			
Equipment	2 guys	12 hrs	
Bobcat and excavator	Supervisor	2 hrs	
Wednesday 20			
finish digging electrical trech by hand			
and start back fill wiht AB	3 guys	24 hrs	
	Supervisor	2 hrs	
Equipmet Materials			
Bobcat 1 load of AB			
Jumping Jack			
Thursday 21			
Continue Back fill with AB and Sand			
on electrical trench and compact wiht			
Jumping Jack layer of 8"	3 guys	24 hrs	
Equipmcnt	Supervisor	2 hrs	
Bobcat			
Jumping Jack			
Material			
1 load of Sand			
2 loads of AB			

Any alterations or deviation from the above, involving extra cost of material or labor, will be executed only on written orders for same and will become an extra charge over the sum mentioned herein. All estimates are contingent upon strikes, accidents or other causes beyond our control. Proposals are made for prompt acceptance or subject to withdrawal.

ESTIMATED BY _____ DATE _____ 20___

ACCEPTED BY _____ TOTAL

Lewis M. Merlo Inc.

1336 Grove Street • San Francisco, CA 94117 • Telephone 346-1066 • Fax 346-3991
Cal Lic # 184527

№ 4680

Date 08/29 20 25

Name Zone 4 Construction Merlo Job # 25084

Address 398 B St electrical trech and walkway excavation

JOB DESCRIPTION		AMOUNT	
Thursday 28			
Disposal of dirt	2 guys	12	hrs
2 loads	Supervisor	2	hrs
Equipmet			
Bobcat			
Friday 29			
Disposal of dirt			
1 1½ load	3 guys	16	hrs
Equipment	Supervisor	2	hrs
Bobcat			
excavator			

Any alterations or deviation from the above, involving extra cost of material or labor, will be executed only on written orders for same and will become an extra charge over the sum mentioned herein. All estimates are contingent upon strikes, accidents or other causes beyond our control. Proposals are made for prompt acceptance or subject to withdrawal.

ESTIMATED BY _____ DATE _____ 20___

ACCEPTED BY _____ TOTAL

Lewis M. Merlo Inc.

1336 Grove Street • San Francisco, CA 94117 • Telephone 346-1066 • Fax 346-3991
Cal Lic # 184527

№ 4915

Date 9/10 2025

Name Zone 4 Construction Merlo # 25084

Address SSF USD 390 Bst.

JOB DESCRIPTION	AMOUNT
Excavation per RFI #17	
9/3/25	
Excavation Labor 16 hours	
9/4/25	
Excavation & backfill Labor 7 hours	
9/3 & 9/4	
Dump Truck	
9/10	
Dump Fees & material	

Any alterations or deviation from the above, involving extra cost of material or labor, will be executed only on written orders for same and will become an extra charge over the sum mentioned herein. All estimates are contingent upon strikes, accidents or other causes beyond our control. Proposals are made for prompt acceptance or subject to withdrawal.

ESTIMATED BY _____ DATE _____ 20__

ACCEPTED BY _____ TOTAL

Job Cost Journal

by Job/Cost Code with HoursNotesBY ESTIMATOR
Job = 25084, Period 03 (Mar 2017) to 11 (Nov 2025)

Record#	Trans#	Date	Description/Job	Vendor/Employee/Equipment	Cost Type	Cost
25084	**Zone4/398BStreet**					
Cost Code	**1950.000**	**Misc**				
13102736	10021953700	07/09/2025	misc supplies	673 White Cap, L.P.	1	1,041.66
13103051	FW97802	07/01/2025	disposal	32 Brisbane Recycling C	1	34.83
13103058	950000490989	07/29/2025	concrete	356 Central Concrete Su	1	4,430.16
13103062	7808598	07/29/2025	lumber	274 Golden State Lumbe	1	331.87
13103063	7811632	07/30/2025	lumber	274 Golden State Lumbe	1	1,263.09
13103068	204645/2	07/31/2025	snaptie	51 Muller Construction S	1	267.87
13103069	0000466670	07/14/2025	rebar	13 PJ's Rebar, Inc.	1	4,770.88
13103078	10022007467	07/17/2025	misc supplies	673 White Cap, L.P.	1	167.38
13103087	10022127649	07/31/2025	misc supplies	673 White Cap, L.P.	1	92.83
13103213	4227-000071314	07/31/2025	disposal	543 Vasco Road Landfill	1	933.38
13103325	49921	08/14/2025	reimburse		1	26.36
13103616	FW100142	08/13/2025	disposal	32 Brisbane Recycling C	1	50.43
13103618	FW100225	08/14/2025	disposal	32 Brisbane Recycling C	1	55.93
13103621	950000512472	08/08/2025	concrete	356 Central Concrete Su	1	5,168.52
13103626	950000538121	08/22/2025	concrete	356 Central Concrete Su	1	3,204.11
13103629	950000542249	08/26/2025	concrete	356 Central Concrete Su	1	875.70
13103632	7823561	08/05/2025	lumber	274 Golden State Lumbe	1	160.77
13103633	7821587	08/05/2025	lumber	274 Golden State Lumbe	1	160.77
13103634	7826172	08/06/2025	lumber	274 Golden State Lumbe	1	188.43
13103635	7817562	08/01/2025	lumber	274 Golden State Lumbe	1	707.92
13103636	7847176	08/15/2025	lumber	274 Golden State Lumbe	1	371.58
13103644	205355/2	08/20/2025	misc	51 Muller Construction S	1	1,067.51
13103653	10022159469	08/05/2025	misc supplies	673 White Cap, L.P.	1	123.24
13103658	50032904110	08/15/2025	misc supplies	673 White Cap, L.P.	1	387.27
13103942	FW100587	08/21/2025	disposal	32 Brisbane Recycling C	1	94.16
13103943	FW100657	08/22/2025	disposal	32 Brisbane Recycling C	1	51.42
13103944	FW100735	08/25/2025	disposal	32 Brisbane Recycling C	1	26.48
13103964	205775/2	09/02/2025	misc supplies	51 Muller Construction S	1	91.22
13103976	10022335702	09/02/2025	misc supplies	673 White Cap, L.P.	1	252.35
13103979	50033245306	09/05/2025	misc supplies	673 White Cap, L.P.	1	3,658.28
13104008	2076	09/10/2025	disposal	9182 Four Star Hauling,	1	1,250.00
13104405	4227-000071649	10/01/2025	disposal	9187 BFI of California Inc	1	237.61
					Cost Code Total:	**31,544.01**
Cost Code	**1951.000**	**Subcontractor**				
13102727	18135	07/01/2025	concrete	376 Powell's Coring and	4	820.00
13103614	572328	07/29/2025	concrete	30 Berkeley Concrete Pu	4	1,861.20

ZONE 4
CONSTRUCTION
CA LIC. 797500

1022 Center Street, San Carlos, CA 94070
650-873-0344 Office • 650-583-3756 Fax
CA Contractors Lic. No. B, C10, C20, 797500

Request for Information

RFI #17

August 19, 2025

Potential Cost Impact: ☒
Potential Schedule Impact:☒

Project:	SSFUSD District Office Accessibility Improvements. 398 B Street South San Francisco, CA 94080
To:	CAW ARCHITECTS Mary Desing.

RFI Description: Additional Soft Spot.

Reference: To Email Dated 08/14/2025.

1) Per email sent on 08/14/25 (Attached). There was an additional soft spot found at the job site that will require remediation. Please provide backfill material and thickness.

Per email from Ninyo and Moore, refer to solution included in response to RFI #4: replace excavated material with native engineered fill or imported aggregate base.
For the area to receive new concrete paving, refer to civil paving detail in response to RFI #16 (detail 7/C3.2) for sub-grade information.
Email from Ninyo and Moore is attached to this response.

-M. Desing, CAW
8/20/25

From: **Rowell Sta Ana** rstaana@ninyoandmoore.com
Subject: RE: SSFUSD-DO-Accessibility Improvements - RFI#17.
Date: August 20, 2025 at 2:03 PM
To: mdesing@cawarchitects.com
Cc: respinoza@zone4construction.com, wchowdhury@ssfusd.org, Matt Dohrmann mdohrmann@cawarchitects.com, Jesse Jones Jesse.Jones@cumming-group.com, Paul Stevens paul@bradfordinspections.com, jharris@zone4construction.com

Hi Mary,

Per my conversation with our principal engineer, we can proceed with how we resolved the previous RFI No. 04 as to replace the excavated material with native engineered fill or imported aggregate base. Please reference details and achieve minimum required relative compaction of the area.

Best regards,

Rowell Sta Ana
Project Engineer
T.: + 1 408 435 9000 x 15330
rstaana@ninyoandmoore.com

NINYO & MOORE, A SOCOTEC COMPANY
2149 O'Toole Avenue
Suite 30
San Jose, CA 95131
www.ninyoandmoore.com
www.socotec.us



Ninyo & Moore has joined SOCOTEC! Learn more.

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From: Ricardo Espinoza <respinoza@zone4construction.com>
Sent: Wednesday, August 20, 2025 10:11 AM
To: Mary Desing <mdesing@cawarchitects.com>
Cc: Matt Dohrmann <mdohrmann@cawarchitects.com>; Jesse Jones <jesse.jones@cumming-group.com>; Paul Stevens <paul@bradfordinspections.com>; Wazi Chowdhury <wchowdhury@ssfusd.org>; John Harris <jharris@zone4construction.com>
Subject: RE: SSFUSD-DO-Accessibility Improvements - RFI#17.

Hi Mary,
Ninyo & Moore did not go back to the site after their first visit. During their first visit they mentioned that we can use native dirt or base rock for back fill purposes. Merlo concrete will need something in writing for them to proceed. Would it be possible for you or Wazi to request a report from Ninyo & Moore stating how they want us to proceed. Thank you.

Respectfully,

Ricardo Espinoza - ***LEED Green Associate***
Project Manager

ZONE 4
CONSTRUCTION
Lic #797500

1022 Center Street
San Carlos, CA 94070
Tel: 650.873.0344
Cell: 650-410-0193
Fax 650.583.3756
www.zone4construction.com

From: Mary Desing <mdesing@cawarchitects.com>
Sent: Tuesday, August 19, 2025 3:26 PM
To: Ricardo Espinoza <respinoza@zone4construction.com>
Cc: Matt Dohrmann <mdohrmann@cawarchitects.com>; Jesse Jones <jesse.jones@cumming-group.com>; Paul Stevens <paul@bradfordinspections.com>; Waziuddin Chowdhury <wchowdhury@ssfusd.org>; John Harris <jharris@zone4construction.com>
Subject: Re: SSFUSD-DO-Accessibility Improvements - RFI#17.

Hi Ricardo,
In the previous/attached email you mentioned that Ninyo and Moore would be coming out to the site on 8/15. Did they come out, and did they have any recommendations at that time? I assume they will be issuing a field observation report similar to what they did for the previous soil issues? I can send this RFI to them, but I assume they will already be aware and/or may possibly be working on this.

Thanks,

MARY DESING
PROJECT ARCHITECT

703 Market Street, Suite 2100
San Francisco, CA 94103
650 328 1818
650 868 9250 (cell)
cawarchitects.com

On Aug 19, 2025, at 2:31 PM, Ricardo Espinoza <respinoza@zone4construction.com> wrote:

Hi Mary,
Please see attached RFI#17 for your review.

Respectfully,

Ricardo Espinoza - ***LEED Green Associate***
Project Manager

<image001.png>

1022 Center Street
San Carlos, CA 94070
Tel: 650.873.0344
Cell: 650-410-0193
Fax 650.583.3756
www.zone4construction.com

<RFI#17-Additional Soft Spot.pdf><Mail Attachment.eml>

ZONE 4
CONSTRUCTION
Lic #797500

CHANGE ORDER PROPOSAL

PROJECT: SSFUSD District Office Accessibility Improvements | DATE: **4-Dec-25**

ZONE 4 JOB# **25078**

CONTRACTOR: **ZONE 4 CONSTRUCTION** **COR#** **09R1**

CHANGE ORIGINATION: Credit for remaining scope to be completed

DESCRIPTION: Below you will find the credit for the remaining scope to be completed.

A DIRECT MATERIAL & DIRECT COSTS

MGMT & Administration	($260)	
TOTAL ZONE 4 DIRECT COST:		**($260)**

B SUBCONTRACTORS - (SEE ATTACHED BREAK-OUTS)

Dryco - Labor & Material for Striping, Signage, Truncated Domes, Wheel Stops	($10,797)	
Lewis Merlo - Concrete Labor & Materials for Handrails	($5,633)	
MC Metal - Labor for Handrail Install	($1,620)	
TOTAL SUBCONTRACTOR COST:		**($18,050)**

C INDIRECTS

Mark-Up	5%	
Bond	2%	

D TOTAL INDIRECT COSTS: **($1,263)**

TOTAL COST OF CHANGE (Items A through E) → **($19,572.97)**

E TIME

Activities/Time added to CPM schedule:

1 *Asphalt subgrade remediation - slurry option* Add days: 0 wd

2 Add days: wd

TOTAL TIME EXTENSION REQUIRED (DAYS): 0 working days added to the Construction Schedule

Submitted By: Vince Guidi, Project Manager Date: 4-Dec-25

Approved By: Date:

EXCLUSIONS & QUALIFICATIONS & APPROPRIATE DOCUMENTATION, IF ANY, ARE ENCLOSED

PROPOSAL CONTRACT

Date: **11/11/2025**
Est. Code: **Zone4-SSFHS-STCredit**

Proposal #: **082659**

Customer: **Zone 4 Construction, Inc.**
338 N Canal St #10
South San Francisco, CA 94080

Attn: **Gino Guidi**

Bus: **(650) 873-0344**
Mob: **(510) 773-3352**
Email: **GGuidi@zone4power.net**
Fax:

Job Site: **SSFHS Site Work & ADA**
398 B St
South San Francisco, CA 94080

Job Contact: **Gino Guidi**

Bus: **(650) 873-0344**
Mob: **(510) 773-3352**
Email: **GGuidi@zone4power.net**
Fax:

DRYCO Construction, Inc.

Quantity	Description		Total
	DRYCO will furnish and install all labor, material, equipment and services required to construct the Concrete Work at the above referenced project as specified below.		
	SSFHE - STRIPING & DOME CREDIT		
LS	**Striping, Signage. Wheelstops, Truncated Domes - CREDIT:** CREDIT - Blackout markings in new ADA area as required for new layout. Stripe new stalls & ADA per C2.1. Install (3) wheelstops and (3) ADA signs. Install 65 LF of truncated domes, (2) locations. Surface applied sheets.	LS	($10,796.50)
	NOTES & CLARIFICATIONS 1. Excludes permit and inspection fees. 2. Excludes caulking, sealing, custom finish, colored concrete, sealer. 3. Excludes waterproofing. 4. Work to be performed during normal hours and weekdays, 1 Phase, full access to work area. 5. Excludes off-haul of contaminated soil, SWPP soils testing, engineering/survey. 6. Existing conditions to be verified/surveyed by DRYCO 7. Excludes trenching, backfill, off-haul of spoil from other trades, imported fill, utility re-work, moving utilities, private locator, utility boxes, trench drain. 8. Excludes temp fencing/gate, SWPP, seal coat, soil treatments, landscaping, railings. 9. Includes Prevailing/Certified labor. 10. EXCLUDES CONCRETE & DEMO		
	ALTERNATE		

DRYCO's Authorized Representative: Stephen Saisi, Estimator

DRYCO proposes to complete the above work for the sum of ($10,796.50)

Note: This proposal may be withdrawn if not accepted within 30 days.

Customer Signature: Zone 4 Construction, Inc.

Date:

Payment Terms: DUE UPON RECEIPT OF INVOICE

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and hereby accepted. DRYCO is authorized to do the work as specified. By signing this proposal, you are agreeing to our terms & conditions.

DRYCO Construction, Inc.

42745 Boscell Rd.
Fremont CA, 94538

DRYCO CONSTRUCTION TIME & MATERIAL JOB COST RECAP FOR JOB

OWNER/CONTRACTOR:	ZONE 4		COR#4
ADDRESS:	SSF HS		
JOB NAME:	SSF HS - ADA	JOB #	1525-1824
DESCRIPTION:	Striping,Truncated Dome, Wheelstop, and ADA Sign Credit		

PUBLIC CERTIFIED RATE	YES	PHASE:	STRIPING
JOB ACTIVITY FOR THE PERIOD:	10/6-10/14	DATE:	12/01/25

LABOR:	Reg Hours	O.T. Hours	OT Premium	Reg Rate	O.T. Rate	OT Prem	Total
FOREMAN	-16.00	0.00	0.00	$ 125.00	$ 187.50	$ 62.50	$ (2,000.00)
LABOR	-32.00	0.00	0.00	$ 95.00	$ 142.50	$ 47.50	$ (3,040.00)
FINISHER	0.00	0.00	0.00	$ 100.00	$ 150.00	$ 50.00	$ -
OPERATOR	0.00	0.00	0.00	$ 95.00	$ 142.50	$ 47.50	$ -
SKILLED LABOR	0.00	0.00	0.00	$ 95.00	$ 142.50	$ 47.50	$ -
SUPERINTENDENT	0.00	0.00	0.00	$ 135.00	$ 130.87	$ 67.50	$ -
DRIVER	0.00	0.00	0.00	$ 100.00	$ 150.00	$ 50.00	$ -
TOTAL LABOR	-48.00	**0.00**	**0.00**				**$ (5,040.00)**

MATERIALS		Qty	Rate	Total
Wheelstops	EA	-3.00	$ 25.00	$ (75.00)
Truncated Domes	EA	-13.00	$ 250.00	$ (3,250.00)
ADA Sign & Post	EA	-3.00	$ 65.00	$ (195.00)
Traffic Paint	GAL	-5.00	$ 35.00	$ (175.00)
				$ -
				$ -
TOTAL MATERIALS		**-24.00**		**$ (3,695.00)**

EQUIPMENT		Hrs	Rate	Total
Foreman Truck	HR	-16.0	$ 60.00	$ (960.00)
Striping Machine	HR	-4.0	$ 30.00	$ (120.00)
				$ -
				$ -
TOTAL EQUIPMENT		**-20.0**		**$ (1,080.00)**

DUMPS	Qty	Rate	Total
SUBCONTRACTORS	Qty	Rate	Total
TOTAL			$ (9,815.00)

Overhead	10.0%	$ (981.50)
Profit	0.0%	$ -
GRAND TOTAL		$ (10,796.50)

NOTES:

All equipment has a 4 hr minimum.
All labor charges are portal to portal
Drivers in Ten Wheeler, Tool Truck, Flatbed, Etc are paid drive time
ADDITIONAL MATERIAL COSTS CAN OCCUR
AFTER BILLING DUE TO LATE ARRIVING TAGS.

DRYCO TERMS AND CONDITIONS

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from enclosed specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control, such as weather, etc. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Bonds, Permits, Engineering Fees, etc. are not included in this proposal unless otherwise noted. If government or city specification alters the client's instruction, and additional costs are incurred, the extra costs will be passed onto the client. DRYCO will not be libale for any costs associated with the damage to existing underground utilities that are unmarked and/or that are not installed per Local Building Code.

Interest at the rate of 1 ½% per month will be charged on all unpaid balances over 30 days. In any action brought to enforce payment prevailing party will be entitled to reasonable attorney fees.

DRYCO shall not be liable for any damage or expense due to breakage of electric, gas, water lines or any other object not clearly marked or indicated at job site or on plot maps. This must be the Owner/Manager responsibility to advise contractor of said obstacles.

If asphalt or concrete encountered is thicker than total depth bid, cost for further excavation and replacement shall be negotiated on site by DRYCO's representative and the owner or owner's representative. If the subsurface is wet or inadequate and sub-base will not stabilize after compaction, then any additional cost for further excavation and replacement to stabilize the subsurface shall be negotiated on site by DRYCO's representative and the owner or owner's representative.

If seal coating is specified, DRYCO agrees to seal coat the asphalt pavement as outlined by this agreement with the product specified herein. The intended use of seal coating material is to resurface existing asphalt pavement and is not intended to restore badly cracked or broken base pavement, nor to permanently seal cracks subject to base movement. Cracks sealed and filled will open again.

Your attention is directed to Sections 8034, 8200 et seq., California Civil Code which requires us to notify you by way of California Preliminary Notice "that if bills are not paid in full for labor, services, equipment or material furnished, or to be furnished, the improved property (which is described herein) may be subject to liens." This statement is applicable to private work only. This is not a reflection on the integrity of you or any contractor or subcontractor.

Scheduling of work will be considered acceptance of all terms of this contract, and it becomes legal and binding without being signed.

DRYCO Construction, Inc. will be responsible for damage to property or injury to persons caused by or arising out of our work, but only to the extent caused by our negligent acts or omissions.

Contractors are required by law to be licensed and regulated by the Contractors State License Board, which has jurisdiction to investigate complaints against contractors. Any questions concerning the contractor may be referred to the Registrar, Contractors State License Board, Post Office Box 26000, Sacramento, California 95826.

SPECIAL NOTE: Due to the California soil conditions, DRYCO is not liable for cracks which will occur in your new pavement surface due to earth movement, soil expansion, soil contraction or tree roots. This note applies for new asphalt and concrete surfaces, and may occur during the Warranty period.

The Best Warranty/Guarantee in the Business.

Work is guaranteed against failure due to faulty material or workmanship, for a period of three years.

Non-payment as per terms of contract voids all warranties.

Lewis M. Merlo Inc.
CONCRETE CONSTRUCTION
Cal Lic # 184527
www.lewismerloinc.com

December 4, 2025
LMM Proposal #:

SSFUSD 390 B ST.

Zone 4 Construction
1022 Center Street
San Carlos, CA 94070

Contact Phone: 510-773-3352
gguidi@zone4power.net

Attn: Gino Guidi

Concrete Work RFI #5

- Provide the saw-cutting, demolition, excavation for footings, off-haul and disposal of non-hazardous spoils for the demolition and excavation as shown on RFI #5 dated 7/18/2025
- Provide the concrete and labor to construct the 13 footings 1'4" diameter x 3' deep as shown on RFI #5 dated 7/18/25.

Notes:

1. Lewis M. Merlo Inc.'s scope of work is limited to the items listed on this proposal.
2. All work is to be completed in one single mobilization.
3. All work is to be completed Monday thru Friday 7am to 3:30pm
4. All work to be completed in a single phase.

EXCLUSIONS: The cost of permits, bonds, testing, inspections, plumbing, electrical, mechanical, and utility work, excavation other than aforementioned, sub-grade preparation, waterproofing, concrete sealant work, all caulking, painting, patching, structural steel work, framing, carpentry, stucco, pre-cast concrete work, shoring or underpinning of properties, excavation/removal and/or disposal of all hazardous waste material, colored and exposed aggregate concrete work, drainage work, landscaping, irrigation, pavers, floor leveling, concrete polishing, concrete grinding, concrete sealing, brick and stone work, crack repair, stucco work, supplying and/or installing of embeds, hold downs, handrails, dewatering, shoring of structures or soils.

Base Bid: $15,093.
Credit for not Placing Concrete -$5,633.
Revised Cost $8,749..

_____John Biasotti_____ Date _____December 4, 2025 _____
John Biasotti, Vice President

Materials Credit
2 yards of concrete $609.
Concrete Placement Labor Credit
16 hours of labor x $282.00 = $4,512.
Mark up $512.
There is no equipment credit. The equipment was used during excavation and off-hauling.

MC Metal, Inc.

Credit Memo

Date	Credit No.
11/12/2025	65703

Customer
ZONE 4 CONSTRUCTION 1022 CENTER ST, SAN CARLOS, CA 94070 T.650.873.0344 F.650.583.3756

P.O. No.	Project
SSFUSD DISTRICT OFFICE	

Item	Description	Amount
JOB SITE	398 B ST, SOUTH SAN FRANCISCO	
SERVICE	CREDIT FOR LABOR TO INSTALL SS RAILS	-1,620.00
	STAINLESS STEEL 304, BRUSH FINISH 1-1/2" SCH 40, TWO RAIL SYSTEM, APPROX 36/FT 3 SET	
	LABOR BREAKDOWN & EQUPMENT	
	2 JOURNEYMAN FOR 7HRS EA 14 HRS @ $94.00 $1,301.79	
	TRUCK 7 HRS @ $15.00 $105.00	
	OH&P $211.085	
	TOTAL $1,617.80	
	ROUNDED TO NEAREST 100TH $1,620.00	

Total	-$1,620.00
Invoices	$0.00
Balance Credit	-$1,620.00

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities and Safety

DATE: January 22, 2026

RE: Approval of Change Order #2 to the Service Contract with Zone 4 Construction for Alteration Services at Parkway Heights Middle School

---

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South facing classrooms of the two-story Building D at the Parkway Heights Middle School have been complaining about overheating and an inhospitable environment for instruction. The District retained DSK Architects to design a passive system to reduce the overheating at classrooms occurring due to large expanse of glass with inadequate shading devices on the façade and lack of sufficient operable windows. Introducing natural ventilation through introduction of transfer grilles and louvers was part of the new design. The Division of the State Architect (DSA) also required accessibility upgrades to restrooms on both floors to bring them up to current codes. The project's main elements include the following:

A. Installation of Shading Devices on windows of Building D South Elevation at both floor levels
B. Installation of Transfer grilles between south facing classrooms and corridors
C. Modification and addition of operable windows and upgrades to accessibility

This Change Order is a credit amount to the District due to the total amount not needed for the completion of this project.

FISCAL IMPLICATIONS:

The amount credited back to the District is $22,536.00

Agreement	Date	Total
Original Agreement	March 27, 2025	$ 426,315.00
Amendment No. 1	September 9, 2025	$ 5,892.00
Amendment No. 2	January 22, 2026	<$ 22,536.00>
Total Amended Compensation		**$ 409,671.00**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order #2 to the agreement with Zone 4 Construction for a credit amount of $22,536.00.

DOCUMENT 00 63 63

CHANGE ORDER FORM

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

CHANGE ORDER NO.:
02

CHANGE ORDER

Project: Parkway Heights MS: Building D Alterations

Bid No.: 05-24

Date: 11/25/2025
DSA File No.: 41-28
DSA Appl.: 01-121494

The following parties agree to the terms of this Change Order:

Owner: South San Francisco USD
398 B Street, South San Francisco, CA-94080

Contractor: Zone 4 CONSTRUCTION
022 Center Street, San Carlos, CA 94070
650-873-0344 Office • 650-583-3756 Fax
CA Contractors Lic. No. B, C10, C20, 797500

Architect: DSK Architects: Amir Kakavand

Project Inspector: Erik Hebert
22 North San Mateo Dr. San Mateo, CA 94401
50-921-9240 ehebert1666@hotmail.com
Class 3, DSA Certification# 6376

Reference		Description	Cost	Days Ext.
PCO # 2 Requested by: Performed by: Reason:		Description of change: Credit for eliminated window films Requester: District Performer: N/A Reason: difficult & not necessary match with new sunshades	$ ($7,536.00)	0
PCO # 3 Requested by: Performed by: Reason:		Description of change: Credit for unforeseen conditions allowance built into the Bid document Requester: District Performer: N/A Reason: not used as there were no unforeseen conditions	$ ($15,000)	0
PCO # 4 Requested by: Performed by: Reason:		Description of change: Extend project's construction completion Requester: Contractor Performer: CS Reason: Lead time for delivery of the exterior sunshades	$ (0) non-compensable	25
Contract time will be adjusted as follows:	25 Days	Original Contract Amount:	$ 426,315.00	

Previous Completion Date: 25 Calendar Days Extension Current Completion Date:	09/09/2025	Amount of Previously Approved Change Order(s):	$ 5, 892.00
		Amount of this Change Order:	$ ($ 22,536.00)
	10/04/25	Contract Amount:	$ 409,671.00

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:

Wazi Chowdhury — 12/03/25
Wazi Chowdhury — Date

Contractor:

Gino Guidi — 11/25/2025
Gino Guidi — Date

Architect:

Amir Kakavand — Digitally signed by Amir Kakavand DN: C=US, E=amir@dskarch.com, CN=Amir Kakavand Date: 2025.12.03 12:19:23-08'00'

12/3/2025
Amir Kakavand — Date

Project Inspector:

Erik Hebert — 12/2/25
Erik Hebert — Date

END OF DOCUMENT

ZONE 4
CONSTRUCTION
Lic #797500

CHANGE ORDER PROPOSAL

PROJECT: Parkway Heights M.S.

DATE: **19-Nov-25**
ZONE 4 JOB# **25025**
COR# **02**

CONTRACTOR: **ZONE 4 CONSTRUCTION**

CHANGE ORIGINATION: Window Film Credit

DESCRIPTION: The window film scope was removed from the project.

A DIRECT MATERIAL & DIRECT COSTS

MGMT & Administration	($260)	
TOTAL ZONE 4 DIRECT COST:		**-$260.00**

B SUBCONTRACTORS - (SEE ATTACHED BREAK-OUTS)

American Glass	($6,800)	
TOTAL SUBCONTRACTOR COST:		**-$6,800.00**

C INDIRECTS

Mark-Up	5%	
Bond	2%	

D TOTAL INDIRECT COSTS: **-$476.00**

TOTAL COST OF CHANGE (Items A through E) → **($7,536.00)**

E TIME

Activities/Time added to CPM schedule:

1 _____ Add days: _____ wd

2 _____ Add days: _____ wd

TOTAL TIME EXTENSION REQUIRED (DAYS): 0 working days added to the Construction Schedule

Submitted By: Vince Guidi, Project Manager Date: 19-Nov-25

Approved By: Amir Kakavand (Digitally signed by Amir Kakavand, DN: C=US, E=amir@zoskarch.com, CN=Amir Kakavand, Date: 2025.11.24 17:00:16-08'00') Date: _____

EXCLUSIONS & QUALIFICATIONS & APPROPRIATE DOCUMENTATION, IF ANY, ARE ENCLOSED

Vince Guidi

From: Gino Guidi
Sent: Monday, November 10, 2025 11:23 AM
To: Gino Guidi; Vince Guidi
Subject: FW: Parkway

From: Rameen Hadi <rameen.hadi@american-glass.us>
Sent: Monday, November 10, 2025 7:35 AM
To: Gino Guidi <gguidi@zone4construction.com>
Cc: Vince Guidi <vguidi@zone4construction.com>; Manuela Funk <mfunk@zone4construction.com>
Subject: Re: Parkway

Hello Gino,

GL-1 Type 2B-0 18 total

GL2 Type 15-L 8 total

The credit for the window film will be $6,800.00

Best Regards,
RAMEEN HADI
American Glass
6571 Las Positas Road, Livermore CA 94551
Phone +1 925 495 4173, Fax +1 925 495 4172
Cell +1 202-341-3584
Email: rameen.hadi@american-glass.us
Website: www.american-glass.us

Privileged Information:
This message is intended only for the use of the Addressee and may contain information that is PRIVILEGED and CONFIDENTIAL. If you are not the intended recipient, dissemination of this communication is prohibited. If you have received this communication in error, please erase all copies of the message and its attachments

From: Gino Guidi <gguidi@zone4construction.com>
Sent: Monday, November 10, 2025 7:32:41 AM
To: Rameen Hadi <rameen.hadi@american-glass.us>

Cc: Vince Guidi <vguidi@zone4construction.com>; Manuela Funk <mfunk@zone4construction.com>
Subject: Parkway

Hello Rameen

Please provide the credit for not installing the window film on our new glazing

There are:

GL-1 Type 2B-0 18 total

GL2 Type 15-L 8 total

Thank you,

Gino Guidi
President
ZONE 4
CONSTRUCTION
Lic #797500

1022 Center Street
San Carlos, CA 94070
Tel: 650.873.0344
Fax: 650.583.3756
Cell: 510.773.3352
www.zone4construction.com

ZONE 4
CONSTRUCTION
Lic #797500

CHANGE ORDER PROPOSAL

PROJECT: Parkway Heights M.S.

DATE: **19-Nov-25**
ZONE 4 JOB# **25025**
COR# **03**

CONTRACTOR: **ZONE 4 CONSTRUCTION**

CHANGE ORIGINATION: Allowance Credit

DESCRIPTION: The allowance wasn't used on this project, so it's a full credit back to ownership.

A DIRECT MATERIAL & DIRECT COSTS

TOTAL ZONE 4 DIRECT COST:		**$0.00**

B SUBCONTRACTORS - (SEE ATTACHED BREAK-OUTS)

Owner's Allowance	($15,000)	
TOTAL SUBCONTRACTOR COST:		**-$15,000.00**

C INDIRECTS

Mark-Up	0%	
Bond	0%	

D TOTAL INDIRECT COSTS: **$0.00**

TOTAL COST OF CHANGE (Items A through E) → **($15,000.00)**

E TIME

Activities/Time added to CPM schedule:

1 _____ Add days: _____ wd

2 _____ Add days: _____ wd

TOTAL TIME EXTENSION REQUIRED (DAYS): 0 working days added to the Construction Schedule

Submitted By: Vince Guidi, Project Manager — Date: 19-Nov-25

Approved By: Amir Kakavand (Digitally signed by Amir Kakavand, DN: C=US, E=amir@dakarch.com, CN=Amir Kakavand, Date: 2025.11.24 17:00:46-08'00') — Date: _____

EXCLUSIONS & QUALIFICATIONS & APPROPRIATE DOCUMENTATION, IF ANY, ARE ENCLOSED

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities and Safety

DATE: January 22, 2026

RE: Approval of Change Order #1 to the Service Contract with CWS Construction Group Inc. for a New Security Gate and Fencing at Spruce Elementary School

---

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Spruce Elementary School is one of the District's larger Elementary Schools. Although it has an arm-gate at the entrance for vehicular entry with "Key Fob" for access into the school property, there is nothing to keep anyone outside from coming into the campus or any students, including those with special needs, from leaving the campus. Additionally, with the Main Office a substantial distance from the entrance, it is very difficult to monitor visitors and delivery people entering or leaving the property through any typical school day. This is a security concern from the site principal and staff. DSK Architects was retained to design the following:

a. Replacement of existing sliding chain-link vehicular gate with a new automated sliding gate including all required equipment and gate hardware.
b. Replacement of existing pedestrian gate and electrifying gate hardware
c. Installation of bollards, A/V systems at both the vehicular and pedestrian gates that will be controlled from the administrative office. All necessary conduit and electrical connections, gate operator, card readers and console are part of this new feature.

This Change Order is a credit amount to the District due to the total amount not needed for the completion of this project.

FISCAL IMPLICATIONS:

The amount credited back to the District is $12,484.77.

Agreement	Date	Total
Original Agreement	June 26, 2025	$ 685,000.00
Amendment No. 1	January 22, 2026	<$ 12,484.77>
Total Amended Compensation		**$ 672,515.23**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order #1 to the agreement with CWS Construction Group Inc. for a credit amount of $12,484.77.

DOCUMENT 00 63 63

CHANGE ORDER FORM

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

CHANGE ORDER NO.:
01

CHANGE ORDER

Project: Spruce ES: Security Gates

Bid No.: 01-25

Date: 01/06/2026
DSA File No.: 41-28
DSA Appl.: 01-122220

The following parties agree to the terms of this Change Order:

Owner: South San Francisco USD
398 B Street, South San Francisco,
CA-94080
Architect: DSK Architects
amir@dskarch.com

Contractor: CWS Construction Group Inc.
1301 Grant Ave, Ste B, Novato, CA 94945 415-209-0229 Ext. 3 Office • 415-209-0228 Fax CA Contractors Lic. No. B, C10, C20, 797500

Project Inspector: Erik Hebert
22 North San Mateo Dr. San Mateo, CA 94401
650-921-9240 ehebert1666@hotmail.com Class 3, DSA Certification# 811153

Reference		Description	Cost	Days Ext.
Project Allowance		Bid Amount included an allowance to address unforeseen site conditions	$ 15,000	NA
Allowance Expenditure Directive # 1			$ 2,515.23	NA

Contract time will be adjusted as follows: Previous Completion Date: 01/13/2026 Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: 01/13/2026		Original Contract Amount:	$ 685,000.00
		Amount of Previously Approved Change Order(s):	$ 0.00
		Amount of this Change Order: (Deductive)	$ (12,484.77)
		Contract Amount as Amended:	$ 672,515.23

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for

the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

District:		Contractor:	
_____	_____	Charlie Slack, Secretary	1/7/26
[Name]	Date	[Name]	Date
Architect:		Project Inspector:	
_____	_____	Erik Hebert	1/7/26
[Name]	Date	[Name]	Date

END OF DOCUMENT

DOCUMENT 00 63 40

ALLOWANCE EXPENDITURE DIRECTIVE FORM

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

ALLOWANCE EXPENDITURE DIRECTIVE NO.:
1

ALLOWANCE EXPENDITURE DIRECTIVE

Project: Spruce ES: Security Gates

Bid No.: 01-25

Date: 12/19/2025
DSA File No.: 41-28
DSA Appl.: 01-122220

The following parties agree to the terms of this Allowance Expenditure Directive ("AED"):

Owner Name, Address, Telephone:

South San Francisco USD
398 B Street, South San Francisco,
CA-94080

Contractor Name, Address, Telephone:

CWS Construction Group, Inc
1301 Grant Ave., Suite B
Novato, CA-94945

Reference	Description	Allowance Authorized for Expenditure
Request for AED # 1 Requested by: Performed by: Reason:	Reroute Irrigation Pipe Per RFI # 3 response District Contractor Unforeseen condition, not identified in any documents	$ 2515.23

Total Contract Allowance Amount:	$ 15,000.00
Amount of Previously Approved Allowance Expenditure Directive(s):	$ 0.00
Amount of this Allowance Expenditure Directive:	$ 2,515.23

The undersigned Contractor approves the foregoing release of Allowance for completion of each specified item, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein ("Work"). Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650, et seq.

This Allowance Expenditure Directive must be signed by an authorized District representative.

It is expressly understood that the authorized allowance expenditure granted herein represents a full accord and satisfaction for any and all cost impacts of the items herein, and Contractor waives any and all further compensation based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect. Any costs, expenses, or damages not included are deemed waived.

Signatures:

DISTRICT: SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT Date: 01/07/26 By: Meg Chowdhry, DIR [Print Name and Title here]	**CONTRACTOR:** Date: 1/7/26 By: Charlie Slack, Secretary [Print Name and Title here]
ARCHITECT: Amir Kakavand Digitally signed by Amir Kakavand DN: C=US, E=amir@dskarch.com, CN=Amir Kakavand Date: 2026.01.07 12:45:40-08'00' Date: 1/7/26 By: Amir Kakavand AOR [Print Name and Title here]	**PROJECT INSPECTOR:** Erik Hebert Date: 1/7/26 By: Erik Hebert IOR [Print Name and Title here]

END OF DOCUMENT

CWS CONSTRUCTION GROUP INC

1301 Grant Ave, Suite B, Novato CA 94945 Phone: (415) 209-0229

Change Order Request

Spruce ES
501 Spruce Ave
South San Francico, CA 94080

ATTN: **Robert Kitchens**

COR #:	01
DATE:	08/12/25
PROJECT:	Spruce ES
Job#	331

We submit for your approval the following cost estimate of changes in work as follows:

Re-route irrigation piping per RFI #3

This change was requested by: RFI #3 Response

ITEM		ENCL. #	LABOR	MTL/EQUIP	SUBS	TOTAL
1	CWS		$2,349.15	$109.53		$2,458.68
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$2,458.68
MARK-UP ON LABOR		15 %				$352.37
					SUBTOTAL	$2,811.05
MARK-UP ON MATERIAL & EQUIP.		15 %				$16.43
					SUBTOTAL	$2,827.48
MARK-UP ON SUBCONTRACTORS		5 %				$0.00
					SUBTOTAL	$2,827.48
ADDITIONAL INS BOND PREMIUM		2 %				$56.55
					SUBTOTAL	$2,515.23
				TOTAL AMOUNT FOR CHANGE PROPOSAL		**$2,515,23**
				TIME EXTENSION REQUIRED FOR THIS CHANGE		**0**
						(WORKING DAYS)

CWS expressly reserves the right to submit a separate change order for any extra time extensions associated with this change order once the fuill extent of the impact is known.

[X] We have proceeded with this change, and work orders have been sent to the subcontractors, in accordance with:

RFI #3 response

We will not proceed with this change until receipt of a signed copy of this proposal. This proposal must be accepted by Owner in order to avoid additional time extension and/or expense.

APPROVED: _____ CWS CONSTRUCTION

DATE: _____ BY: CHARLIE SLACK

CWS Construction Group Inc.
Lic. 811153

PROJECT Spruce Elementary School — PROJECT NO. 331

CONTRACTOR CWS Construction — CONTRACT NO.

ARCHITECT dsk architects — DATE 08/08/25

TIME & MATERIAL DAILY LOG

Log of Work:

Re-route irrigation piping per RFI #3

Demo asphalt, hand dig, re-route piping, re-asphalt

MATERIALS USED	TYPE	UNIT COST	TOTAL
3/4 conduit, couplings, 90's,			$ $22.00
1" conduit, couplings, 90's			$24.00
PVC primer/cement			$18.04
6" Diamond masonry disc			$45.49

EQUIPMENT USED	HOURS	RATE	TOTAL $109.53
			$

NO. MEN	CRAFTS EMPLOYED	HOURS	RATE	TOTAL
1	Journeyman carpenter with vehicle	8	$127.18	$1,017.44
1	5th period aprentice carpenter	8	$105.08	$840.64

DAILY TOTAL COST $ $1,967.61

We jointly certify that the above work was performed, and the quantities are correct as listed.

Chris Slack CWS
Contractor's Representative

Owners Representative

1301 Grant Ave, Suite B
Novato, CA 94945
415-209-0229

CWS Construction Group Inc.
Lic. 811153

PROJECT Spruce Elementary School | PROJECT NO. 331

CONTRACTOR CWS Construction | CONTRACT NO.

ARCHITECT dsk architects | DATE 08/12/25

TIME & MATERIAL DAILY LOG

Log of Work:

Hand dig to re-route irrigation piping

Reconnect irrigation piping using PVC couplings

MATERIALS USED	TYPE	UNIT COST	TOTAL

EQUIPMENT USED	HOURS	RATE	TOTAL
			$

NO. MEN	CRAFTS EMPLOYED	HOURS	RATE	TOTAL
1	Journeyman carpenter with vehicle	3	$127.18	$381.54

DAILY TOTAL COST $ $381.54

We jointly certify that the above work was performed, and the quantities are correct as listed.

Chris Slack CWS
Contractor's Representative

Owners Representative

1301 Grant Ave, Suite B
Novato, CA 94945
415-209-0229


South San Francisco CA 94080
United States

