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, February 26, 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.)

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. Public Employee Discipline/Dismissal/Release (Government Code § 54957)

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by ALMS 8th grader, Erika Arroyo.

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. Introduction of Spring Student Trustee Ruiz

b. SSF Education Foundation Community Learning Exchange

c. Other

L. STUDENT TRUSTEE REPORTS

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

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.

N. INFORMATION ONLY PRESENTATIONS

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

1. TEACHING & LEARNING

a. Teaching and learning presentation:
Alta Loma Middle School

Principal Nina Mendez will share, with the Board, educational priorities and programs at Alta Loma Middle School.

b. LCAP Mid-Year Update

Dr. Campbell will present the annual update to the Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula Budget Overview for Parents (BOP), as required by Education Code 52062(a)(6). The presentation will include all available midyear outcome data related to metrics identified in the current LCAP, as well as a summary of midyear implementation data for actions outlined in the current LCAP.

O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. ADMINISTRATION

a. SSFUSD 2026-2027 Priorities and Initiatives

Superintendent Dr. Moore will present the District's priorities and initiatives for the 2026–2027 school year.

ACTION

PAGE

1. ADMINISTRATION

a. Approval of the District's 2026-2027 Priorities and Initiatives 1

Staff recommends approval of the District's priorities and initiatives for the 2026–2027 school year.

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

		PAGE
1. TEACHING & LEARNING		
a.	Permission for Baden HS staff to attend the Napa Valley Wellness Conference in Napa, CA, March 4 – 6, 2026.	2 – 3
b.	Permission for District Office Staff member to attend the CAL-MSCS Spark Curiosity workshop in San Diego, CA, March 9 – 10, 2026.	4 – 5
c.	Permission for SSFHS staff and AVID students to travel to Southern California for college tours and Disneyland Amusement Park, March 11 – 13, 2026.	6 – 7
d.	Permission for ECHS students to attend the Junior/Senior Prom at San Francisco City Hall, on April 11, 2026.	8
2. HUMAN RESOURCES		
a.	Certificated Personnel Assignment Order.	9 – 10
b.	Classified Personnel Assignment Order.	11 – 12
c.	MOU with SJSU for Special Education Interns.	13 – 21
3. BUSINESS SERVICES		
a.	Purchase Order Listing, December 2025.	22 – 28
b.	Declaration of Surplus items.	29 – 33
c.	Gifts to the District, February 2026.	34 – 35
d.	Fundraising events for the 2025-26 school year.	36 – 37
e.	Professional services agreements under $25,000.	38 – 39

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ACTION *(continued)*

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

b. Resolution No. 26-07 for Women's History Month 40

Staff recommends the adoption of Resolution #26-07: Honoring Women's History Month.

c. Resolution No. 26-08 for American Red Cross Month 41

Staff recommends the adoption of Resolution #26-08: In recognition of American Red Cross Month.

d. 2026 CSBA Delegate Assembly Election 42 – 51

The Board will vote to select representatives for the 2026 California School Boards Association (CSBA) Delegate Assembly from Region 5-B, San Mateo County. There are three vacancies to be filled. Not enough nominations were received for a third candidate; however, the Board may vote to write in the name of a board member to fill the remaining seat.

e. Approval of Increased Funding to the ChildCare Careers, LLC Contract 52 – 53

Staff recommends approval of an increase in funding for ChildCare Careers, LLC for the 2025–2026 school year in the amount of $295,000.

f. Approval of President Murray's Travel Request 54 – 56

The Board will review and discuss President Pat Murray's request to attend the Coast2Coast Federal Advocacy Trip in Washington D.C., April 11 – 15, 2026.

g. Approval of Trustee Richardson's Travel Request 57 – 59

The Board will review and discuss Trustee Mina Richardson's request to attend the Coast2Coast Federal Advocacy Trip in Washington D.C., April 11 – 15, 2026.

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2. TEACHING & LEARNING

a. Approval of Agreement with SPG Therapy & Education, PC 60 – 74

Staff recommends approval of an agreement with SPG Therapy & Education, PC to provide temporary Speech and Language Pathology services to implement IEPs and support Special Education programs through the 2025–2026 school year, in an amount not to exceed $55,000.

b. Approval of Agreement with Aya Healthcare, Inc. 75 – 89

Staff recommends approval of the contract with Aya Healthcare, Inc. to provide a Deaf and Hard of Hearing (DHH) Instructor to implement IEP services and support Special Education programs for the 2025–2026 school year, in an amount not to exceed $80,000.

c. Approval of a 1-Year Contract Extension with McGraw Hill, LLC 90 – 105

Staff recommends approval of a one-year contract extension with McGraw Hill, LLC for the currently adopted ELA instructional materials (Wonders Grades K–5 and StudySync Grades 6–12) in the amount of $362,065.93.

3. HUMAN RESOURCES

a. Approval of the MOU with Classified School Employees Association (CSEA) Chapter 197 for the Referral Bonus Program 106 – 110

Staff recommends approval of the MOU with CSEA 197 for the Referral Bonus Program, effective February 13, 2026 through August 31, 2026.

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4. BUSINESS SERVICES

a. Agreement with Joseph Cumiskey Construction Corporation for Spruce Elementary School 111 – 112

Staff recommends approval of an agreement with Joseph Cumiskey Construction Corporation for exterior concrete wall and stucco repairs at Spruce Elementary School in the amount of $62,425.

b. Approval of Agreement with Millennium Consulting Associates for the Sunshine Gardens Elementary School Modernization Project 113 – 144

Staff recommends approval of an agreement with Millennium Consulting Associates to provide Hazardous Materials Consulting Services for the Sunshine Gardens Elementary School Modernization Project in the amount of $108,237.

c. Resolution No. 26-09: Award and Authorization of Lease-Leaseback Agreement with Rodan Builders, Inc. for the Sunshine Gardens Elementary School Modernization Project 145 – 198

Staff recommends adoption of Resolution #26-09: supporting the award of the Lease-Leaseback (Site Lease and Facilities Lease) Agreements for the Sunshine Gardens Elementary School Modernization Project and authorizing District staff to enter into the Lease-Leaseback Agreements with Rodan Builders, Inc., in an amount not to exceed $64,020.

d. Approval to Amendment #1 with Gelfand Partners for Junipero Serra Elementary School New TK Classroom Project 199 – 201

Staff recommends approval of Amendment No. 1 to the agreement with Gelfand Partners Architecture for additional design and construction administration services for the Junipero Serra Elementary School New TK Classroom Project in the amount of $23,200.

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

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

March 12, 2026

- Presentation Teaching and Learning – Skyline Elementary
- Presentation Teaching and Learning – Junipero Serra
- Presentation on Counseling
- 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
- Presentation Performance Management – Multilingual Language Learners
- 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
- Presentation on Structured Literacy Block
- 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
- Presentation Teaching and Learning – Special Education
- 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

DATE: February 26, 2026

RE: Approval of School Year '26-27 Priorities & Initiatives

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 SSFUSD's Strategic Priority 5: Equity-centered Systems, we have committed to a **collaborative and iterative Annual Planning process** that includes district leaders, principals, labor union partners, and Cabinet. This process helps us decide what to focus on each year to move us closer to our Strategic Plan vision. While our Strategic Plan defines where we are going over the *next 5 years*, our Annual Plan helps us determine what we will prioritize *next year*, including annual priorities, goals, staffing levels, professional learning time, and budget.

As a result of that process this year, **we propose three priorities for SY '26-27**, which connect to our Strategic Plan priorities and Instructional Vision shared in our January newsletter:

- Student Belonging & Wellbeing
- Grade-level Standards & High-quality Instructional Materials (HQIM)
- Assessments & Professional Learning Communities

More information about why we decided on these priorities can be found in this presentation and this Frequently Asked Questions (FAQ) document.

To operationalize these priorities, we recommend a set of district-wide initiatives and ones targeted at select priority schools, based on student need, as shared in this presentation.

FISCAL IMPLICATIONS:

Given the proposed initiatives, staff estimates the total net cost of this plan to be approximately ~$800K-$1.3M. However, $600-650K of that represents costs associated with the Standards Institute and Coherence Pilot ("Coh-Pilot"), which the Bay Ed Fund has offered to cover. We will include updated estimates in our second interim budget.

RECOMMENDATION:

It is recommended that the SSFUSD Board of Trustees approve these Priorities & Initiatives for SY '26-27 to support our Instructional Vision and our goal of engaging students, empowering educators, and providing exceptional instruction to all learners.

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
Seemaa Prasad, Principal – Alternative Education (Baden HS)

DATE: February 26, 2026

RE: Approval for two staff members to attend the Napa Valley Wellness Conference 2026 in Napa, CA, March 4-6, 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:

Staff of Baden High School seek approval to attend the 7th Annual Napa Valley Wellness Conference in Napa. This conference brings together educators and mental health professionals to strengthen school-based wellness programs, expand access to mental health services, and elevate youth voice. Napa County Office of Education is recognized for innovative, student-centered wellness strategies that align with Baden's commitment to supporting the whole child. Attendance will support implementation of enhanced mental health systems and student engagement practices at the school site.

FISCAL IMPLICATIONS:

Funds will be covered using the **LCFF Equity Multiplier (MGMT: 311)**.

The estimated cost for Ms. Jackson and Mr. Stillman to attend the Napa Valley Wellness Conference (March 4–6, 2026, in Napa, CA) is as follows:

Item	Cost per Staff	Number of Staff	Total
Registration (Pre-Conference + General Admission)	$625	2	$1,250
Transportation (mileage)	$94	2	$188
Hotel (2 nights)	$792.48	2	$1,584.96
Food (2 days Breakfast + 2 days Dinner)	$100	2	$200
Total Estimated Cost			**$3,222.96**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Jackson and Mr. Stillman to attend the Napa Valley Wellness Conference in Napa, CA from March 4-6, 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
Jason Brockmeyer, Director of Innovation, Community Outreach and Special Projects

DATE: February 26, 2026

RE: Staff member to attend the Spark Curiosity: Empowering Upper Elementary Teachers to Support Student Science Sense-Making in San Diego, CA March 9 – 10, 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:

CAL-MSCS, the California Mathematics, Science, and Computer Science Partnership, is a comprehensive and collaborative program designed to establish a sustainable and impactful professional learning infrastructure for educators in mathematics, science, and computer science throughout California.

The CAL-MSCS program's overarching vision is to ensure that every California educator experiences the professional learning and support necessary to provide high-quality mathematics, science, and computer science education for all students in the state. CAL-MSCS aims to achieve this vision by cultivating statewide communities of practice, providing guidance and support for local teams to build responsive, professional learning systems at the county or regional level, and facilitating coordination with other statewide initiatives in TK-12 mathematics, science, and computer science education.

As a member of this year's cohort of leaders in the state for Science Education, Jennifer Rosse has been invited to deepen learning and impact in professional development by attending the Spark Curiosity Empowering Elementary Teachers to Support Science Sense-Making Conference that CAL-MSCS is hosting.

This program aims to:

- **Enhance instructional impact**: The conference offers a hands-on workshop designed to help upper elementary educational leaders implement best practices for CA NGSS. Explore equitable, student-centered strategies and build a framework for supporting student sense-making in science.
- **Build leadership capacity**: This will continue to support her as she serves the leader for our elementary and middle school teachers with professional development and how to best support teachers with high quality NGSS instruction and best practices.

The conference flyer and details can be found here:
https://www.calmscs.org/event-details/spark-curiosity-empowering-upper-elementary-teachers-to-support-student-science-sense-making

More conference details can be found here:
https://docs.google.com/document/d/1rUmPTc8rJ88Pc6AgnifW-hehVTu6jho2TRCQYKiOF7Q/edit?tab=t.0

Jennifer Rosse is invited to participate in the Spark Curiosity Empowering Elementary Teachers to Support Science Sense Making Conference as part of the work she is participating in with the CAL-MSCS cohort. She will stay at the Courtyard by Marriott San Diego Airport/Liberty Station located near the Liberty Station Conference Center where this workshop will take place.

FISCAL IMPLICATIONS:

Estimated cost for 1 attendee:

- **Conference Registration:** = **Free**
- **Travel (Flights):** $350 × 1 = **$350**
- **Transportation (to/from airport):** $100 × 1 = **$100**
- **Hotel:** $275/night × 2 nights × 1 room = **$550**
- **Meals:** $75/day × 2 days × 1 attendees = **$150**

Total Estimated Costs: $1,150

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

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Jennifer Rosse's participation in Spark Curiosity Empowering Elementary Teachers to Support Science Sense Making Conference (hosted by CAL-MSCS) in San Diego, CA, March 9-10, 2026, as part of the district's professional development efforts and strategic plan alignment.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 26, 2026

RE: Permission for SSFHS AVID Students and Staff to Participate in an Overnight Field Trip to Southern California Colleges and Disneyland Amusement Park, March 11–13, 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 on March 11-13, 2026 is for AVID students to tour 3-4 Central & Southern California universities to deepen their understanding of the college application and financial aid process. AVID (Advancement Via Individual Determination) is a program designed to prepare students to succeed in a college preparatory path for admission to four-year colleges and universities. Students will also visit Disneyland amusement park in order to build community and celebrate their hard work and research towards being college ready.

Students will be accompanied by male and female teachers and counselors as chaperones. Travel for 50 students and the five chaperones will take place by charter bus. They will leave school at 7:15 am Wednesday morning and return by approximately 9:00 pm on Friday evening. Students will stay at a hotel to be determined in the Orange County, CA area for the two nights of the trip.

FISCAL IMPLICATIONS:

Estimated costs for 50 students and 5 staff chaperones to attend:

- **The estimated cost per student is $660** which includes transportation, lodging, and the tour company cost and will be financed by the students and various fundraising opportunities. Students are responsible for individual food and beverage costs. No student will be denied the opportunity to participate due to financial constraints.

- **Site Discretionary (MGMT: 070)** will be utilized to cover the cost of substitutes and staff chaperone overnight stipends.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for AVID students at South San Francisco High School to participate in an overnight field trip to Southern California colleges starting on March 11, 2026 and returning to campus in the evening of March 13, 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 – ECHS

DATE: February 26, 2026

RE: Permission for Junior and Senior Classes to Attend the Junior/Senior Prom at San Francisco City Hall on April 11, 2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The purpose of the April 11, 2026 event is to provide students with a meaningful evening to celebrate the culmination of their junior and senior years through a formal and memorable experience. Approximately 600 students will attend Prom at San Francisco City Hall, accompanied and chaperoned by Senior Class Advisors Aaron Haffner and Nayeli Molina, Junior Class Advisors Michael Diaz and Natassja Nguyen, along with El Camino administration and campus security.

Prom ticket sales will take place from January 20 through March 27, or until tickets sell out and maximum capacity is reached. Ticket prices will begin at $140 for a single bid and will increase starting February 3, reaching a maximum price of $180.

Event setup will begin at 5:00 p.m. and will be supported by students, staff, and approved outside vendors hired by the Junior and Senior class officers. During the event, students will enjoy an elegant evening featuring hors d'oeuvres, dancing, and professional photography.

FISCAL IMPLICATIONS:

All event expenses will be financed by the sale of prom bids by the Junior/Senior offices and various fundraising efforts.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the participation of Junior and Senior students from El Camino High School in the Junior/Senior Prom to be held at San Francisco City Hall in San Francisco on April 11, 2026, from 7:00 p.m. to 11:00 p.m.

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: February 26, 2026

RE: Certificated Assignment Order

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:

In accordance with Education Code section 35035, the Superintendent is seeking the Board's approval of the certificated assignment order as detailed on the attached report.

FISCAL IMPLICATIONS:

Approval of the certificated assignment order list reflects routine staffing actions, including new hires, reassignments, temporary contracts, retirements, and resignations. Any associated costs or savings are included within the District's existing budget and do not result in additional fiscal impact.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the certificated assignment order as submitted.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

RESIGNATION

Garcia, Rudy - Teacher at Spruce Elementary School Effective: 2/20/2026

Bark, Amanda - School Psychologist Effective: 2/28/2026

Feliciano, Wilfredo - Teacher at El Camino High School Effective 6/1/2026

DiChiacchio, Joshua - Teacher at Parkway Heights Middle School Effective 6/1/2026

Carrion, Alex - Counselor at El Camino High School Effective 6/1/2026

Lei, Tiffany - Teacher at Martin Elementary School Effective 6/1/2026

Hafter, Joshua - Teacher at El Camino High School Effective 6/1/2026

Manglicmot, Jennifer - Instructional Coach at Martin Elementary School Effective 6/1/2026

Chang, Stanley - Teacher at South San Francisco High School Effective 6/1/2026

Mahendra, Ruchira - Teacher at South San Francisco High School Effective 6/1/2026

Knudsen, Joseph - Teacher at Alta Loma Middle School Effective 6/1/2026

Chan, Michelle - Teacher at Martin Elementary School Effective 6/2/2026

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: February 26, 2026

RE: Classified Assignment Order

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:

In accordance with Education Code section 35035, the Superintendent is seeking the Board's approval of the classified assignment order as detailed on the attached report.

FISCAL IMPLICATIONS:

Approval of the classified assignment order list reflects routine staffing actions, including new hires, reassignments, temporary contracts, retirements, and resignations. Any associated costs or savings are included within the District's existing budget and do not result in additional fiscal impact.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the classified assignment order as submitted.

TO THE BOARD OF TRUSTEES FROM THE SUPERINTENDENT

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

Temporary Out of Class Pay

Mendoza, Rayline - Acting School Support Secretary I, Alta Loma Middle School, 7.0 hours per day| Range 37, Step 1 | Effective January 20, 2026 - January 29, 2026

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: February 26, 2026

RE: SJSU-SSFUSD Intern Program 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 Jose State University (SJSU).

The purpose of this agreement is to address South San Francisco Unified School District's workforce needs and provide paid intern experience to University students enrolled in the Education Specialist Credential program at SJSU's Department of Special Education holding an Intern Credential issued by the California commission on Teacher Credentialing (CTC). Paid internships allow an individual to complete the preparation program while employed in a public-school setting and holding a Commission issued Intern credential in alignment with California 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 Jose State University (SJSU) to provide paid internships for Intern-credentialed University-enrolled students for the 2025-2030 school years.

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MEMORANDUM OF UNDERSTANDING

between

SAN JOSÉ STATE UNIVERSITY
and
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (the "MOU") is entered into by and between the State of California through the Trustees of the California State University on behalf of San José State University (the "University" or "SJSU"), and South San Francisco Unified School District (the "District"), and is effective as of July 1, 2025 (the "Effective Date").

RECITALS

1. The California Commission on Teacher Credentialing (the "Commission" or "CCTC") sets standards for educator preparation for the public schools of California and the licensing and credentialing of professional educators in the State of California.
2. San José State University operates a Commission-approved and accredited teacher preparation program that satisfies Education Code section 44373(c). The University's Department of Special Education offers Education Specialist Credential programs for individuals who want to teach students and young children with disabilities.
3. South San Francisco Unified School District, (the "District"), a "public school employer" within Commission guidelines, is a public school district operating in California. The District occasionally serves as an employing agency that elects to employ certain individuals with an Intern credential.
4. Paid internships allow an individual to complete the preparation program while employed in a public school setting and holding a Commission issued Intern credential. Paid intern programs are a partnership between the Commission approved program sponsor and the California employing agency. The supervision and support of the paid intern is a joint responsibility between the Commission-approved program and the employer. Both are equally responsible for assuring that the individual teaching on an Intern credential has received the required support and supervision. This Memorandum of Understanding formally establishes a relationship between the parties who pledge to coordinate their work, allocate resources appropriately, and share responsibility with each other to meet Commission preparation standards. This Memorandum of Understanding does not apply to unpaid service learning placements for uncredentialed University-enrolled students, or to student teacher placements that are part of a credentialing program.

The University and the District agree as follows:

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1. SHARED RESPONSIBILITIES

Both University and District are equally responsible for assuring the following occur:

A. Counsel the intern and develop a plan to complete the requirements to earn a credential in the content or specialty area(s) of the Intern credential. University, the District and the intern shall concur on the program planned. Both are responsible for the timely and proper progress of the plan.

B. Identify the individual(s) and the roles/responsibility related to:
   a. Weekly course planning
   b. Coaching within the classroom
   c. Problem-solving regarding students
   d. Curriculum and Instruction
   e. Preparing for the Teaching Performance Assessment, including the Literacy Performance Assessment

C. Establish the process for communication between the principal or evaluator, or other District designee and the University Advisor / Supervisor.

D. Provide each intern a minimum of one hundred forty-four (144) hours of support/mentoring and supervision per school year including coaching, modeling and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies.

   The minimum support/mentoring and supervision provided to an intern who assumes daily teaching responsibilities after the beginning of a school year shall be equal to four hours times the number of instructional weeks remaining in the school year. A minimum of two hours of support/mentoring and supervision should be provided to the intern every five instructional days.

E. Clearly define the documentation and monitoring processes for additional services to interns who have not yet earned the English Learner Authorization ("ELA").

F. For those interns who lack a valid ELA, provide an additional forty-five (45) hours of support/mentoring and supervision specific to meeting the needs of English learners. The support/mentoring and supervision should be distributed in a manner that sufficiently supports the intern's development of knowledge and skills in the instruction of English learners. The program and the employer can collaboratively decide to provide or discontinue the additional forty-five (45) hours of support/supervision based upon the knowledge, skills and abilities of the intern teacher.

G. Provide content specific coaching.

2. UNIVERSITY'S RESPONSIBILITIES

A. University is responsible for ensuring that the intern in their program is supervised and there is adequate support.

B. Provide candidates with a minimum one hundred twenty (120)-hour pre service component that develops requisite knowledge and skills prior to entering the classroom in a sustained, intensive and classroom-focused manner. This pre service component must be completed prior to issuance of an initial intern teaching credential.

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C. Assign a qualified University Supervisor who has expertise in the following: (i) current public school policies, (ii) the process for providing special education services, (iii) the ability to model best professional practices in teaching and learning, scholarship and service, (iv) knowledge of diverse abilities, cultural, language, ethnic and gender diversity, and (v) the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.

D. University will guarantee that Interns and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.

E. Articulate specific responsibilities of University Supervisor including allocation of time/frequency of observations and/or coaching.

F. Provide a University Advisor during the extent of the internship and monitor the successful completion of all requirements during the internship period.

G. Review and monitor the documentation of the qualifications of the Support Provider on the "Support Provider Information Sheet".

H. Provide training seminars each semester for University Supervisors and Support Providers.

I. Receive and review the Support Provider and University Contacts forms at the end of each semester.

J. Provide information and paperwork for the process to apply for the Intern Credential (through the SJSU Credential office); sign the Intern Agreement Letter for the credential application that indicates the candidate meets all requirements for the intern credential.

K. Provide a summer Intern Institute with seminars related to taking on the role of the Education Specialist.

L. Provide University supervision for at least 60 hours across the two semester Intern program in the form of a supervision class, direct observations of the Intern delivering instruction, and specific and actionable feedback after each observation.

M. Maintain communication between the Support Provider and University Supervisor.

N. Support Providers and site administrators involved in the supervision of Intern teachers will receive training and resources from San José State University on the application and importance of screening and diagnostic assessments, as well as effective early intervention strategies, ensuring alignment with the goals of TPE 7, including foundational literacy skills as well as strong literature, language, and comprehension skills with a balance of oral and written language. This training will empower Support Providers and site administrators to guide Intern teachers in these critical aspects of educational practice.

3. DISTRICT'S RESPONSIBILITIES

A. District is responsible for ensuring the Intern is hired into a position that allows the Intern to provide daily direct instruction to groups of students in the content areas of math and literacy.

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B. District is responsible for ensuring that Interns in their first semester of fieldwork are provided opportunities to Co-teach with an experienced mentor teacher in special education and general education settings for 200 hours across the semester, roughly 2 periods a day of co-teaching.

C. District is responsible for ensuring that the setting assigned to the Intern includes opportunities to engage in screening and diagnostic activities to inform teaching strategies and student assessments, including implementing early intervention techniques appropriate to the candidates' credentials and the specific requirements of the TPE 7 and standards related to literacy, including foundational literacy skills as well as strong literature, language, and comprehension skills with a balance of oral and written language.

D. District is responsible for ensuring that the intern that they have hired is supported and there is adequate supervision.

E. Clearly articulate terms of employment, including evaluation process of site-support.

F. Assign candidates to assume the functions authorized by the teaching credential; Interns will teach only in the subject area in which they intend to be licensed, at the school identified on the Intern Credential and will be paid a first year salary based on their placement on the certificated salary schedule.

G. Assign a Support Provider who has a valid corresponding Clear or Life Credential, three years of successful teaching experience and ELA (if responsible for providing specified ELA support). The ELA support can be an alternate individual if necessary, providing the same level of support.

H. Designate protected time for the new Intern to meet with/work with the Support Provider and any other support personnel within the school day including clearly defined expectations for type/frequency of support.

I. Evaluate the Support Provider, subject to the terms and conditions of any collective bargaining agreement to which the District is a party.

J. Provide substitute teachers for five days each year of release for the Intern to observe Master Teachers and exemplary programs.

K. Attend the Support Provider and/or University Supervisor meetings each semester.

L. Document the hours and type of contact and support provided to the Intern by completing the Support Provider or University Supervisor Contact form with each contact or visit, provide the Intern with a copy of the form and at the end of the semester submit the contacts pages to the Department of Special Education for review.

M. 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

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updated, District will take steps to comply with the modified, changed or updated guidelines or directives. If at any time, the 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.

4. STATUS OF UNIVERSITY AND DISTRICT

   A. The University represents and warrants that it is the State of California, acting in its higher education capacity, and has the legal capacity to enter into this Agreement.

   B. The District represents and warrants that it (1) has the legal authority to enter into this Agreement; and (2) has obtained all necessary approvals and rights required by applicable laws, rules and regulations necessary to enter into, and perform under, this Agreement.

5. INSURANCE

   A. The District shall provide both general liability insurance and workers compensation insurance for any University students participating in the Program as employees of the District.

   B. The University shall maintain a policy of commercial general liability insurance (including personal injury and property damage) with limits not less than $1 million per occurrence, $2,000,000 aggregate, with no exclusion for sexual abuse or molestation. University shall maintain an Excess Liability policy of $5,000,000 per occurrence with no exclusion for sexual abuse and molestation, $5,000,000 aggregate including abuse. General Liability and Excess Liability policies will cover Intern Teachers and name District as an additional insured under such insurance policy or policies. Further, University agrees to maintain professional liability insurance, for limits not less than $2,000,000 per occurrence, $5,000,000 aggregate on a claims-made basis and maintain coverage for 3 years after the Agreement terminates.

   C. Further, University shall provide written notice that should any of the above-described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. University also agrees to maintain statutory Workers' Compensation coverage on Interns hired by the District working at District pursuant to this Agreement at all times during the course of this Agreement.

   D. University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable,

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and provide District a certificate of insurance evidencing such coverage.

E. The Parties agree that the District is not to assume, nor shall it assume by this Agreement, any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the placement sites.

6. INDEMNIFICATION

A. The District agrees to indemnify, defend, and hold harmless the University and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees arising out of or resulting from the District's negligence, or in proportion to the District's comparative fault.

B. The University agrees to indemnify, defend, and hold harmless the District and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's fees arising out of or resulting from the University's negligence, or in proportion to the University's comparative fault.

7. TERM AND TERMINATION

A. This Agreement shall be effective as of the date first written above and shall remain in effect for five years from the Effective Date (the "Initial Term"). This Agreement shall expire at the end of the Initial Term.

B. This Agreement may be terminated at any time without penalty by written agreement or upon 30 days advance written notice by one party to the other, provided, however, that in no event shall termination take effect with respect to students then participating in the Program, until the students complete their training for the semester in which termination occurs.

8. GENERAL PROVISIONS

A. Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.

B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

C. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

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D. Entire Agreement. This Agreement, including any attached exhibits or agreements referenced in Sections I.A, is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

E. Endorsement. Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product or service, or any right to advertise, promote, or otherwise market any product or service without the prior written consent of the other party. Furthermore, nothing in this Agreement shall be construed as an endorsement of any commercial product or service by the University, its officers or employees.

F. Survival. Upon termination of this Contract for any reason, the terms, provisions, representations, and warranties contained in this Agreement shall survive expiration or earlier termination of this Agreement.

G. Severability. If any provision of this Agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of the Agreement and any other provision not held to be invalid.

H. No Agency. Nothing herein shall be construed to create an agency relationship between the Parties.

I. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

J. Notices. Notices required under this Agreement shall be sent to the parties by mail, postage prepaid, at the addresses set forth below (or authenticated online):

TO UNIVERSITY:

One Washington Square
San Jose State University
San Jose, CA 95192-0078
Attn: Contracts Services
Strategic Sourcing

TO DISTRICT:

South San Francisco Unified School District
398 B St
South San Francisco, CA, 94080

Attn: J. Marwan Hannon
Assistant Superintendent of Human Resources

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9. EXECUTION

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

SAN JOSÉ STATE UNIVERSITY Strategic Sourcing - Contracts Services	SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
By: Signed by: Miguel Robles D12E3FFA3B6F4CF... 2/9/2026	By: _____
Title: Miguel Robles, Contract Manager	Title: Ted O, Chief Business Official

SJSU's Requisition #: WR00114162

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: February 26, 2026

RE: Purchase Order Listing December 1, 2025 to 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 attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed December 1, 2025 to December 31, 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 - December 1, 2025 to December 31, 2025

P.O.	Vendor	Description	Account	Amount
PO26-01567	A+ Live Scan Services	Livescan	01-0000-0-0000-7400-5840-090-715	1,500.00
PO26-01567	A+ Live Scan Services	Livescan	01-0000-0-0000-7400-5841-090-715	1,500.00
PO26-01458	AAA Fire Protection Services	Hydrant Flow Test - Monte Verde Elementary	01-8150-0-0000-8110-5899-009-741	1,025.00
PO26-01457	AAA Fire Protection Services	Hydrant Flow Test - SSFHS	01-8150-0-0000-8110-5899-033-741	1,025.00
PO26-01522	ADA Sports & Rackets LLC	PE Supplies	01-0000-0-1230-1000-4320-033-070	999.52
VFS26-00014	Amazon Capital Services	Warehouse Restock - #008779 Vacuum	01-0000-0-0000-0000-9320-000-	625.87
VFS26-00017	Amazon Capital Services	Warehouse Restock - #008779 Vacuum	01-0000-0-0000-0000-9320-000-	625.87
PO26-01472	Amazon Capital Services	T & L Supplies	01-0000-0-0000-2100-4200-090-762	29.89
PO26-01472	Amazon Capital Services	T & L Supplies	01-0000-0-0000-2100-4320-090-762	1,351.34
PO26-01471	Amazon Capital Services	Internal HDD Hard Drive	01-0000-0-0000-2424-4320-090-735	988.85
PO26-01512	Amazon Capital Services	30W PoE Splitter for Security Camera System	01-0000-0-0000-2424-4320-090-735	52.74
PO26-01514	Amazon Capital Services	Document Camera Cords	01-0000-0-0000-2424-4320-090-735	98.81
PO26-01516	Amazon Capital Services	Tech Carts	01-0000-0-0000-2424-4320-090-735	129.24
PO26-01528	Amazon Capital Services	Power Cables/Phone Case	01-0000-0-0000-2424-4320-090-735	46.27
PO26-01568	Amazon Capital Services	Laptop Battery / Phone Case	01-0000-0-0000-2424-4320-090-735	89.11
PO26-01569	Amazon Capital Services	MacBook Dongles	01-0000-0-0000-2424-4320-090-735	381.68
PO26-01509	Amazon Capital Services	Career Day for 2 Sites + Office Supplies	01-0000-0-0000-7300-4320-090-717	1,594.97
PO26-01517	Amazon Capital Services	Office Supplies & Paper for Reprographics	01-0000-0-0000-7300-4320-090-717	135.02
PO26-01517	Amazon Capital Services	Office Supplies & Paper for Reprographics	01-0000-0-0000-7550-4320-090-718	169.15
PO26-01571	Amazon Capital Services	Craft Supply for Student Craft Club	01-0000-0-1110-1000-4320-008-070	26.29
PO26-01527	Amazon Capital Services	Math Supplies	01-0000-0-1110-1000-4320-021-070	1,056.65
PO26-01529	Amazon Capital Services	SS Department Supplies	01-0000-0-1110-1000-4320-021-070	1,222.75
PO26-01530	Amazon Capital Services	PE Supplies	01-0000-0-1110-1000-4320-021-070	567.12
PO26-01513	Amazon Capital Services	Supplies - Attendance Office	01-0000-0-1110-1000-4320-032-070	145.04
PO26-01515	Amazon Capital Services	Office Supplies	01-0000-0-1110-1000-4320-033-070	282.37
PO26-01555	Amazon Capital Services	Chair/Sit-Stand for Counseling Office	01-0000-0-1110-1000-4320-033-070	281.27
PO26-01530	Amazon Capital Services	PE Supplies	01-0000-0-1110-1000-4420-021-070	856.53
PO26-01570	Amazon Capital Services	VAPA Supplies	01-0000-0-1215-1000-4320-033-070	1,090.58
PO26-01554	Amazon Capital Services	CTE-Photography	01-0000-0-1228-1000-4320-033-070	397.86
PO26-01511	Amazon Capital Services	Supplies for Social Science	01-0000-0-1236-1000-4320-032-070	611.81
PO26-01565	Amazon Capital Services	ELPAC Summative Supplies	01-0801-0-1110-1000-4320-090-415	923.30
PO26-01533	Amazon Capital Services	3rd Grade PBIS Supplies	01-0805-0-1110-1000-4320-013-180	229.43
PO26-01532	Amazon Capital Services	Student Books	01-3010-0-1110-1000-4200-008-301	88.06
PO26-01571	Amazon Capital Services	Craft Supply for Student Craft Club	01-3010-0-1110-1000-4320-008-301	58.38
PO26-01531	Amazon Capital Services	Classroom Supplies	01-3010-0-1110-1000-4320-022-301	700.66
PO26-01492	Amazon Capital Services	Mouse Pads	01-3550-0-3800-1000-4320-032-333	241.46
PO26-01489	Amazon Capital Services	CTE Health Class Supplies	01-6383-0-3800-1000-4320-032-312	610.22
PO26-01490	Amazon Capital Services	CTE Health Science Supplies	01-6383-0-3800-1000-4320-032-312	6,961.19

PURCHASE ORDER LISTING - December 1, 2025 to December 31, 2025

P.O.	Vendor	Description	Account	Amount
PO26-01491	Amazon Capital Services	CTE- Culinary Art Supplies	01-6383-0-3800-1000-4320-033-336	776.50
PO26-01493	Amazon Capital Services	CTE-Culinary Arts Storage Cabinet	01-6383-0-3800-1000-4320-033-336	186.78
PO26-01556	Amazon Capital Services	CTE-Culinary Arts Supplies	01-6383-0-3800-1000-4320-033-336	535.06
PO26-01557	Amazon Capital Services	CTE-Culinary Supplies	01-6383-0-3800-1000-4320-033-336	2,549.20
PO26-01490	Amazon Capital Services	CTE Health Science Supplies	01-6383-0-3800-1000-4420-032-312	636.18
PO26-01557	Amazon Capital Services	CTE-Culinary Supplies	01-6383-0-3800-1000-4420-033-336	4,427.95
PO26-01494	Amazon Capital Services	Ice Bucket & Induction Cooktop	01-6387-0-3800-1000-4320-032-394	329.57
PO26-01572	Amazon Capital Services	Classroom Materials	01-9010-0-1110-1000-4320-002-356	406.97
PO26-01589	Amazon Capital Services	Library Supplies	01-9010-0-1110-1000-4320-021-356	550.72
PO26-01587	Amazon.com	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	108.22
PO26-01566	Amazon.com	Egg Drop Challenge Helix Cup	01-9010-0-1110-1000-4320-090-055	195.67
PO26-01552	American Conservatory Theater	Master Classes for Drama	01-6770-0-1110-1000-4320-032-186	5,000.00
PO26-01462	Apple Inc	Student iPad Adapters	01-0000-0-0000-2424-4320-090-735	49.44
PO26-01521	Apple Inc	Apple TVs	01-0000-0-0000-2424-4320-090-735	770.86
PO26-01591	Apple Inc	Apple TVs & MacBook	01-0000-0-0000-3130-4320-090-503	578.14
PO26-01591	Apple Inc	Apple TVs & MacBook	01-0000-0-0000-3130-4420-090-503	1,150.78
PO26-01498	Apple Inc	Apple TV for Wellness Center	01-3182-0-1110-1000-4320-031-387	192.71
PO26-01467	Apple Inc	CTE-Photo Supplies	01-3550-0-3800-1000-4320-033-333	327.43
PO26-01499	Apple Inc	Apple Mac Mini SSFHS	01-3550-0-3800-1000-4420-090-333	2,099.60
PO26-01502	AVID Center	25-26 AVID ECHS/SSFHS Fees	01-4127-0-1110-1000-5813-032-342	1,635.00
PO26-01502	AVID Center	25-26 AVID ECHS/SSFHS Fees	01-4127-0-1110-1000-5813-033-342	1,635.00
PO26-01502	AVID Center	25-26 AVID ECHS/SSFHS Fees	01-4127-0-1110-1000-5899-032-342	4,599.00
PO26-01502	AVID Center	25-26 AVID ECHS/SSFHS Fees	01-4127-0-1110-1000-5899-033-342	4,599.00
PO26-01584	Bay Area Systems & Solutions B	Installation of Scoreboard	01-9010-0-1202-1000-5899-032-322	23,400.00
PO26-01465	Bayside Business Forms, Inc.	Handbook Printing Services	01-6387-0-3800-1000-5810-090-394	285.68
PO26-01484	Bicomong, Jamie	Thanksgiving Dinner	01-0000-0-1110-1000-4322-033-070	2,250.00
BPO26-00292	Bronstein Music	Instrument Supplies/Repairs	01-0000-0-1110-1000-4320-012-322	2,000.00
BPO26-00292	Bronstein Music	Instrument Supplies/Repairs	01-0000-0-1110-1000-5600-012-322	3,000.00
PO26-01483	Browning Group International E	T & L PD	01-0000-0-0000-2110-5210-090-762	7,114.00
PO26-01598	Bsn Sports Llc	Athletics - Polo	01-9010-0-1202-1000-5810-033-322	542.10
PO26-01599	Bsn Sports Llc	Athletics - Team Polos	01-9010-0-1202-1000-5810-033-322	433.68
PO26-01583	Carolina Biological Supply Co	Supplies for CTE Health Class	01-6383-0-3800-1000-4320-032-312	4,415.89
PO26-01546	CDW Government Inc	Handheld Transmitter Mic	01-6770-0-1110-1000-4420-033-186	675.82
PO26-01539	CDW Government Inc	Epson Projector for Classroom ALMS	01-9010-0-1110-1000-4420-090-057	590.03
PO26-01482	Certified Languages Internatio	District Translation Service	01-0000-0-1110-1000-5899-090-762	25,000.00
PO26-01547	CHULETAS INTERNATIONAL UNI PIZ	Faculty Walk-About Luncheon	01-9113-0-1110-1000-4322-033-356	420.00
PO26-01593	City & County of San Francisco	License P1783A	01-0000-0-0000-7300-5600-090-717	11,250.00
PO26-01573	City Of Daly City Utility Bill	City of Daly City - ELOP	01-2600-0-0000-8200-5899-090-358	155,400.00

PURCHASE ORDER LISTING - December 1, 2025 to December 31, 2025

P.O.	Vendor	Description	Account	Amount
PO26-01466	Clifford Ray Lentz Silverspot	Jerseys	01-9237-0-1202-1000-5810-032-322	2,973.22
PO26-01470	Computype	Library Barcodes K-12	01-9044-0-1110-1000-4320-090-450	991.25
PO26-01460	Crystal Communications	Portable Radios	01-0000-0-1110-1000-4320-032-070	560.85
PO26-01501	Curriculum Associates LLC	Webinar	01-6500-0-5760-1190-5210-090-245	600.00
PO26-01464	Custom Ink Attn: Accts Receiva	Faculty T-Shirts	01-9113-0-1110-1000-5810-033-356	1,997.24
PO26-01604	Dan's Drilling & Fencing Inc.	Temporary Fence Panels	01-8150-0-0000-8110-5899-033-741	3,465.00
PO26-01578	Dasher Technologies	Pure Storage Software Renewal	01-0000-0-0000-2424-5813-090-735	33,144.24
PO26-01592	Dell Marketing LP C/ODell USA	Dell Pro 14 Plus Laptop	01-0000-0-0000-3130-4420-090-501	1,323.04
PO26-01459	Dell Marketing LP C/ODell USA	Computer for HR	01-0000-0-0000-7400-4420-090-715	1,340.88
PO26-01559	Dell Marketing LP C/ODell USA	Desktop Computers	01-0000-0-1110-1000-4420-033-070	2,681.74
PO26-01506	Dell Marketing LP C/ODell USA	Dell Slim Pro Plus QBS1250	01-0805-0-4760-1000-4420-025-123	1,252.71
PO26-01463	Demco Inc.	Library Supplies	01-0000-0-1110-2421-4320-014-451	154.32
PO26-01595	Diligent Corporation	Updating Board Meeting Process	01-0000-0-0000-7110-5813-090-713	9,000.00
PO26-01580	Document Tracking Services-DTS	Document Translations [11/1/25 to 12/1/25]	01-0000-0-0000-7150-5899-090-714	390.46
PO26-01151	Dooley Corporation Attn: David	NPA - Dooley Corporation	01-3327-0-5760-3120-5870-090-245	87,633.00
PO26-01151	Dooley Corporation Attn: David	NPA - Dooley Corporation	01-6546-0-5760-3120-5870-090-245	12,367.00
PO26-01575	Esposto's Inc	Staff Luncheon	01-9010-0-1110-1000-4322-021-356	1,054.40
PO26-01582	Flinn Scientific Inc.	Supplies for CTE Health	01-6383-0-3800-1000-4320-032-312	316.49
PO26-01479	Future Chevrolet of Sacramento	Cargo Van	01-8150-0-0000-8500-6450-090-741	47,125.23
PO26-01475	GHA Technologies Inc	Lenovo ThinkPads	01-0000-0-0000-2424-4420-090-735	12,790.81
PO26-01579	GHA Technologies Inc	Veem Software Subscription	01-0000-0-0000-2424-5813-090-735	14,860.50
PO26-01588	GHA Technologies Inc	3YR Cisco DNA Essentials Licenses	01-0000-0-0000-2424-5899-090-735	210,527.39
VFS26-00012	Grainger	Warehouse Restock	01-0000-0-0000-0000-9320-000-	2,251.16
PO26-01605	Graymar Environmental Services	SSFUSD RFP for Turnkey Removal Services of Surplus	01-8150-0-0000-8110-5899-090-741	30,831.50
PO26-01461	Hydration Depot	Athletic Supplies	01-9010-0-1202-1000-4320-033-322	359.17
PO26-01543	IMAGINE LEARNING LLC	IM Centers Kits for 1/5/26 PD	01-9010-0-1110-1000-4320-090-316	1,809.31
PO26-01551	IXL Learning	IXL Site License - Upgrade So. Studies - Payment 3	01-0805-0-1110-1000-5813-021-180	1,771.00
PO26-01553	KARLA IVONNE FLORES OROZCO	CTE-Folklorico Costumes	01-6387-0-3800-1000-4320-033-394	29,343.98
PO26-01518	Kelly Spicers Stores	Paper for Reprographics	01-0000-0-0000-7550-4320-090-718	651.45
PO26-01481	Literacy Resources LLC	Pre-Kindergarten Curriculum	01-0000-0-0000-2100-4200-090-762	976.22
PO26-01456	Maria Veronica Moscoso Veromun	Library Books	01-0000-0-1110-2421-4200-032-451	635.67
PO26-01563	Marine Science Institute	Classroom Grade Presentation	01-9010-0-1110-1000-5899-002-356	677.00
PO26-01558	Music & Arts CA Dept 5295	Performing Arts-Music Instruments	01-0000-0-1110-1000-4420-033-070	6,868.64
PO26-01581	Music & Arts CA Dept 5295	Saxophone, Flute & Music Supplies	01-6770-0-1110-1000-4320-025-186	2,921.64
PO26-01581	Music & Arts CA Dept 5295	Saxophone, Flute & Music Supplies	01-6770-0-1110-1000-4420-025-186	1,648.17
PO26-01596	NEFF COMPANY	Athletics - Team Embroidered Jacket Patches	01-9010-0-1202-1000-5810-033-322	969.65
PO26-01474	NEW LIFE TREE SERVICE	Tree Removal	01-8150-0-0000-8110-5899-025-741	6,100.00
PO26-01496	ODP Business Solutions LLC	Staff Supplies	01-0000-0-0000-7110-4320-090-713	27.00

PURCHASE ORDER LISTING - December 1, 2025 to December 31, 2025

P.O.	Vendor	Description	Account	Amount
PO26-01496	ODP Business Solutions LLC	Staff Supplies	01-0000-0-0000-7150-4320-090-714	268.45
PO26-01590	ODP Business Solutions LLC	HR Office Supplies	01-0000-0-0000-7400-4320-090-715	183.14
PO26-01497	ODP Business Solutions LLC	Laminating Pouches	01-3010-0-1110-1000-4320-007-301	535.07
PO26-01549	ODP Business Solutions LLC	Office Supplies T & L	01-9010-0-1110-1000-4320-090-057	253.01
PO26-01478	Peninsula Conflict Resolution	Consulting Services	01-0000-0-0000-7400-5899-090-715	21,225.00
PO26-01585	Pie Ranch	Education Program	01-6387-0-3800-1000-5815-032-394	2,400.00
PO26-01534	Pionic Unit Construction Inc.	Fire Sprinkler Rm Exterior Wood Door Frame Repair	01-8150-0-0000-8110-5899-021-741	9,360.00
PO26-01561	Pionic Unit Construction Inc.	Replacement of Existing Chain-link Fence at ECHS	01-8150-0-0000-8110-5899-032-741	43,500.00
PO26-01535	Pionic Unit Construction Inc.	Installation of New Aluminum Roof Gutter at Maint.	01-8150-0-0000-8110-5899-090-741	11,230.00
PO26-01536	Pionic Unit Construction Inc.	Installation of New Aluminum Roof Gutter at DO	01-8150-0-0000-8110-5899-090-741	4,000.00
PO26-01537	Pionic Unit Construction Inc.	Installation of New Aluminum Roof Gutter at Bldgs	01-8150-0-0000-8110-5899-090-741	3,800.00
PO26-01480	Plushy Feely Corp Kimochis	25-26 TK Order	01-0000-0-0000-2100-4320-090-762	1,842.33
PO26-01602	Progress Glass Company Inc	Shelves Trophy Cabinets	01-8150-0-0000-8110-5899-033-741	1,738.00
PO26-01597	Protech	Partial Storm Drain Replacement Project	01-8150-0-0000-8110-5899-021-741	11,715.00
PO26-01538	Protech	Soil Sample Analysis	01-8150-0-0000-8110-5899-090-741	9,670.00
PO26-01488	Rapoza, Julia	Settlement	01-0000-0-0000-7602-5888-090-726	35,000.00
VFS26-00015	Resource Solutions Of Sf Group	Warehouse Restock - Liners #008527 & #008529	01-0000-0-0000-0000-9320-000-	4,743.08
VFS26-00016	Resource Solutions Of Sf Group	Warehouse Restock - #008518,27 & 29 & #8150, 89	01-0000-0-0000-0000-9320-000-	9,626.06
PO26-01545	Scholastic Inc	Scholastic Magazines	01-0805-0-1110-1000-4320-013-180	1,728.36
PO26-01469	School Services Of California,	Consultant Services	01-0000-0-0000-7350-5899-090-717	4,920.00
PO26-01542	Sehi Computer Products Inc	T & L Color LaserJet Printer	01-0000-0-1110-1000-4320-090-762	471.46
PO26-01519	Shi International Corp	IIQ Ticket System	01-0000-0-0000-2424-5899-090-735	30,535.59
PO26-01548	Shutterfly Holdings Inc. DBA S	School IDs	01-0805-0-1110-1000-5899-031-180	368.10
PO26-01495	Silicon Valley Mathematics Ini	SVMI Professional Learning	01-9010-0-1110-1000-5899-090-316	103,200.00
PO26-01576	Skillsusa California	SkillsUSA Membership 25-26 - ECHS	01-3550-0-3800-1000-5300-090-333	280.00
PO26-01577	Skillsusa California	SkillsUSA Membership 25-26 - SSFHS	01-3550-0-3800-1000-5300-090-333	1,280.00
PO26-01576	Skillsusa California	SkillsUSA Membership 25-26 - ECHS	01-3550-0-3800-3900-5899-090-333	1,160.00
PO26-01577	Skillsusa California	SkillsUSA Membership 25-26 - SSFHS	01-3550-0-3800-3900-5899-090-333	320.00
PO26-01574	SMCOE	Recruitment Fair	01-0000-0-0000-7400-5899-090-715	308.60
PO26-01564	SMCOE	25/26 Mock Trial Entry Fee	01-0000-0-1110-1000-5899-090-762	300.00
PO26-01544	Softchoice	WIN 10 Ext. Security	01-0000-0-0000-2424-5813-090-735	552.00
PO26-01508	Soul Shoppe	Social-Emotional Learning Program - Soul Shoppe	01-0805-0-1110-1000-5899-012-180	7,350.00
PO26-01508	Soul Shoppe	Social-Emotional Learning Program - Soul Shoppe	01-0805-0-4760-1000-5899-012-123	3,000.00
PO26-01560	Staples #0488	Student Supplies/ILT Posters	01-0000-0-1110-1000-4320-022-070	1,971.78
PO26-01550	T&B Sports Inc.	Girls Basketball Uniforms	01-9234-0-1203-1000-5810-032-322	2,197.07
PO26-01468	Uline	CTE-Photography Supplies	01-6387-0-3800-1000-4320-033-394	434.05
PO26-01468	Uline	CTE-Photography Supplies	01-6387-0-3800-1000-4420-033-394	915.70
PO26-01500	Uline	Wellness Center Furniture	01-9305-0-1110-1000-4320-021-391	2,618.81

PURCHASE ORDER LISTING - December 1, 2025 to December 31, 2025

P.O.	Vendor	Description	Account	Amount
PO26-01586	United Coach Tours	Field Trip Transportation for AVID	01-0802-0-1110-1000-5821-032-197	2,129.00
PO26-01526	United Coach Tours	Field Trip Transportation	01-9206-0-1110-1000-5821-032-356	845.00
VFS26-00013	Vertiv Corporaton	Warehouse Restock - #008212 Dust Mop Treatment	01-0000-0-0000-0000-9320-000-	272.01
PO26-01477	XC Container LLC Xcaliber Cont	Storage Container for Corp Yard	01-8150-0-0000-8110-6410-090-741	15,713.22
PO26-01541	Youth Services Bureaus Of The	Mental Health Services	01-6762-0-1110-1000-5899-090-384	485,723.14
	TOTAL FUND 01			**1,672,910.64**
PO26-01523	ODP Business Solutions LLC	Kleenex	11-6391-0-4110-2700-4320-041-480	161.99
	TOTAL FUND 11			**161.99**
PO26-01510	Amazon Capital Services	Classroom Supplies	12-6105-0-8535-1000-4320-045-835	53.88
PO26-01487	Amazon Capital Services	Office Supplies	12-9010-0-8533-1000-4320-045-833	28.95
PO26-01510	Amazon Capital Services	Classroom Supplies	12-9010-0-8533-1000-4320-045-833	53.88
PO26-01485	Charter Up LLC	Preschool Field Trip Transportation	12-6105-0-8535-1000-5821-045-835	1,410.34
PO26-01486	Charter Up LLC	Preschool Field Trip Transportation	12-9010-0-8533-1000-5821-045-833	2,861.27
PO26-01525	Discount School Supply	Classroom Supplies	12-9010-0-8533-1000-4420-045-833	728.41
PO26-01594	Lakeshore Learning Materials,	Giant Sand Timers	12-9010-0-8533-1000-4320-045-833	89.54
PO26-01520	ODP Business Solutions LLC	Office/Classroom Supplies	12-6105-0-8535-1000-4320-045-835	209.24
PO26-01520	ODP Business Solutions LLC	Office/Classroom Supplies	12-9010-0-8533-1000-4320-045-833	209.25
PO26-01524	Uline	First Aid Kit	12-9010-0-8533-1000-4320-045-833	109.61
	TOTAL FUND 12			**5,754.37**
BPO26-00293	Freezing Point LLC	Fruit Beverages for Sites	13-5310-0-0000-3700-4700-090-820	10,000.00
PO26-01540	Grainger	Tie Downs for Trucks	13-5310-0-0000-3700-4320-090-820	767.00
PO26-01476	TEC of California Inc. A TEC E	Parts for Truck Maintenance	13-5310-0-0000-3700-4320-090-820	1,159.19
	TOTAL FUND 13			**11,926.19**
PO26-01473	Amazon Capital Services	Office Supplies	21-9010-0-0000-8500-4320-098-902	144.40
PO26-01600	The Bank Of New York Mellon Tr	Annual Payment - Paying Agent Fee	21-0000-0-0000-8500-6260-098-902	750.00
	TOTAL FUND 21			**894.40**
PO26-01603	ALL AMERICAN INSPECTION INC	In-Plant Inspection Relocatable Building	25-0000-0-0000-8500-6285-006-921	4,800.00
PO26-01603	ALL AMERICAN INSPECTION INC	In-Plant Inspection Relocatable Building	25-0000-0-0000-8500-6285-009-921	4,800.00
PO26-01505	CORNERSTONE EARTH GROUP INC	Geotechnical Services	25-0000-0-0000-8500-6285-006-921	35,450.00
PO26-01601	School Facility Consultants	Consultant Services	25-0000-0-0000-8100-5899-090-717	25,000.00
	TOTAL FUND 25			**70,050.00**
PO26-01504	BKF Engineers	Surveying Services ECHS Restroom Project	40-9010-0-0000-8500-6210-032-922	9,000.00
PO26-01562	Casey Construction Inc.	Partial Storm Drain Replacement	40-9010-0-0000-8500-6270-021-931	138,700.00
PO26-01503	CORNERSTONE EARTH GROUP INC	Geotechnical Services	40-9010-0-0000-8500-6285-032-922	39,545.00
PO26-01507	Protech	Environmental Consulting Services	40-9010-0-0000-8500-5899-090-920	4,420.00
	TOTAL FUND 40			**191,665.00**

PURCHASE ORDER LISTING - December 1, 2025 to December 31, 2025

P.O.	Vendor	Description	Account	Amount
	TOTAL # OF PURCHASE ORDERS:	**159**	**TOTAL P.O. AMOUNT**	**1,953,362.59**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 1,672,910.64		
11	ADULT EDUCATION FUND	$ 161.99		
12	CHILD DEVELOPMENT FUND	$ 5,754.37		
13	FOOD SERVICE	$ 11,926.19		
14	DEFERRED MAINTENANCE			
21	BOND	$ 894.40		
25	CAPITAL FACILITIES	$ 70,050.00		
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 191,665.00		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 1,953,362.59**		
CHANGE ORDERS:				
PO26-00077	AMAZON.COM	PLTW Medical Detectives AL	01-6388-0-3800-1000-4320-090-318	24.08
BPO26-00239	Andre-Boudin Bakeries Inc.	Open PO for T & L Boudin Catering	01-0000-0-0000-2700-4322-090-762	5,000.00
BPO26-00258	Bronstein Music	Music Repairs	01-0000-0-1110-1000-4320-021-322	500.00
BPO26-00258	Bronstein Music	Music Repairs	01-0000-0-1227-1000-5600-021-322	500.00
BPO26-00211	Engie Services U.S. Inc.	Open P.O. for Global Energy/Services Company	01-8150-0-0000-8110-5899-090-741	10,000.00
PO26-00547	Fagen Friedman & Fulfrost LLP	Legal Services	01-0000-0-0000-7150-5889-090-714	50,000.00
BPO26-00017	Network Craze Technologies Inc	Cisco Certified Phones & Parts - 2025-2026	01-0000-0-0000-2424-4320-090-735	1,500.00
BPO26-00241	Wave Business	District Wide Internet Service '25-'26 YR	01-0000-0-0000-2424-5850-090-735	40,000.00
BPO26-00087	The Education Team	Substitute Staffing for Children's Center	12-6105-0-8535-1000-5899-045-835	52,000.00
BPO26-00087	The Education Team	Substitute Staffing for Children's Center	12-9010-0-8533-1000-5899-045-833	78,000.00
BPO26-00038	Imperial Bag & Paper Co LLC	Open PO - Supplies	13-5310-0-0000-3700-4340-090-820	5,000.00
BPO26-00036	Individual FoodService	Open PO - Supplies	13-5310-0-0000-3700-4340-090-820	10,000.00
BPO26-00065	Producers Dairy Foods Inc.	Milk & Dairy Purchases	13-5310-0-0000-3700-4700-090-820	119,247.00
BPO26-00063	Sysco Food Services of SF	Food Purchases	13-5310-0-0000-3700-4700-090-820	7,000.00
PO26-00641	MCGUIRE AND HESTER	Field & Pavement Improvements Project at WMS	21-9010-0-0000-8500-6270-025-960	(17,750.15)
PO26-00463	FIVE STAR BANK	Escrow ACCT for McGuire and Hester	21-9010-0-0000-8500-6270-025-960	17,750.15
PO26-00468	ISI Inspection Services Inc.	Inspection Svcs for the ECHS Central & WMS Field	21-9010-0-0000-8500-6273-032-926	3,016.00
PO26-00468	ISI Inspection Services Inc.	Inspection Svcs for the ECHS Central & WMS Field	21-9010-0-0000-8500-6273-098-926	11,964.90
PO26-00694	CUMMING MANAGEMENT GROUP INC	Construction Management Services	40-9010-0-0000-8500-6272-022-946	3,333.33
PO26-00694	CUMMING MANAGEMENT GROUP INC	Construction Management Services	40-9010-0-0000-8500-6272-032-946	3,333.33
PO26-00694	CUMMING MANAGEMENT GROUP INC	Construction Management Services	40-9010-0-0000-8500-6272-090-940	3,333.34
	TOTAL CHANGE ORDERS			**403,751.98**

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: February 26, 2026

RE: Declaration of Surplus Items

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

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

The South San Francisco Unified School District would like to declare all of the items sold, obsolete, and/or inoperable. The one hundred nine (109) items are detailed on the attached list, and the total net book value for all items is four thousand, eight hundred seventy-nine dollars and fifty-two cents ($4,879.52).

FISCAL IMPLICATIONS:

The monetary gain was four thousand, eight hundred seventy-nine dollars and fifty-two cents ($4,879.52) from the above-recommended transaction because the items held value that was not fully depreciated. Any funds generated from the disposal (sale, recycling, etc.) will be recognized as revenue in Fund 01.

RECOMMENDATION:

Staff recommends that the Board of Trustees declare the one hundred nine (109) items sold, unusable, or obsolete as surplus items with a net book value of four thousand, eight hundred seventy-nine dollars and fifty-two cents ($4,879.52). It is further recommended that the District be authorized to dispose of these items.

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
N22489	2/1/2019	1	Dell Chromebook 3100	g9whxf3	D.O. / TECHNOLOGY	$ -
N20209	2/1/2019	1	Dell Chromebook 3100	2rjrk73	D.O. / TECHNOLOGY	$ -
46187	2/1/2019	1	Dell Chromebook 3100	DTXKQV2	D.O. / TECHNOLOGY	$ -
N12804	2/1/2019	1	Dell Chromebook 3100	8LD4B43	D.O. / TECHNOLOGY	$ -
N13543	2/1/2019	1	Dell Chromebook 3100	7S45B43	D.O. / TECHNOLOGY	$ -
N15692	2/1/2019	1	Dell Chromebook 3100	GXDVQF3	D.O. / TECHNOLOGY	$ -
45338	2/1/2019	1	Dell Chromebook 3100	3SPTPV2	D.O. / TECHNOLOGY	$ -
N14627	2/1/2019	1	Dell Chromebook 3100	9HC2B43	D.O. / TECHNOLOGY	$ -
N14820	2/1/2019	1	Dell Chromebook 3100	3JH0B43	D.O. / TECHNOLOGY	$ -
N12084	2/1/2019	1	Dell Chromebook 3100	1Z93B43	D.O. / TECHNOLOGY	$ -
N11397	2/1/2019	1	Dell Chromebook 3100	9D6MM33	D.O. / TECHNOLOGY	$ -
N14239	2/1/2019	1	Dell Chromebook 3100	6790B43	D.O. / TECHNOLOGY	$ -
N10926	2/1/2019	1	Dell Chromebook 3100	2W2HW33	D.O. / TECHNOLOGY	$ -
N12682	2/1/2019	1	Dell Chromebook 3100	3543B43	D.O. / TECHNOLOGY	$ -
N20457	2/1/2019	1	Dell Chromebook 3100	4gqqk73	D.O. / TECHNOLOGY	$ -
N11993	2/1/2019	1	Dell Chromebook 3100	9P71B43	D.O. / TECHNOLOGY	$ -
46402	2/1/2019	1	Dell Chromebook 3100	2KL01X2	D.O. / TECHNOLOGY	$ -
N13867	2/1/2019	1	Dell Chromebook 3100	G650B43	D.O. / TECHNOLOGY	$ -
N11439	2/1/2019	1	Dell Chromebook 3100	2PRMM33	D.O. / TECHNOLOGY	$ -
N14415	2/1/2019	1	Dell Chromebook 3100	3M45B43	D.O. / TECHNOLOGY	$ -
N14815	2/1/2019	1	Dell Chromebook 3100	1ML4B43	D.O. / TECHNOLOGY	$ -
N15201	2/1/2019	1	Dell Chromebook 3100	4vqrk73	D.O. / TECHNOLOGY	$ -
N10713	2/1/2019	1	Dell Chromebook 3100	G1F4X33	D.O. / TECHNOLOGY	$ -
N11739	2/1/2019	1	Dell Chromebook 3100	J7NJY33	D.O. / TECHNOLOGY	$ -
N12299	2/1/2019	1	Dell Chromebook 3100	CTJHY33	D.O. / TECHNOLOGY	$ -
47936	2/1/2019	1	Dell Chromebook 3100	69FCC33	D.O. / TECHNOLOGY	$ -
N11503	2/1/2019	1	Dell Chromebook 3100	FR93B43	D.O. / TECHNOLOGY	$ -
N12034	2/1/2019	1	Dell Chromebook 3100	106S943	D.O. / TECHNOLOGY	$ -
46289	2/1/2019	1	Dell Chromebook 3100	600Q0X2	D.O. / TECHNOLOGY	$ -
N11301	2/1/2019	1	Dell Chromebook 3100	47SNM33	D.O. / TECHNOLOGY	$ -
N14741	2/1/2019	1	Dell Chromebook 3100	9L50B43	D.O. / TECHNOLOGY	$ -
N11733	2/1/2019	1	Dell Chromebook 3100	HK9HY33	D.O. / TECHNOLOGY	$ -
N14812	2/1/2019	1	Dell Chromebook 3100	CPH0B43	D.O. / TECHNOLOGY	$ -
N10286	2/1/2019	1	Dell Chromebook 3100	G589M33	D.O. / TECHNOLOGY	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
N10163	2/1/2019	1	Dell Chromebook 3100	4QKCM33	D.O. / TECHNOLOGY	$ -
N25142	2/1/2019	1	Dell Chromebook 3100	G830B43	D.O. / TECHNOLOGY	$ -
N21297	2/1/2019	1	Dell Chromebook 3100	d6k4l73	D.O. / TECHNOLOGY	$ -
46195	2/1/2019	1	Dell Chromebook 3100	G8GKQV2	D.O. / TECHNOLOGY	$ -
46367	2/1/2019	1	Dell Chromebook 3100	1HPY1X2	D.O. / TECHNOLOGY	$ -
N15620	2/1/2019	1	Dell Chromebook 3100	7GYVQF3	D.O. / TECHNOLOGY	$ -
N10666	2/1/2019	1	Dell Chromebook 3100	HD14X33	D.O. / TECHNOLOGY	$ -
47349	2/1/2019	1	Dell Chromebook 3100	3T1NXY2	D.O. / TECHNOLOGY	$ -
46151	2/1/2019	1	Dell Chromebook 3100	5PTJQV2	D.O. / TECHNOLOGY	$ -
N13017	2/1/2019	1	Dell Chromebook 3100	JG8VY33	D.O. / TECHNOLOGY	$ -
45341	2/1/2019	1	Dell Chromebook 3100	DCDRPV2	D.O. / TECHNOLOGY	$ -
N16057	2/1/2019	1	Dell Chromebook 3100	2075RF3	D.O. / TECHNOLOGY	$ -
45353	2/1/2019	1	Dell Chromebook 3100	68KR7Y2	D.O. / TECHNOLOGY	$ -
47983	2/1/2019	1	Dell Chromebook 3100	DM2CX23	D.O. / TECHNOLOGY	$ -
N22204	2/1/2019	1	Dell Chromebook 3100	4NYMXF3	D.O. / TECHNOLOGY	$ -
N15802	2/1/2019	1	Dell Chromebook 3100	HF07RF3	D.O. / TECHNOLOGY	$ -
N22697	2/1/2019	1	Dell Chromebook 3100	BSG4RF3	D.O. / TECHNOLOGY	$ -
N20133	2/1/2019	1	Dell Chromebook 3100	16j6l73	D.O. / TECHNOLOGY	$ -
N13698	2/1/2019	1	Dell Chromebook 3100	5B50B43	D.O. / TECHNOLOGY	$ -
N12697	2/1/2019	1	Dell Chromebook 3100	HB6GY33	D.O. / TECHNOLOGY	$ -
N13646	2/1/2019	1	Dell Chromebook 3100	CJDS943	D.O. / TECHNOLOGY	$ -
N11421	2/1/2019	1	Dell Chromebook 3100	1NFQM33	D.O. / TECHNOLOGY	$ -
N21367	2/1/2019	1	Dell Chromebook 3100	15k4l73	D.O. / TECHNOLOGY	$ -
N12246	2/1/2019	1	Dell Chromebook 3100	H1V3B43	D.O. / TECHNOLOGY	$ -
N10122	2/1/2019	1	Dell Chromebook 3100	269QM33	D.O. / TECHNOLOGY	$ -
N16919	2/1/2019	1	Dell Chromebook 3100	213BK63	D.O. / TECHNOLOGY	$ -
N13653	2/1/2019	1	Dell Chromebook 3100	4JJ1Z33	D.O. / TECHNOLOGY	$ -
N11268	2/1/2019	1	Dell Chromebook 3100	38GJW33	D.O. / TECHNOLOGY	$ -
N15196	2/1/2019	1	Dell Chromebook 3100	2lb4l73	D.O. / TECHNOLOGY	$ -
N10866	2/1/2019	1	Dell Chromebook 3100	43CNM33	D.O. / TECHNOLOGY	$ -
N10184	2/1/2019	1	Dell Chromebook 3100	9XPPM33	D.O. / TECHNOLOGY	$ -
N13569	2/1/2019	1	Dell Chromebook 3100	841Z943	D.O. / TECHNOLOGY	$ -
N13449	2/1/2019	1	Dell Chromebook 3100	79MZY33	D.O. / TECHNOLOGY	$ -
46664	2/1/2019	1	Dell Chromebook 3100	DKM96Y2	D.O. / TECHNOLOGY	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
N12683	2/1/2019	1	Dell Chromebook 3100	7302B43	D.O. / TECHNOLOGY	$ -
46374	2/1/2019	1	Dell Chromebook 3100	JT1Z1X2	D.O. / TECHNOLOGY	$ -
N13088	2/1/2019	1	Dell Chromebook 3100	9G51B43	D.O. / TECHNOLOGY	$ -
N13689	2/1/2019	1	Dell Chromebook 3100	2VZ1B43	D.O. / TECHNOLOGY	$ -
N14264	2/1/2019	1	Dell Chromebook 3100	79MZY33	D.O. / TECHNOLOGY	$ -
N15251	2/1/2019	1	Dell Chromebook 3100	24W8RF3	D.O. / TECHNOLOGY	$ -
N15248	2/1/2019	1	Dell Chromebook 3100	J51XQF3	D.O. / TECHNOLOGY	$ -
46869	2/1/2019	1	Dell Chromebook 3100	2WG9YY2	D.O. / TECHNOLOGY	$ -
N12893	2/1/2019	1	Dell Chromebook 3100	C8SZY33	D.O. / TECHNOLOGY	$ -
N11200	2/1/2019	1	Dell Chromebook 3100	3064X33	D.O. / TECHNOLOGY	$ -
47991	2/1/2019	1	Dell Chromebook 3100	BFCCC33	D.O. / TECHNOLOGY	$ -
N12613	2/1/2019	1	Dell Chromebook 3100	G181B43	D.O. / TECHNOLOGY	$ -
51914	2/1/2019	1	Dell Chromebook 3100	b2gcym3	D.O. / TECHNOLOGY	$ -
N10166	2/1/2019	1	Dell Chromebook 3100	7SFLM33	D.O. / TECHNOLOGY	$ -
51336	9/28/2021	1	2021 PG 2 AXLE VEHICLE TRAILER	(none)	FACILITIES	$ 37.52
N/A	2/1/2019	1	2011 JLG Aerial Lift	0300144741	FACILITIES	$ -
S23T	4/1/2014	1	2004 Bandit Chipper	4FMUS1419R005386	FACILITIES	$ 4,842.00
S52	5/1/2002	1	2002 GMC Sierra HD 2500 (1143308)	1GTHC24U42Z338339	FACILITIES	$ -
N/A	2/1/2019	1	2001 Genie TMZ 34/29 lift	508AA19111R000230	FACILITIES	$ -
04846	2/1/1991	1	1991 Kodiak Dump Tuck (E343662)	1GBJ7H1M1MJ105487	FACILITIES	$ -
N10891	2/1/2019	1	Dell Chromebook 3100	DJVHW33	D.O. / TECHNOLOGY	$ -
N14878	2/1/2019	1	Dell Chromebook 3100	8GSOB43	D.O. / TECHNOLOGY	$ -
N10263	2/1/2019	1	Dell Chromebook 3100	73FMM33	D.O. / TECHNOLOGY	$ -
N13797	2/1/2019	1	Dell Chromebook 3100	8KOZY33	D.O. / TECHNOLOGY	$ -
N16017	2/1/2019	1	Dell Chromebook 3100	CSL7RF3	D.O. / TECHNOLOGY	$ -
N20145	2/1/2019	1	Dell Chromebook 3100	3dxqk73	D.O. / TECHNOLOGY	$ -
N12349	2/1/2019	1	Dell Chromebook 3100	9G02B43	D.O. / TECHNOLOGY	$ -
N10784	2/1/2019	1	Dell Chromebook 3100	CCB2X33	D.O. / TECHNOLOGY	$ -
N10877	2/1/2019	1	Dell Chromebook 3100	JV8QM33	D.O. / TECHNOLOGY	$ -
N12135	2/1/2019	1	Dell Chromebook 3100	5300Z33	D.O. / TECHNOLOGY	$ -
N16425	2/1/2019	1	Dell Chromebook 3100	JWKSRF3	D.O. / TECHNOLOGY	$ -
N15521	2/1/2019	1	Dell Chromebook 3100	1Q98RF3	D.O. / TECHNOLOGY	$ -
N10613	2/1/2019	1	Dell Chromebook 3100	C8H2X33	D.O. / TECHNOLOGY	$ -
46361	2/1/2019	1	Dell Chromebook 3100	8LHY1X2	D.O. / TECHNOLOGY	$ -

Declaration of Surplus Items						
Fixed Asset Tag #	Date in Service	Qty	Description	Serial Number	Location	Net Book Value
N11307	2/1/2019	1	Dell Chromebook 3100	597NM33	D.O. / TECHNOLOGY	$ -
N10844	2/1/2019	1	Dell Chromebook 3100	BD4BM33	D.O. / TECHNOLOGY	$ -
N10742	2/1/2019	1	Dell Chromebook 3100	9724X33	D.O. / TECHNOLOGY	$ -
N20235	2/1/2019	1	Dell Chromebook 3100	4gn2173	D.O. / TECHNOLOGY	$ -
N15641	2/1/2019	1	Dell Chromebook 3100	G2LVQF3	D.O. / TECHNOLOGY	$ -
N16443	2/1/2019	1	Dell Chromebook 3100	btymxf3	D.O. / TECHNOLOGY	$ -
26321	2/1/2019	1	HP Color Laserjet CP2025	CNGSB10456	D.O. / TECHNOLOGY	$ -
	Total Items:	**109**				**$ 4,879.52**

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: February 26, 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 February 2026.

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 FEBRUARY 2026.

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

$20 from Abner A Palaganas to El Camino High School in support of academic excellence, for use under the principal's discretion.

$500 from ECHS Boosters to El Camino High School in support of the ECHS Wresting Team.

$150 – Three $50 check donations from Blackbaud to Monte Verde Elementary School in support of academic excellence, for use under the principal's discretion.

$383.49 from Dorian to Westborough Middle School in support of academic excellence, for use under the principal's discretion.

$204 from Blackbaud to Ponderosa Elementary School in support of student and school needs.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: February 26, 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:

Westborough Middle School

Leadership	Ice Cream Social – An end-of-year social event featuring ice cream sales for students. Commencing May 7, 2026.
Leadership	Valentine's Day Grams – Featuring the sale of ring pops, chocolate, and bags of chips. Commencing January 2026 through February 2026.
Leadership	Holiday Grams – A fundraiser event in which students may purchase and deliver holiday grams containing a candy cane or hot chocolate, with an optional holiday photo opportunity. Commencing December 2025.
Leadership	Winter Social Concessions Sale – Selling a variety of snacks and drinks during the Winter Social. Commencing December 2025.

Buri Buri Elementary School

All Grades	Walk-A-Thon – Peer-to-peer fundraising event in which students will collect pledges to support school programs.

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: February 26, 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 – Superintendent

$8,000	SchoolWorks - Providing district-wide demographic study and enrollment projections to help with both short-and-long term planning for the district. Factors that influence school enrollment will help identify certain facility planning requirements such as capacity utilization of existing facilities, modernization or new construction, and more. Commencing throughout the 2025-26 school year.

District Office – Business Services

$966.90	Zone 4 Construction - Change Order #4 (final one) for the District Office Accessibility Project. This is markup and bond costs associated with this project were miscalculated and not included with the prior change order.
$3,600	Treat Structural Engineering - To conduct site visits to close out prior completed project and sign DSA documents. Commencing February 2026 through June 2026.

District Office – Teaching & Learning

$5,000	Vista - To provide a customized, onsite extended professional learning workshop in support of WL PL implementation. Commencing February 2026 through May 2026.
$21,384	Document Tracking Service (DTS) - License to automate access, search, and editing of key documents (LCAP, SARC, SPSA), with user access controls, secure data storage, and required translation services included. Commencing March 2026 through June 2028.
$24,500	NVM Consulting, LLC – To support the development of instructional infrastructure through a four-phase process: Framework Alignment and Architecture, Strategy Design, Implementation Guide Development, and Finalization and Rollout Planning. Commencing February 2026 through June 2026.
$2,500	Sensational Kidz Pediatric Occupational Therapy, Inc. – To conduct an occupational therapy evaluation focused on motor development and attend the IEP meeting to present findings.

Los Cerritos Elementary School

$500	Rene Colato Lainez Presentation – Providing a schoolwide "Meet the Author" assembly in which the author will discuss the writing process and read selections from his books in both Spanish and English to promote literacy and student engagement. Commencing May 8, 2026.

Children's Center

$7,500	Carlos Lopez - To provide preschool CLASS consulting services, including completion of seven CLASS assessments with summary reports submitted within 24 hours.

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

Resolution #26-07

RECOGNIZING MARCH 2026 AS WOMEN'S HISTORY MONTH

WHEREAS, Women's History Week was first established in 1978 by the Sonoma County Commission on the Status of Women in California and gained national recognition when President Jimmy Carter issued a Presidential Proclamation in 1980; and

WHEREAS, in 1987, the United States Congress officially designated the month of March as National Women's History Month to recognize and celebrate the historical and contemporary contributions of women; and

WHEREAS, the 2026 Women's History Month theme, ***"Leading the Change: Women Shaping a Sustainable Future,"*** *as designated by the National Women's History Alliance, expands the understanding of sustainability beyond environmental stewardship to include economic stability, community resilience, leadership development, and intergenerational equity; and*

WHEREAS, women are leading transformative efforts by advancing green technologies, promoting economic justice, strengthening education systems, and building civic power, thereby designing pathways toward a more equitable and sustainable future for all; and

WHEREAS, women have played and continue to play a vital role in the economic, cultural, and social fabric of our nation, contributing significantly to the workforce both within and beyond the home; and

WHEREAS, women of all racial and ethnic backgrounds have been at the forefront of major social and justice movements, advocating not only for women's rights, including suffrage and equal opportunity, but also for broader causes such as abolition, labor rights, and the civil rights movement; and

WHEREAS, throughout history, women have made invaluable contributions as volunteers, philanthropists, and leaders in the development of charitable, cultural, civic, and educational institutions; and

WHEREAS, the historical contributions of women have often been overlooked or marginalized, underscoring the importance of ensuring their stories are fully and accurately represented in the teaching and understanding of history; and

WHEREAS, California Education Code Section 51204.5 requires that social science instruction include the study of the roles and contributions of both women and men in history;

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes March 2026 as Women's History Month and honors the achievements, leadership, and enduring contributions of women past and present.

REGULARLY PASSED AND ADOPTED this 26th day of February 2026.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #26-08

RECOGNIZES MARCH 2026 AS AMERICAN RED CROSS MONTH

WHEREAS, the American Red Cross was founded in 1881 in Washington, D.C. by Clara Barton, a nurse, educator, and humanitarian who served as the organization's first president; and

WHEREAS, in 1943, President Franklin D. Roosevelt proclaimed March as Red Cross Month to recognize the extraordinary humanitarian service provided by Red Cross volunteers, donors, and staff; and

WHEREAS, the American Red Cross plays a critical role in emergency preparedness, disaster response, and recovery, providing lifesaving assistance to individuals and communities impacted by fires, floods, earthquakes, and other emergencies; and

WHEREAS, the Red Cross advances public safety through lifesaving education, training, and certification programs, including leadership and volunteer opportunities for K–12 students that foster civic responsibility and preparedness; and

WHEREAS, the American Red Cross has a longstanding history of supporting Bay Area communities, including response efforts during the 1989 Loma Prieta earthquake, the 2010 San Bruno pipeline explosion, regional wildfires, and the COVID-19 pandemic, in partnership with local agencies and organizations; and

WHEREAS, students of the South San Francisco Unified School District have demonstrated compassion, leadership, and service by participating in blood drives, fundraising, and volunteer efforts in support of Red Cross initiatives; and

WHEREAS, student organizations such as the El Camino High School Red Cross Club and the South San Francisco High School Red Cross Club exemplify the Red Cross Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality through ongoing community service;

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes March 2026 as American Red Cross Month, honors the dedication of Red Cross volunteers and staff, and encourages students, families, and the broader community to support and engage in humanitarian service.

REGULARLY PASSED AND ADOPTED this 26th day of February 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

DATE: February 26, 2026

RE: California School Boards Association (CSBA) Delegate Assembly Election 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 School Boards Association (CSBA) is providing the District with a ballot for the election of representatives to their 2026 Delegate Assembly. SSFUSD is part of Subregion 5-B (San Mateo County). The election materials include the required candidate biographical sketch forms and, if submitted, a resume for each candidate. To be eligible to serve on the Delegate Assembly, a board member must be a trustee of a district or county office of education that is a current member of CSBA and within the geographic region or subregion which the Delegate will represent.

The Board as a whole may vote for up to three individuals to fill the three vacancies in Subregion 5-B. Regardless of the number of vacancies, each Board may cast no more than one vote for any single candidate. The ballot also contains a provision for write-in candidates.

Ballots must be postmarked by Monday, March 16, 2026. If there is a tie vote, a run-off election will be held. All re-elected and newly elected delegates will serve two-year terms beginning April 1, 2026, through March 31, 2028.

FISCAL IMPLICATIONS:

There are no fiscal implications.

RECOMMENDATION:

The South San Francisco Unified School District Board of Trustees may vote for up to three candidates to serve as CSBA Delegate Assembly members beginning April 1, 2026.

REQUIRES BOARD ACTION

January 31, 2026
MEMORANDUM

To: CSBA Member Boards and Even-numbered County Board Presidents and Superintendents
From: Dr. Debra Schade, CSBA President
Re: 2026 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 16**

CSBA is transitioning to an all-electronic voting process, beginning with an electronic "option" this year and moving to all-electronic voting in 2027. For those wishing to submit an electronic ballot this year, an email with the unique link to your ballot is sent to the primary contact on file with CSBA for your district or county office on February 1, 2026. Electronic ballot submissions still require board action as described in this memo, however no mailing is required. If both a paper ballot and electronic ballot are submitted, only the electronic ballot will be counted.

Enclosed is the ballot material for election to CSBA's Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA if your district or county board chooses to submit a paper ballot. Ballots must be submitted electronically or postmarked by the U.S. Post Office on or before Monday, March 16, 2026.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district or county office must be clearly printed in the space provided.

The paper ballot must be signed by the Board President, Board Clerk, or Superintendent as a designee of the board, and returned in the enclosed envelope; if the envelope is misplaced, you may use your district's or county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked on or before April 30. Results will be published by May 11, 2026.

For County Boards of Education Only:

County boards of education may receive up to two emails with unique links for electronic voting: one for their subregion ballot and one for their regional county Delegate ballot, if applicable.

Per Standing Rule 52, in regions with more than one county, each county board of education has one vote to elect the county board member who represents the county board(s) in the region in the Delegate Assembly. One-county regions will appoint the county Delegate. Your county board may vote for only one candidate to fill the Delegate position representing the county boards within your region. Enclosed is the ballot material for election to CSBA's Delegate Assembly of the county board representative from your region. It consists of 1) the ballot (on GREEN paper) listing the candidates, the reverse side of which contains the name of the current member of the Delegate Assembly representing the county boards in your region; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, also provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on GREEN paper is to be completed and returned to CSBA if your county board chooses to submit a paper ballot. Like the ballot on red paper for the other Delegate seats in your region, it must be submitted electronically or postmarked by the U.S. Post Office on or before Monday, March 16, 2026.**

The paper ballot on GREEN paper must be signed by the Board President, Board Clerk, or by the County Superintendent, as a designee of the board, and returned in the enclosed envelope. If the envelope is misplaced, you may use your county office's stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held, and ballots will need to be postmarked by April 30. The results for the county board seat in each region will also be published by May 11, 2026.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2026 – March 31, 2028. The next meeting of the Delegate Assembly takes place on Saturday, May 16 and Sunday, May 17, 2026. Please do not hesitate to contact the Executive Office at nominations@csba.org should you have any questions.

Encs: Ballot on red paper and watermarked "copy" of ballot on white paper
Ballot on green paper and watermarked "copy" of ballot on white paper
List of all current Delegates on reverse side of ballot
Candidate(s)' required Biographical Sketch Forms and optional resumes
CSBA-addressed envelope to send back ballots

REQUIRES BOARD ACTION

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 16, 2026**. Only ONE Ballot per Board. Be sure to mark your vote "✕" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2026 DELEGATE ASSEMBLY BALLOT
SUBREGION 5-B
(San Mateo County)

Number of seats: 3 (Vote for no more than 3 candidates)

Delegates will serve two-year terms beginning April 1, 2026 - March 31, 2028

**denotes incumbent*

☐ Chelsea Bonini (San Mateo County Board of Education)*

☐ Teri Chavez (San Mateo Union HSD)*

☐ Not enough nominations were received for a third candidate; however your board may vote to write in the name of a board member to fill this seat.

COPY

_____ _____
Provision for Write-in Candidate Name *School District*

_____ _____
Signature of Superintendent or Board Clerk *Title*

_____ _____
School District Name *Date of Board Action*

See reverse side for list of all current Delegates in your Region.

REGION 5 – 10 Delegates (7 elected/3 appointed0)

Director: Patricia Murray (South San Francisco USD)

Below is a list of all elected or appointed Delegates from this Region.

Subregion 5-A (San Francisco)
Alida Fisher (San Francisco County USD)*, 2026
Parag Gupta (San Francisco County USD)*, 2027
Jaime Huling (San Francisco County USD)*, 2027

Subregion 5-B (San Mateo)
Mary Beth Alexander (Cabrillo USD), 2026
Chelsea Bonini (San Mateo COE), 2026
Teri Chavez (San Mateo Union HSD), 2026
Gregory Land (San Mateo Union HSD), 2027
Mele Latu (Ravenswood City ESD), 2027
Andrew Lie (Jefferson Union HSD), 2027

Region 5 County
Beverly Gerard (San Mateo COE), 2027

Counties

San Francisco (Subregion A)
San Mateo (Subregion B)

View results

Respondent

23 Anonymous

1574:52
Time to complete

1. I have been... *

- ○ Appointed
- ◉ Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected *

/Chelsea Bonini/

3. Full name *

Chelsea Bonini

4. Region/subregion *

5B

5. Name of District or COE *

San Mateo County Board of Education

6. Years on board *

4 SMFCSD; 5 SMCBOE

7. Profession

Educator & Attorney

8. Contact number *

[redacted]

9. Primary email address *

cbonini@smcoe.org

10. Are you an incumbent Delegate? *

- Yes
- No

11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. *

I am interested in continuing to be a Delegate for our Region 5B because serving in this capacity has been very rewarding. In my current term as a Delegate, I have had the opportunity to bring my dual experience as a School District Trustee in the San Mateo-Foster City School District and as a San Mateo County Board Trustee to this role. This is helpful because we need to ensure that both the district and county perspectives are represented in the input provided to shape CSBA's policy pillars and committee work. Additionally, my experience and unique skills developed as a Board Member, an elementary school educator (K, 1 & 2), a professor-lecturer at Santa Clara University School of Law, a longtime education leader in San Mateo County with a Bachelor of Science in Elementary Education & Psychology and a Master of Arts in Educational Administration & Leadership, and an educator with a CA Multiple-Subject Teaching Credential and an CA Preliminary Administrative Services Credential (PASC - CoE) -- all support my ability to be an effective and engaged member of CSBA's Delegate Assembly.

12. Please describe your activities and involvement on your local board, community, and/or CSBA. *

I am a graduate of CSBA's Masters in Governance (2014) and CSBA's County Masters in Governance (2021) training programs. I have been active in all CSBA Delegate Assembly meetings during my term, and I am honored to have been appointed to the 2026 Annual Education Conference (AEC) Planning Committee as well as to continue serving on the County Board Member Conference Content Committee in 2026. I maintain close engagement with CSBA, our regional Trustees, local programming planning for Trustees, and legislative advocacy statewide through my roles on the San Mateo County School Boards Association's (SMCSBA) Board of Directors, currently as President for the 2025-26 school year. I regularly attend CSBA's trainings as well as the AEC on an annual basis. I have been an AEC Presenter twice on the topics of special education systems collaboration and mental health access.

As a County Board of Education Trustee, I have served two terms as Vice-President and one term as Board President. I have served on many Board committees over the past five years (Policy, Legislative, Gateway Workforce Housing, Inter-District Transfer Appeals) as well as being a liaison to the San Mateo County SELPA and SMCSBA. On the San Mateo-Foster City School Board (2013-2017), I served a term as Board President, and I was on a variety of active committees, liaison to local legislative bodies, as well as being on Kevin Mullin's Assembly Education Committee. In the community, I have served on the San Mateo County Commission on Disabilities and Behavioral Health Commission, the San Mateo County Office of Education's Personnel Commission (as the Board appointee), and I have been involved in a variety of mental health and literacy awareness and community engagement initiatives with BHRS, NAMI and many other community-based organizations.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? *

From my perspective, the biggest challenge facing governing boards continues to be the inadequacy, inequality, and instability of education funding for school districts and county offices of education across the State. This issue is exacerbated by laws that take funding from education and reallocate it for different purposes (e.g. the excess property tax sweep that took close to $40M from San Mateo County Office of Education and upwards of $50M from the Santa Clara County Office of Education in 2025 to fund state courts). CSBA's legislative advocacy opportunities, engagement with local regions with the help of PACERs and other resources, their willingness to listen to the unique experiences of local regions, and their ability provide practical support and legislative advocacy and influence to navigate potential solutions will help us make progress in addressing this ongoing challenge.

Delegate Assembly
Biosketch Form for 2026

csba
California School Boards Association

Deadline: Tuesday, January 7, 2026

Please submit completed form via e-mail to nominations@csba.org no later than by January 7, 2026. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691.

Your signature indicates your consent to serve as a Delegate.

Signature: Teri Chavez **Date:** 1/7/2026

Name: Teri Chavez **CSBA Region & subregion #:** 5B

District or COE: San Mateo Union High School District **Years on board:** 7

Profession: Business Analyst **Contact Number (■ Cell ☐ Home ☐ Bus.):** [redacted]

Primary E-mail: teri_chavez@att.net

Are you an incumbent Delegate? ☐ Yes ☐ No **If yes, year you became Delegate:** 2025

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am passionate about ensuring that every student has an opportunity to thrive in a safe learning environment. Equity is critical to ensure that we can provide the individual support necessary to help all students be successful in what they want to achieve. I am an advocate for our under-privileged, under-represented students. San Mateo County has many students that identify as multi-lingual learners and our test scores and graduation rates are not comparable across our varying demographics. We need to advocate for increased funding so that additional support can be available to provide the necessary support for our most marginalized students.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have served as a trustee of the San Mateo Union High School District since 2022, and previously served one term on the San Bruno Park School District from 2018-2022. I have completed the CSBA Masters in Governance courses. I am currently serving as the Treasurer in our San Mateo County School Board Association. I have always enjoyed serving my community and prior to becoming a trustee, I served on several committees as a parent volunteer such as, DELAC, LCAP, 7-11 Advisory Committee, Equity Advisory Committee, School Site Councils for Capuchino High School, Parkside Intermediate School, Rollingwood Elementary School, and PTA Treasurer.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

One of our most significant challenges we need to address is the on-going affects from COVID. I was the Board President during the onset of the unprecedented global pandemic and one of my greatest concerns was a further widening of the achievement gap, especially for our most marginalized students. The social-emotional health of students was dramatically affected, and we need to continue to provide additional wellness support for all students. As most school districts are at the final spending cycle of the COVID one-time funding, we still need increased funding to maintain our school site wellness centers and counselors.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent
Eric Claybon, SSFUSD Child Development Program Coordinator

DATE: February 26, 2026

RE: Increase funding to the 2025-26 contract with ChildCare Careers, LLC

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:

An increase in funding for ChildCare Careers (CCC), LLC is requested for the 2025–2026 school year only. The current CCC contract was approved by the Board of Trustees on June 26, 2025, in the amount of $65,000, with a contract term through June 30, 2026.

ChildCare Careers, LLC is a third-party agency that provides licensed, credentialed early childhood educators to support and maintain staffing in District preschool classrooms. CCC staff assigned to District sites hold Early Childhood Education qualifications and appropriate permits, including teacher, associate teacher, and paraprofessional permits, and provide critical coverage to ensure program continuity and compliance.

Due to ongoing staffing challenges and the continued need for classroom coverage, additional funding is necessary to support CCC services for the remainder of the 2025–2026 school year.

FISCAL IMPLICATIONS:

An additional $185,000 for preschool programs and $110,000 for school-age programs is required to support continued remediation of Child Care Careers staffing needs during the 2025–2026 program year, for a total additional amount of $295,000. Additional funding will be allocated from Fund 12.

With this increase, the total not-to-exceed contract amount for Child Care Careers for the 2025–2026 school year will be $360,000 (originally approved amount of $65,000 plus the additional $295,000), with the contract term remaining unchanged through June 30, 2026. Funding will be allocated from fund 12.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School Board of Trustees approve an increase in funding for Child Care Careers in the fiscal year of 2025-2026 in an additional amount of $295,000.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: February 26, 2026

RE: Approval for Board President Murray to Attend the Coast2Coast Federal Advocacy Trip in Washington, D.C., April 11 - 15, 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 item was originally submitted for consideration at the February 12, 2026 Board meeting as part of a combined memo for two Trustees. During the discussion, the Board approved bringing the item back for reconsideration for individual Trustees requesting to attend.

The Coast2Coast Federal Advocacy Trip is an annual federal advocacy conference hosted jointly by the California School Boards Association (CSBA) and the Association of California School Administrators (ACSA). The 2026 Coast2Coast Federal Advocacy Trip will take place Monday, April 13 through Wednesday, April 15, 2026, in Washington, D.C. with an optional pre-conference session scheduled for Sunday, April 12. Here is the conference agenda.

The Coast2Coast Federal Advocacy Trip provides California school governance leaders with the opportunity to engage directly with federal policymakers and national education leaders on issues impacting nearly 6 million PreK–12 students statewide. This three-day event brings together school and county board members, superintendents, and cabinet-level leaders from across California to elevate local and statewide education priorities on the national stage.

The conference begins with California-specific education policy sessions, federal political briefings, and networking opportunities with Washington, D.C. leaders and influencers. The event culminates in structured advocacy meetings with California's congressional representatives, allowing participants to communicate district priorities and discuss federal policies affecting public education.

Board President Murray has requested to attend this conference. Key benefits of attendance include professional development focused on federal education policy and advocacy, direct engagement with congressional representatives, and opportunities to collaborate with education leaders from across the state. Attendance supports the Board's governance role, advocacy responsibilities, and the advancement of equitable educational opportunities for students in the South San Francisco Unified School District.

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 Board policy so they are in alignment with the same rules expected of staff. Trustees may wish to discuss and determine which specific federal education issues the Board would like to prioritize for advocacy during this conference.

If approved, President Murray will be invited to share information from conference sessions and advocacy meetings, as well as their professional learning experience, to benefit the Board and community at a future Board meeting.

The conference registration fees are as follows: Early registration is $799 per attendee (October 7, 2025 – February 26, 2026); regular registration is $949 per attendee (February 27, 2026 – March 19, 2026); and late registration is $1,199 per attendee (beginning March 20, 2026, until sold out).

An optional pre-conference activity is available at an additional cost of $130 per participant, which includes a guided educational visit to Mount Vernon, the historic home of George Washington.

FISCAL IMPLICATIONS:

Funds will be paid from the Trustee professional development and travel allowance as provided under Board Bylaw 9250 – *Remuneration, Reimbursement and Other Benefits* which provides an annual allowance of $2,000 per Trustee. President Murray has a remaining balance of $1,595.

As the estimated total cost of this travel exceeds the annual allowance, any expenses beyond the remaining balance will be brought forward to the Board for discussion and determination of an appropriate funding source if the Trustee elects not to pay the difference out of pocket.

Estimated costs per attendee, if approved this evening, are as follows:

Option 1: Conference Attendance Including Pre-Conference (April 11–15)

- Conference Registration: $719.10 (includes 10% CSBA Board Member discount)
- Optional Pre-Conference Activity: $130.00
- Airfare: $600.00 (depart April 11, return April 15; prices subject to change based on availability)
- Hotel: $0.00 (staying with a colleague)
- Meals: $275.00
    - Saturday: $55 (Lunch & Dinner)
    - Sunday: $75 (Breakfast, Lunch & Dinner)
    - Monday: $35 (Dinner)
    - Tuesday: $55 (Lunch & Dinner)
    - Wednesday: $55 (Lunch & Dinner)
- Local Transportation: $100.00

Total Estimated Cost per Attendee: $1,824.10
Overage beyond allowance: $1,824.10 – $1,595 = **$229.10** (would need Board approval for funding or paid personally)

Option 2: Conference Attendance Without Pre-Conference (April 12–15)

- Conference Registration: $719.10 (includes 10% CSBA Board Member discount)
- Airfare: $600.00 (depart April 11, return April 15; prices subject to change based on availability)
- Hotel: $0.00 (staying with a colleague)
- Meals: $220.00
    - Sunday: $75 (Breakfast, Lunch & Dinner)
    - Monday: $35 (Dinner)
    - Tuesday: $55 (Lunch & Dinner)
    - Wednesday: $55 (Lunch & Dinner)
- Local Transportation: $100.00

Total Estimated Cost per Attendee: $1,639.10
Overage beyond allowance: $1,639.10 – $1,595 = **$44.10** (would need Board approval for funding or paid personally)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees discuss and determine whether to approve President Murray's request to attend the 2026 Coast2Coast Federal Advocacy Trip in Washington, D.C. April 11 – 15, 2026.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: February 26, 2026

RE: Approval for Board Trustee Richardson to Attend the Coast2Coast Federal Advocacy Trip in Washington, D.C., April 11 - 15, 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 item was originally submitted for consideration at the February 12, 2026 Board meeting as part of a combined memo for two Trustees. During the discussion, the Board approved bringing the item back for reconsideration for individual Trustees requesting to attend.

The Coast2Coast Federal Advocacy Trip is an annual federal advocacy conference hosted jointly by the California School Boards Association (CSBA) and the Association of California School Administrators (ACSA). The 2026 Coast2Coast Federal Advocacy Trip will take place Monday, April 13 through Wednesday, April 15, 2026, in Washington, D.C. with an optional pre-conference session scheduled for Sunday, April 12. Here is the conference agenda.

The Coast2Coast Federal Advocacy Trip provides California school governance leaders with the opportunity to engage directly with federal policymakers and national education leaders on issues impacting nearly 6 million PreK–12 students statewide. This three-day event brings together school and county board members, superintendents, and cabinet-level leaders from across California to elevate local and statewide education priorities on the national stage.

The conference begins with California-specific education policy sessions, federal political briefings, and networking opportunities with Washington, D.C. leaders and influencers. The event culminates in structured advocacy meetings with California's congressional representatives, allowing participants to communicate district priorities and discuss federal policies affecting public education.

Trustee Mina Richardson has requested to attend this conference. Key benefits of attendance include professional development focused on federal education policy and advocacy, direct engagement with congressional representatives, and opportunities to collaborate with education leaders from across the state. Attendance supports the Board's governance role, advocacy responsibilities, and the advancement of equitable educational opportunities for students in the South San Francisco Unified School District.

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 Board policy so they are in alignment with the same rules expected of staff. Trustees may wish to discuss and determine which specific federal education issues the Board would like to prioritize for advocacy during this conference.

If approved, Trustee Richardson will be invited to share information from conference sessions and advocacy meetings, as well as their professional learning experience, to benefit the Board and community at a future Board meeting.

The conference registration fees are as follows: Early registration is $799 per attendee (October 7, 2025 – February 26, 2026); regular registration is $949 per attendee (February 27, 2026 – March 19, 2026); and late registration is $1,199 per attendee (beginning March 20, 2026, until sold out).

An optional pre-conference activity is available at an additional cost of $130 per participant, which includes a guided educational visit to Mount Vernon, the historic home of George Washington.

FISCAL IMPLICATIONS:

Funds will be paid from the Trustee professional development and travel allowance as provided under Board Bylaw 9250 – *Remuneration, Reimbursement and Other Benefits* which provides an annual allowance of $2,000 per Trustee.

As the estimated total cost of this travel exceeds the annual allowance, any expenses beyond the remaining balance will be brought forward to the Board for discussion and determination of an appropriate funding source if the Trustee elects not to pay the difference out of pocket.

Estimated costs per attendee, if approved this evening, are as follows:

Option 1: Conference Attendance Including Pre-Conference (April 11–15)

- Conference Registration: $799
- Optional Pre-Conference Activity: $130.00
- Airfare: $600.00 (depart April 11, return April 15; prices subject to change based on availability)
- Hotel: $2,600 (4 nights; check-in April 11, check-out April 15)
- Meals: $275.00
    - Saturday: $55 (Lunch & Dinner)
    - Sunday: $75 (Breakfast, Lunch & Dinner)
    - Monday: $35 (Dinner)
    - Tuesday: $55 (Lunch & Dinner)
    - Wednesday: $55 (Lunch & Dinner)
- Local Transportation: $100.00

Total Estimated Cost per Attendee: $4,504 (would need Board approval for funding or paid personally)

Option 2: Conference Attendance Without Pre-Conference (April 12–15)

- Conference Registration: $799
- Airfare: $600.00 (depart April 12, return April 15; prices subject to change based on availability)
- Hotel: $2,000 (3 nights; check-in April 12, check-out April 15)
- Meals: $220.00
    - Sunday: $75 (Breakfast, Lunch & Dinner)
    - Monday: $35 (Dinner)
    - Tuesday: $55 (Lunch & Dinner)
    - Wednesday: $55 (Lunch & Dinner)
- Local Transportation: $100.00

Total Estimated Cost per Attendee: $3,719 (would need Board approval for funding or paid personally)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees discuss and determine whether to approve Trustee Richardson's request to attend the 2026 Coast2Coast Federal Advocacy Trip in Washington, D.C. April 11 – 15, 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
Sabrina Yacoub, Director of Special Education & Pupil Personnel

DATE: February 26, 2026

RE: Approval of Agreement with SPG Therapy & Education, PC staffing agency to support contracting for Speech and Language Pathologist (SLP) for the remainder of the school year to cover a leave of absence.

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

South San Francisco Unified School District contracts with qualified agencies to address staffing needs when positions are vacant, require specialized credentials, or are approved through Cabinet to ensure continuity of services. These contracts support the District's obligation to provide a free appropriate public education (FAPE) and to implement all services required under students' Individualized Education Programs (IEPs), including Extended School Year (ESY) services when applicable.

This memo seeks Board approval to enter into a professional services contract with SPG Therapy & Education, a qualified staffing agency, to provide Speech and Language Pathology (SLP) services to cover a temporary leave of absence. Services will begin the first workday following Board approval and continue through the end of the 2025–2026 school year.

The contracted Speech-Language Pathologist will provide IEP-mandated speech and language services to ensure continuity of services during the leave period. This temporary

staffing support is necessary to meet student needs and to maintain compliance with IEP timelines and service delivery requirements.

Current and anticipated service providers:

Roles/Services Provided	Rationale	# of Positions	Expected Amount	Not to exceed
Speech & Language Pathologist	1 FTE is on a leave of absence	1 FTE @ daily rate of $920 (8-hour workday)	$50,600	$55,000

Please see attached Professional Services Agreement with SPG Therapy & Education for details.

FISCAL IMPLICATIONS:

The total fiscal implication is not to exceed $55,000 and the cost of this professional services agreement will be covered by Special Education funds (MGMT: 245).

RECOMMENDATION:

It is recommended that the Board of Trustees approve this agreement with SPG Therapy & Education, PC to provide temporary Speech and Language Pathology services necessary to implement IEP services and support special education programs through the end of the 2025–2026 school year.

'Agreement No. ___Special Education 25-26 - SPG SLP_____

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: SPG Therapy & Education, PC
Name of Primary Contact Person:
Address: 2021 Ygnacio Valley Rd., Suite C103
Walnut Creek, CA 94598
Telephone Number: (925) 945-1474
Email address:

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

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

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

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

2. **Contract Term.** The term of this Agreement shall be from [February 27, 2026], to [June 02, 2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in **Attachment #1.** In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. **In no event shall total payment for services under this Agreement exceed as dictated in Attachment A**. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

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

    A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

DRAFT pending board approval

i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

i. **Errors & Omissions (E&O)/Malpractice (Professional Liability)** coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy with the following limits:

1. $2,000,000 per occurrence
2. $2,000,000 general aggregate

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

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

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning

DRAFT pending Board approval

shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

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

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

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

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

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

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

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

DRAFT pending Board approval

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

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be filed in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

_____ _____

[INSERT NAME AND TITLE] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

DRAFT pending board approval

Attachment #1
Agreement between the South San Francisco Unified School District and Contractor
[SPG]

1. Staff Clearance, Credentialing and Compliance Requirements (required before start date)

For All On-Campus or Student-Facing Personnel, Including Interpreters, Educators, and Related Service Providers

As a condition of this contract, the Contractor agrees to ensure that all personnel assigned to work with South San Francisco Unified School District ("District") meet the following compliance requirements **prior to beginning services**, and that documentation is submitted according to the instructions below.

1. Mandated HR Training Requirements

All assigned staff must complete the following trainings, either through the Contractor or directly with the District:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention

2. Tuberculosis (TB) Clearance

In accordance with **California Education Code § 49406**, all staff who may come into proximity with students on a school campus must have current TB clearance.

- TB screening must be dated within the past 4 years.

3. DOJ Fingerprint Clearance

Pursuant to **California Education Code § 45125.1**, all non-district personnel who may have contact with students are required to undergo fingerprint background clearance through the Department of Justice (DOJ), unless they are under direct, continuous supervision by a District employee.

- As the District does not provide immediate supervision during interpreted events or contracted services, **DOJ fingerprint clearance is required** for all in-person personnel.

Note: Virtual Interpretation Services (Interpreters Only)

This exception applies **only to interpreters** providing virtual services during meetings (e.g., IEPs) **in the presence of a District employee** (e.g., case manager, administrator). In such cases:

- **DOJ fingerprint clearance is still required**
- **TB clearance is not required**
- This option is **only encouraged for interpreter services** and is **not permitted** for any other roles, including tutors, therapists, or instructional staff
- This applies solely to interpretation provided **virtually** via video or teleconference, where the interpreter is **never alone with students**

***Important:** *Any services—whether in-person or virtual—that involve **direct or unsupervised interaction with students** (e.g., instruction, therapy, tutoring) **require full DOJ fingerprint clearance** in accordance with California Education Code § 45125.1.*

Documentation Requirements for Items 1–3 – Please select one:

Staff will submit proof of HR training, TB, and DOJ clearance directly to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not have contact with students or provides services on campus

The District reserves the right to request verification of individual records at any time.

4. Technology Use Compliance

All contracted staff accessing District technology or web-based resources must sign and submit the **Staff Internet Safety Policy and Acceptable Use Agreement** *(see Exhibit B)* prior to their start date. This is required for the creation of email accounts and access to District systems.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All educational staff and related service providers must hold valid, California-recognized credentials, permits, or licenses appropriate for their assigned roles. Documentation must be submitted to verify the following:

DRAFT pending board approval

- Valid California **teaching credential, service credential, license, or permit** aligned with the staff member's assignment
- **English Learner (EL/CLAD) Authorization** for all instructional personnel
- For special education teachers:
    - Mild/Moderate credential holders must have **Autism Authorization**
- For related service providers (e.g., speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists):
    - Current and valid **California licensure or credential** appropriate to the discipline
    - Required authorizations or national certifications, as applicable to the position
- Any applicable **supplementary authorizations**, added authorizations, or permits required by the role or service area

Documentation Requirements for Items 5 and 6 – Please select one:

Required documentation (Acceptable Use Agreement and credentialing/licensure records) is **attached to this contract** or submitted with it via this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Required documentation **will be submitted prior to the first day of service through this link: https://forms.gle/jMcrZJKH7wzx9GcD6**

Not applicable - Employee does not have contact with students, does not require access to district technology nor provides services on campus

The District reserves the right to request verification of individual records at any time.

6. Transportation Driver Requirements

The Contractor affirms that all drivers providing transportation for students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any indicated testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Legal & Compliance Check – SB 88 Implementation

- SB 88 (2023) mandates these requirements for pupil transportation by non-school-bus carriers ocde.us+7codes.findlaw.com+7go.boarddocs.com+7codes.findlaw.com+2scusd.edu+2go.boarddocs.com+2trackbill.comcde.ca.gov
- TB risk assessments and DOJ checks are mandated for any contracted transportation personnel, not just on-campus staff sandiegocounty.gov+4codes.findlaw.com+4ctca.org+4
- Vehicle safety and driver continuing education ensure student safety and legal compliance

Documentation Requirements for Item 7 – Please select one:

Evidence of completion for each staff will be submitted directly to the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted via the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not provide transportation services

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Contractor Acknowledgment

By signing this agreement, the Contractor acknowledges and accepts responsibility for full compliance with the requirements listed above. Failure to meet any requirement may result in suspension of services, withholding of payment, or termination of contract at the discretion of the District.

DRAFT pending board approval

2. Working Hours & Compensation Guidelines

Standard Work Hours and Calendars (please see section 3 for details for this contract)

- All teaching staff (including general education teachers, education specialists, speech-language pathologists, and other certificated instructional providers) are scheduled to work 7 hours per day, including an unpaid 30-minute lunch, for a total of 186 days per year. They follow the teacher work calendar, which includes mandatory District-designated professional development days.
    - For teachers working Extended School Year (ESY), contract is based on service minutes of those attending, not to exceed the Extended School Year school day, up to 20 ESY school days.
- School psychologists, occupational therapists (OTs), physical therapists (PTs), and Board-Certified Behavior Analysts (BCBAs) are scheduled to work 8 hours per day, including an unpaid 30-minute lunch, for a total of 195 days per year. These roles follow a specialist calendar that includes additional contract days for service delivery and compliance responsibilities.
- Paraeducators, Licensed Vocational Nurses (LVNs) & American Sign Language (ASL) Student Interpreters are scheduled to work 6 hours per day, including an unpaid 30-minute lunch, and follow the student instructional calendar.
    - LVNs may follow an alternative schedule if approved in writing by the District.

**Official work calendars for all positions can be found on the District website: www.ssfusd.org/apps/pages/hrcalendars*

Additional Work Hours and Compensation

- Any time worked beyond the regular daily assignment (6, 7, or 8 hours depending on role) for events such as IEP meetings, staff meetings, or required trainings must be pre-approved and will be compensated at the employee's hourly rate.
- All additional hours must be documented on their timecard, with the purpose of the time noted, and must be approved and signed by the site principal or District administrator.

3. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2 (Amount and Method of Payment), Contractor shall provide the following services:

- Describe Service: **Speech and Language Pathologist**
    - at rate of:
        - **Monday - Thursday (8-hour workdays or 32 hours per week) at rate of $920 per day**
        - **Friday (3-hour workday) at rate of $115 per hour for 3 hours**
        - **Total contract 35 hours per week**
        - **SPG will provide supervision (included in base daily rate) for SLP if they are still in their clinical fellowship year**
- For all services provided, service logs must be submitted as an attachment with invoices.
    - Service logs must include students whose services were provided as well as the following information:
        - Date, Time, Duration
        - Whether it was group or individual, as well as location of services
        - If student was absent or did not attend, documentation should be included
    - For any transportation services provided to students with IEPs, Contractor agrees to provide the following with each monthly invoice, trip-level documentation sufficient for District-required reporting of service logs:
        - Student initials or unique ID
        - Driver name or ID
        - Date of service, including
            - Pickup and drop-off times
            - Type of vehicle used
            - Mileage incurred per trip
            - Whether the trip was one-way or round trip
        - *Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).*

This documentation must be submitted in a format agreed upon by the District and may be used to support internal reporting and program accountability.

DRAFT NOT FOR Board approval

South San Francisco Unified School District 2024-2025 School Year Calendar
Board Adopted February 8, 2024



4. Amount & Method of Payment

In consideration of the services provided by the Contractor pursuant to Section 1 (Description of Professional Services to be Performed by Contractor), and subject to the terms of this Agreement, South San Francisco Unified School District (SSFUSD) shall compensate the Contractor according to the following schedule and terms:

- The Contractor shall submit a monthly invoice that itemizes the services rendered by each assigned provider.
  - Invoices must include assignment details and a signed timecard for each individual providing services.
  - For all other service types, such as paraeducators, licensed vocational nurses (LVNs), and interpretation/translation services, an itemized breakdown by service type is sufficient.
  - For interpretation and translation services, each invoice must clearly indicate:
    - For translated documents: The content that was translated, including the number of pages and any associated additional costs
    - For interpretation services: The specific IEP meeting(s) attended and the duration of attendance for each
    - If American Sign Language (ASL) or language modeling services: the invoice must also include assignment details and a signed timecard.
- Total compensation for services listed below:
  - Expected amount: **$50,000.**
  - Not to exceed amount: **$55,000.**

DRAFT Pending Board Approval

SPG Therapy & Education
2025-2026 Bay Area Collaborative Rates
South San Francisco Unified School District

Service Type	2025-2026 Rates		2025-2026 Discounts		
Addendum A Services - Speech:					
Language and Speech	$1,049	Daily (7-8 hr day)	$1,028.12	Daily (7-8 hr day)	2.0%
	$155	per hour			
Language and Speech Specialty (AAC, AT, D/HH, Bilingual)	$1,173	Daily (7-8 hr day)	$1,149.95	Daily (7-8 hr day)	2.0%
	$172	per hour			
SLPA	$758	Daily (7-8 hr day)	$742.86	Daily (7-8 hr day)	2.0%
SLPA (AAC, AT, D/HH, Bilingual)	$796	Daily (7-8 hr day)	$780.50	Daily (7-8 hr day)	2.0%
Language and Speech Consult	$165	per hour			
Language and Speech Specialty Consult	$197	per hour			
Clinic Services – Individual (Assessments)	$145	per hour			
Clinic Services – Group (2 or 3)	$117	per hour			
Addendum B Services – Behavior:					
Behavior Intervention – BID (BCBA)	$192	per hour	$155.00	per hour	19.3%
Behavior Intervention – BID (BCaBA)	$164	per hour	$135.00	per hour	17.5%
Behavior Intervention Implementation - BII*	$114	per hour	*See Tiered Rates Below		
Addendum C Services - Psych:					
School Psychologist	$192	per hour	$155.00	per hour, 8-hour day	19.3%
Addendum D Services - OT:					
Occupational Therapy	$122	per hour	$116.23	per hour, 8-hour day	5.0%
Addendum E Services - PT:					
Physical Therapy	$122	per hour	$116.23	per hour, 8-hour day	5.0%
Addendum F Services – Mental Health (CG and PCT):					
CG and PCT	$1,051	Daily (7-8 hr day)	$946.02	Daily (7-8 hr day)	10.0%
	$165	per hour			
CG and PCT (Bilingual)	$1,172	Daily (7-8 hr day)	$1,055.17	Daily (7-8 hr day)	10.0%
	$171	per hour			
Addendum G Services - Education:					
Education/Speech/Mental Health Technician/Mentor/Tutor*	$114	per hour	*See Tiered Rates Below		
Independent Educational Evaluations – All Disciplines	$197	per hour			

Similar to District Employees, travel between sites during business hours is paid and included in the rate schedule above.
SPG utilizes a Professional Work Week. Daily hours may flex pending caseload/district requirements, ie. IEP meetings, parent conferences, staff meetings, et
SPG staff will adhere to district staff calendar, including teacher work days and staff development days. SPG agrees to provide services within the contracted
Teletherapy rates as quoted above.

***Tiered Rates for R/BTs and/or Technicians:**

1-9 R/BT and/or Techs	$82.00	per hour	28.2%
10-19 R/BTs and/or Techs	$80.00	per hour	30.0%
20-29 R/BTs and/or Techs	$77.00	per hour	32.6%
30+ R/BTs and/or Techs	$73.00	per hour	36.1%

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

SPG Therapy & Education, PC

2 Business name/disregarded entity name, if different from above.

SPG Therapy & Education

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2021 Ygnacio Valley Road., C-103

6 City, state, and ZIP code

Walnut Creek, CA 94598

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

9	4	–	3	2	9	0	1	2	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person  Date 1/29/26

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Exhibit A

SOUTH SAN FRANCISCO
UNIFIED SCHOOL DISTRICT
Education for All

398 B Street, South San Francisco, CA 94080

STAFF INTERNET SAFETY POLICY & ACCEPTABLE USE AGREEMENT

650.877.8700
www.ssfusd.org

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.

2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:

a. Using tech resources without appropriate permission or access
b. Intentionally damaging, degrading or wasting any tech resource
c. Using tech resources to harass, insult or attack others
d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
g. Disclosing someone else's home address, phone number or other personal information without his or her consent
h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals
* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
l. Using SSFUSD's tech resources for any illegal purpose
m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law
n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.

4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violates these rules.
Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.

5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

Name (Please print):

Signature: Date:

Job Title:

Location(s): District Office

Email Address (to send login info):

☐ AD ☐ ES ☐ ESSS

EID#: To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

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

Sign Print

Department / Site Administrator Signature

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

☐ School Loop ☐ Google Apps ☐ Email ☐ SIS access

Staff Internet Safety Policy & Acceptable Use Agreement for Technology Form - English
v1.1 - 2020.10

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Exhibit B

AFFIDAVIT OF COMPLIANCE

South San Francisco Unified School District
For All Contracted Personnel Assigned to School Sites or Student-Facing Roles

Contractor Name: _____ **Date:** _____

Pursuant to the terms of our agreement with South San Francisco Unified School District ("District"), the undersigned, as an authorized representative of the Contractor named above, hereby certifies the following:

Staff Compliance Certification

The Contractor affirms that **all staff assigned to perform services** under this agreement have met the following requirements **prior to the first day of service**:

1. Mandated HR Training Requirements

All assigned staff have completed:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention training

2. Tuberculosis (TB) Clearance

All assigned staff who may come into proximity with students on a school campus have been screened and cleared for tuberculosis in accordance with California Education Code § 49406.
* For interpreters providing virtual services in the presence of a District employee, TB clearance is not required.

3. DOJ Fingerprint Clearance

All assigned staff who may have contact with students have received DOJ fingerprint background clearance in accordance with California Education Code § 45125.1.
* DOJ clearance is still required for interpreters providing virtual services.

4. Technology Use Compliance

All staff accessing District technology or web-based resources have signed and submitted the District's **Staff Internet Safety Policy and Acceptable Use Agreement**.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All instructional staff and related service providers:

- Hold valid California credentials, permits, or licenses appropriate to their assignment
- Hold English Learner Authorization (if applicable)
- Hold Autism Authorization (if assigned under a Mild/Moderate credential)
- Hold any required supplementary authorizations, certificates, or licenses necessary for their discipline

6. Transportation Driver Requirements (If Applicable)

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All drivers transporting students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any required testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Record Retention & Availability

The Contractor agrees to retain all supporting documentation for the duration of the contract and to provide such documentation to the District within three (3) business days upon request.

Notification of Non-Compliance

The Contractor agrees to notify the District **immediately** if any assigned staff member becomes non-compliant or is removed from assignment due to clearance, training, or credentialing issues.

Executed under penalty of perjury under the laws of the State of California.

Signed on this day: _____, 20____ **City/County: _____**

Authorized Signature: _____

Printed Name: _____ **Title: _____**

Company Name: _____ **Phone/Email: _____**

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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: February 26, 2026

RE: Approval of Agreement with Aya Healthcare, Inc. for Deaf and Hard of Hearing Instructor Services for the Remainder of the 2025–26 School Year

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

South San Francisco Unified School District contracts with qualified agencies to address staffing needs when positions are vacant, require specialized credentials, or are approved through Cabinet to ensure continuity of services. These contracts support the District's obligation to provide a free appropriate public education (FAPE) and to implement all services required under students' Individualized Education Programs (IEPs), including Extended School Year (ESY) services when applicable.

This memo seeks Board approval to enter into a professional services contract with AYA, a qualified staffing agency, to provide a Deaf and Hard of Hearing (DHH) Instructor for the 2025–2026 school year, including services provided during Extended School Year as required by student IEPs.

The DHH Instructor will provide specialized instructional services aligned with student IEPs to ensure access to instruction and continuity of services. The position is necessary to meet identified student needs and to maintain compliance with IEP mandates during the school year and ESY period.

Current and anticipated service providers:

Roles/Services Provided	Rationale	# of Positions	Expected Amount
Deaf and Hard of Hearing Instruction	1 of 2 vacancies	1 FTE @ $120 per hour	$80,000

Please see attached Professional Services Agreement with AYA for details of this contract.

FISCAL IMPLICATIONS:

The total fiscal implication is not to exceed $80,000 and the cost of this professional services contract will be covered by Special Education funds (MGMT: 245).

RECOMMENDATION:

It is recommended that the Board of Trustees approve this contract with Aya Healthcare, Inc. to provide a Deaf and Hard of Hearing (DHH) Instructor necessary to implement IEP services and support special education programs for the 2025–2026 school year.

South San Francisco Unified School District
Professional Services Agreement

Contractor Name and Contact Information ("Contractor"):

Name of Company: Aya Healthcare Inc.
Name of Primary Contact Person: Christina Alkhaas
Address: 5930 Cornersone Court West Suite 300
San Diego, CA 92121
Telephone Number: 858-666-0294
Email address: Christina.Alkhass@ayaeducation.com

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

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

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

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

2. **Contract Term.** The term of this Agreement shall be from [March 2, 2026], to [June 30, 2026], unless terminated earlier pursuant to Section 10.

3. **Payments.** In consideration of the professional services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the SSFUSD shall make payment to Contractor in the manner specified herein and in **Attachment #1.** In the event that the SSFUSD makes any advance payments, the Contractor agrees to refund any amounts in excess of the amount owed by the SSFUSD at the time of contract termination. The SSFUSD reserves the right to withhold payment if the SSFUSD determines that the quantity or quality of the work performed is unacceptable. **In no event shall total payment for services under this Agreement exceed as dictated in Attachment A**. Payment for Work shall be made for all undisputed amounts in monthly installment payments within **forty-five (45) days** after CONTRACTOR submits an invoice to DISTRICT for Work actually completed and after DISTRICT's written approval of the Work, or the portion of the Work for which payment is to be made.

4. **Relationship of the Parties.** Contractor agrees and understands that the professional services performed under this Agreement are performed as an Independent Contractor and not as an employee of the SSFUSD and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of SSFUSD employees. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income tax with respect to Contractor's employees.

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

    A. **Minimum Scope and Limit of Insurance**. Coverage shall be at least as broad as:

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i. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

ii. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

iii. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than **$1,000,000** per accident for bodily injury or disease.t

iv. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

i. **Errors & Omissions (E&O)/Malpractice (Professional Liability)** coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy with the following limits:

1. $2,000,000 per occurrence
2. $2,000,000 general aggregate

B. **Other Insurance Provisions**

i. **Additional Insured Status** - SSFUSD, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

ii. **Primary Coverage** - For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the SSFUSD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the SSFUSD, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

iii. **Notice of Cancellation** - Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the SSFUSD.

iv. **Waiver of Subrogation** - Contractor hereby grants to SSFUSD a waiver of any right to subrogation which any insurer of said Contractor may acquire against the SSFUSD by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the SSFUSD has received a waiver of subrogation endorsement from the insurer.

v. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by the SSFUSD. The SSFUSD may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SSFUSD.

vi. **Acceptability of Insurers** - Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the SSFUSD.

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

a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

viii. **Verification of Coverage** - Contractor shall furnish the SSFUSD with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SSFUSD before work begins. However, failure to obtain the required documents prior to the work beginning

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shall not waive the Contractor's obligation to provide them. The SSFUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

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

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

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

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

8. **Live Screen Criminal Background Check Requirements:** Contractor, at its sole cost and expense, and as necessary to satisfy the requirements of Education Code (EC) section 45125.1 and 45125.2 or SSFUSD policy, will ensure that all required criminal background checks are timely conducted. If required by EC section 45125.1, Contractor must provide for the completion of a Fingerprint Certification form, in the SSFUSD's required format, prior to any of the Contractor's employees, or those of any other subcontractors, who are anticipated to come into contact with SSFUSD's students. Contractor further acknowledges that other fingerprinting requirements may apply, as set forth in Education Code section 45125 et seq., and that Contractor will comply with any such requirements. Contractor further acknowledges and agrees that no Contractor or subcontractor employees, agents or representatives shall come into contact with students if they have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Notwithstanding anything to the contrary herein, if Contractor is an individual operating as a sole proprietor, if required by Education Code section 45125.1(k), it shall be the responsibility of the SSFUSD to prepare and submit that individual's fingerprints to the Department of Justice.

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

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

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

12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the SSFUSD makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the SSFUSD, the State of California, other regulatory agencies, and/or Federal grantor agencies.

13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.

14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent or his/her designee. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail.

15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be filed in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

_____ _____

[INSERT NAME AND TITLE] Date

For the SSFUSD:

_____ _____

Ted O, Assistant Superintendent of Business Services Date

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Attachment #1
Agreement between the South San Francisco Unified School District and [Name of agency.]

1. Staff Clearance, Credentialing and Compliance Requirements (required before start date)

For All On-Campus or Student-Facing Personnel, Including Interpreters, Educators, and Related Service Providers

As a condition of this contract, the Contractor agrees to ensure that all personnel assigned to work with South San Francisco Unified School District ("District") meet the following compliance requirements **prior to beginning services**, and that documentation is submitted according to the instructions below.

1. Mandated HR Training Requirements

All assigned staff must complete the following trainings, either through the Contractor or directly with the District:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention

2. Tuberculosis (TB) Clearance

In accordance with **California Education Code § 49406**, all staff who may come into proximity with students on a school campus must have current TB clearance.

- TB screening must be dated within the past 4 years.

3. DOJ Fingerprint Clearance

Pursuant to **California Education Code § 45125.1**, all non-district personnel who may have contact with students are required to undergo fingerprint background clearance through the Department of Justice (DOJ), unless they are under direct, continuous supervision by a District employee.

- As the District does not provide immediate supervision during interpreted events or contracted services, **DOJ fingerprint clearance is required** for all in-person personnel.

Note: Virtual Interpretation Services (Interpreters Only)

This exception applies **only to interpreters** providing virtual services during meetings (e.g., IEPs) **in the presence of a District employee** (e.g., case manager, administrator). In such cases:

- **DOJ fingerprint clearance is still required**
- **TB clearance is not required**
- This option is **only encouraged for interpreter services** and is **not permitted** for any other roles, including tutors, therapists, or instructional staff
- This applies solely to interpretation provided **virtually** via video or teleconference, where the interpreter is **never alone with students**

***Important:** Any services—whether in-person or virtual—that involve **direct or unsupervised interaction with students** (e.g., instruction, therapy, tutoring) **require full DOJ fingerprint clearance** in accordance with California Education Code § 45125.1.*

Documentation Requirements for Items 1–3 – Please select one:

Staff will submit proof of HR training, TB, and DOJ clearance directly to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted to this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not have contact with students or provides services on campus

The District reserves the right to request verification of individual records at any time.

4. Technology Use Compliance

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All contracted staff accessing District technology or web-based resources must sign and submit the **Staff Internet Safety Policy and Acceptable Use Agreement** *(see Exhibit B)* prior to their start date. This is required for the creation of email accounts and access to District systems.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All educational staff and related service providers must hold valid, California-recognized credentials, permits, or licenses appropriate for their assigned roles. Documentation must be submitted to verify the following:

- Valid California **teaching credential, service credential, license, or permit** aligned with the staff member's assignment
- **English Learner (EL/CLAD) Authorization** for all instructional personnel
- For special education teachers:
    - Mild/Moderate credential holders must have **Autism Authorization**
- For related service providers (e.g., speech-language pathologists, occupational therapists, physical therapists, counselors, psychologists):
    - Current and valid **California licensure or credential** appropriate to the discipline
    - Required authorizations or national certifications, as applicable to the position
- Any applicable **supplementary authorizations**, added authorizations, or permits required by the role or service area

Documentation Requirements for Items 5 and 6 – Please select one:

Required documentation (Acceptable Use Agreement and credentialing/licensure records) is **attached to this contract** or submitted with it via this link: https://forms.gle/jMcrZJKH7wzx9GcD6

Required documentation **will be submitted prior to the first day of service through this link: https://forms.gle/jMcrZJKH7wzx9GcD6**

Not applicable - Employee does not have contact with students, does not require access to district technology nor provides services on campus

The District reserves the right to request verification of individual records at any time.

6. Transportation Driver Requirements

The Contractor affirms that all drivers providing transportation for students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any indicated testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Legal & Compliance Check – SB 88 Implementation

- SB 88 (2023) mandates these requirements for pupil transportation by non-school-bus carriers ocde.us+7codes.findlaw.com+7go.boarddocs.com+7codes.findlaw.com+2scusd.edu+2go.boarddocs.com+2trackbill.comcde.ca.gov
- TB risk assessments and DOJ checks are mandated for any contracted transportation personnel, not just on-campus staff sandiegocounty.gov+4codes.findlaw.com+4ctca.org+4
- Vehicle safety and driver continuing education ensure student safety and legal compliance

Documentation Requirements for Item 7 – Please select one:

Evidence of completion for each staff will be submitted directly to the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Staff have completed these requirements through the Contractor, and a signed affidavit attesting to compliance will be submitted via the following link: https://forms.gle/jMcrZJKH7wzx9GcD6

Not applicable - Employee does not provide transportation services

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Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Contractor Acknowledgment

By signing this agreement, the Contractor acknowledges and accepts responsibility for full compliance with the requirements listed above. Failure to meet any requirement may result in suspension of services, withholding of payment, or termination of contract at the discretion of the District.

2. Working Hours & Compensation Guidelines

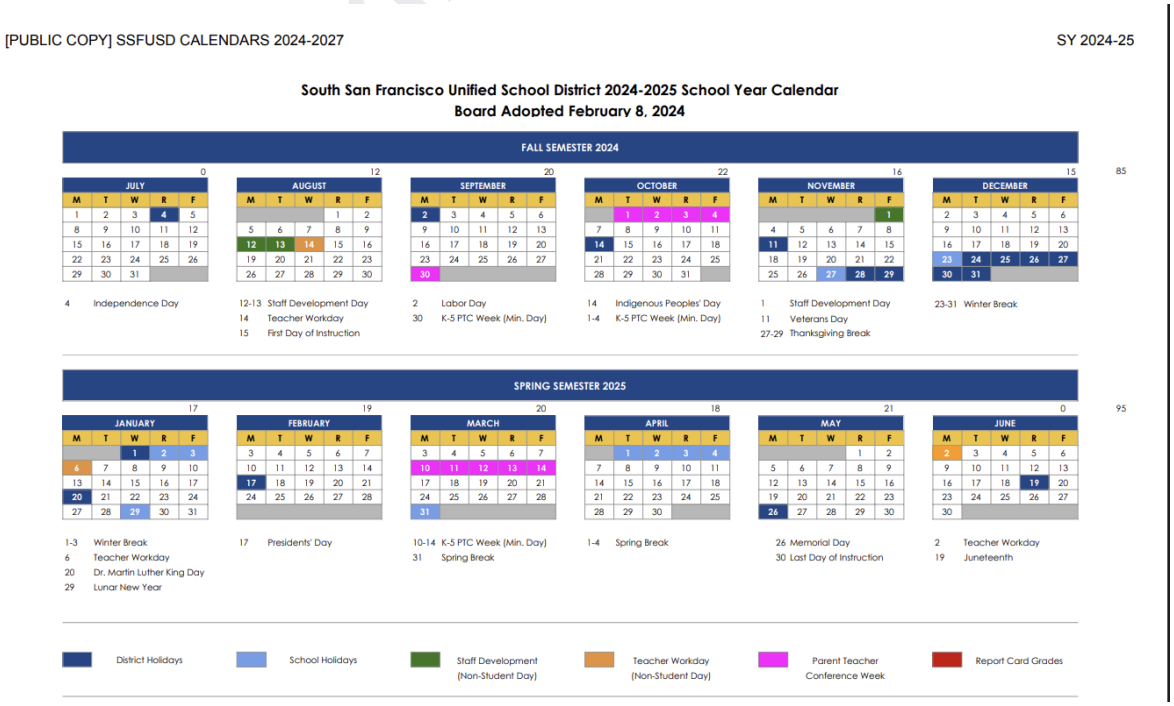
Standard Work Hours and Calendars

- All teaching staff (including general education teachers, education specialists, speech-language pathologists, and other certificated instructional providers) are scheduled to work 7 hours per day, including an unpaid 30-minute lunch, for a total of 186 days per year. They follow the teacher work calendar, which includes mandatory District-designated professional development days.
    - For teachers working Extended School Year (ESY), contract is based on service minutes of those attending, not to exceed the Extended School Year school day, up to 20 ESY school days.
- School psychologists, occupational therapists (OTs), physical therapists (PTs), and Board-Certified Behavior Analysts (BCBAs) are scheduled to work 8 hours per day, including an unpaid 30-minute lunch, for a total of 195 days per year. These roles follow a specialist calendar that includes additional contract days for service delivery and compliance responsibilities.
- Paraeducators, Licensed Vocational Nurses (LVNs) & American Sign Language (ASL) Student Interpreters are scheduled to work 6 hours per day, including an unpaid 30-minute lunch, and follow the student instructional calendar.
    - LVNs may follow an alternative schedule if approved in writing by the District.

**Official work calendars for all positions can be found on the District website: www.ssfusd.org/apps/pages/hrcalendars*

Additional Work Hours and Compensation

- Any time worked beyond the regular daily assignment (6, 7, or 8 hours depending on role) for events such as IEP meetings, staff meetings, or required trainings must be pre-approved and will be compensated at the employee's hourly rate.
- All additional hours must be documented on their timecard, with the purpose of the time noted, and must be approved and signed by the site principal or District administrator.



3. Description of Professional Services to be Performed by Contractor

In consideration of the payments set forth in Section 2 (Amount and Method of Payment), Contractor shall provide the following services:

- Describe Service: **Teacher of the Deaf and Hard of Hearing**
  - at rate of: **$120/hour**
- For all services provided, service logs must be submitted as an attachment with invoices.
  - Service logs must include students whose services were provided as well as the following information:
    - Date, Time, Duration
    - Whether it was group or individual, as well as location of services
    - If student was absent or did not attend, documentation should be included
  - For any transportation services provided to students with IEPs, Contractor agrees to provide the following with each monthly invoice, trip-level documentation sufficient for District-required reporting of service logs:
    - Student initials or unique ID
    - Driver name or ID
    - Date of service, including
      - Pickup and drop-off times
      - Type of vehicle used
      - Mileage incurred per trip
      - Whether the trip was one-way or round trip
    - *Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).*

This documentation must be submitted in a format agreed upon by the District and may be used to support internal reporting and program accountability.

4. Amount & Method of Payment

In consideration of the services provided by the Contractor pursuant to Section 1 (Description of Professional Services to be Performed by Contractor), and subject to the terms of this Agreement, South San Francisco Unified School District (SSFUSD) shall compensate the Contractor according to the following schedule and terms:

- The Contractor shall submit a monthly invoice that itemizes the services rendered by each assigned provider.
  - Invoices must include assignment details and a signed timecard for each individual providing services.
  - For all other service types, such as paraeducators, licensed vocational nurses (LVNs), and interpretation/translation services, an itemized breakdown by service type is sufficient.
  - For interpretation and translation services, each invoice must clearly indicate:
    - For translated documents: The content that was translated, including the number of pages and any associated additional costs
    - For interpretation services: The specific IEP meeting(s) attended and the duration of attendance for each
    - If American Sign Language (ASL) or language modeling services: the invoice must also include assignment details and a signed timecard.
- Total compensation for services listed below:
  - Not to exceed amount: **$80,000.**

DRAFT pending board approval

Educational Services Division – South San Francisco Unified Rate Sheet

Profession / Specialty	Regular hourly rate ranges:	
Therapy		
Speech Language Pathologist (SLP)	$100.00	$130.00
Speech Language Pathologist (SLP) CFY	$90.00	$120.00
Speech Language Pathologist Assistant (SLPA)	$85.00	$105.00
Occupational Therapist (OT)	$95.00	$130.00
Certified Occupational Therapist Assistant (COTA)	$85.00	$105.00
Physical Therapist (PT)	$95.00	$130.00
Physical Therapist Assistant (PTA)	$85.00	$105.00
Behavioral Therapy		
Registered Behavior Technician (RBT)	$55.00	$80.00
Board Certified Behavior Analyst (BCBA)	$90.00	$115.00
Mental Health / Counseling Services		
School Psychologist	$100.00	$145.00
School Social Worker	$85.00	$115.00
School Counselor	$75.00	$100.00
Teaching / Instruction		
Special Education Teacher	$95.00	$115.00
Teacher of the VI / DHH	$105.00	$125.00
Nursing		
Certified School Nurse (CSN)	$95.00	$120.00
Registered Nurse (RN, BSN)	$90.00	$115.00
LPN/LVN	$65.00	$85.00
Certified Nursing Assistant (CNA)	$50.00	$70.00
Support / Other Services		
Paraprofessionals / Instructional Aides	$45.00	$65.00
Sign Language Interpreter	$50.00	$70.00

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Aya Healthcare, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

5930 Cornerstone Court West, Suite 300

Requester's name and address (optional)

6 City, state, and ZIP code

San Diego, CA 92121

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

2	7	-	0	7	3	8	5	0	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person**  **Date** 12/03/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Exhibit A

SOUTH SAN FRANCISCO
UNIFIED SCHOOL DISTRICT
Education for All

398 B Street, South San Francisco, CA 94080

STAFF INTERNET SAFETY POLICY & ACCEPTABLE USE AGREEMENT

650.877.8700
www.ssfusd.org

1. The South San Francisco Unified School District (SSFUSD or The District) strongly believes in the value of technology and recognizes its potential to support and enhance its educational and business uses. The purpose of the SSFUSD's technology is to promote effective and efficient use of time and resources to carry out the District's business and educational mission. By using SSFUSD technology, each employee/volunteer agrees to abide the Employee/Volunteer Internet Safety Policy & Acceptable Use Agreement for Technology. If an employee does not agree to abide by these policies, he or she will not be permitted to use district technology.

2. Access is a privilege - not a right. Employees/volunteers are individually responsible for their use of the District's technology resources, and general District rules and policies for appropriate workplace behavior apply. Employees/volunteers may not engage in inappropriate behavior when using the District's tech resources. Examples of inappropriate behavior are:

a. Using tech resources without appropriate permission or access
b. Intentionally damaging, degrading or wasting any tech resource
c. Using tech resources to harass, insult or attack others
d. Altering or using another user's account, password, folders, files, etc., without the other user's express permission
e. Copying material from the Internet or SSFUSD's computer system and knowingly misrepresenting it as your or another's own work or violating copyright laws
f. Using tech resources to create, find, share or download offensive, obscene language and/or images, child pornography or any other visual depictions that are harmful to minors
g. Disclosing someone else's home address, phone number or other personal information without his or her consent
h. Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
i. Modifying or altering SSFUSD's computer systems without appropriate permission or access (e.g., downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.)
j. Hacking, e.g., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering SSFUSD's computer systems or information
k. Using SSFUSD computer systems for personal financial gain, *political purposes or in a manner otherwise inconsistent with the District's pedagogy, mission and goals
* Commercial use (or personal financial gain) is only permissible if sanctioned by the Superintendent and School Board
l. Using SSFUSD's tech resources for any illegal purpose
m. Accessing student information when you do not have a legitimate educational interest in the information, as determined by the District; Sharing student information with school officials who do not have a legitimate educational interest in the information, as determined by the District or sharing student information with non school officials; or otherwise Using or Altering student information without going through the proper processes provided for by law
n. Spamming, e.g., sending unsolicited email to large groups of District employees/volunteers that does not serve District business
o. Allowing students to access inappropriate materials or failing to take action when students are not using tech resources in accordance with the District's Internet Safety Policies & Acceptable Use Agreements for Technology
p. Not reporting any misuse of SSFUSD's tech resources to the District's administration and/or the Technology Department

3. The District reserves the right to access employee/volunteer work, files, folders, accounts, passwords, etc., and other information kept or transmitted on SSFUSD's computer and network systems; and to modify and/or delete those items in the interests of security, maintenance or other legitimate District purposes. The District reserves the right to monitor its technology resources in order to maintain system integrity and prevent abuses. Employees/volunteers have no right or expectation of privacy in any information transmitted through the District's tech resources.

4. The District makes no warranties of any kind, whether expressed or implied, for the electronic resources it is providing or about the information transmitted. SSFUSD will not be responsible for any loss of information while using its technology resources or for any damage to items transmitted through the tech resources that violates these rules.
Other than those expressly provided for by the District, employees/volunteers may not use any passwords or security devices without the consent of the Technology Department, site administrator and/or school tech personnel. Employees/volunteers must inform the Technology Department, site administrator and/or school tech personnel in writing of any passwords or security devices they wish to use and, if approved, provide the Technology Department with all information necessary to gain access to the tech resources and the secured/protected information. The District reserves the right to remove any such password or security device at its sole discretion.
SSFUSD assumes no liability for any claims, damages, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to an employee's/volunteer's use of the Internet or the information transmitted through the District's tech resources.

5. Pursuant to the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and other laws, SSFUSD uses a software program and hardware appliance to filter inappropriate material found on the Internet. It is not foolproof, and when working with students, all employees/volunteers are responsible for guiding them toward appropriate resources.

6. Violation of these rules is unacceptable and may result in a loss of access and privileges to technology resources, as well as disciplinary action, such as suspension or dismissal, and/or legal action.

I have read and understand SSFUSD's Staff Internet Safety Policy & Acceptable Use Agreement for Technology. By signing this document, I acknowledge and agree to follow the policy and District rules when using technology resources and helping students use technology resources. I understand that I may be liable for any violations of these rules and be subject to potential disciplinary or legal action for violating the above terms and conditions as well as loss of access and user privileges. I understand that I have no expectation of privacy in information transmitted through the District's technology resources.

Name (Please print):

Signature: Date:

Job Title:

Location(s): District Office

Email Address (to send login info):

☐ AD ☐ ES ☐ ESSS

EID#: To be completed by Human Resources

Status: ☐ New ☐ Volunteer ☐ Contractor ☐ Student Teacher

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

Sign Print

Department / Site Administrator Signature

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

☐ School Loop ☐ Google Apps ☐ Email ☐ SIS access

Staff Internet Safety Policy & Acceptable Use Agreement for Technology Form - English
v1.1 - 2020.10

Exhibit B

AFFIDAVIT OF COMPLIANCE

South San Francisco Unified School District
For All Contracted Personnel Assigned to School Sites or Student-Facing Roles

Contractor Name: _____ **Date:** _____

Pursuant to the terms of our agreement with South San Francisco Unified School District ("District"), the undersigned, as an authorized representative of the Contractor named above, hereby certifies the following:

Staff Compliance Certification

The Contractor affirms that **all staff assigned to perform services** under this agreement have met the following requirements **prior to the first day of service**:

1. Mandated HR Training Requirements

All assigned staff have completed:

- Mandated Reporter Training (AB 1432)
- Sexual Harassment Prevention Training (AB 1825/SB 1343)
- Environmental Health & Safety / Injury Prevention training

2. Tuberculosis (TB) Clearance

All assigned staff who may come into proximity with students on a school campus have been screened and cleared for tuberculosis in accordance with California Education Code § 49406.
* For interpreters providing virtual services in the presence of a District employee, TB clearance is not required.

3. DOJ Fingerprint Clearance

All assigned staff who may have contact with students have received DOJ fingerprint background clearance in accordance with California Education Code § 45125.1.
* DOJ clearance is still required for interpreters providing virtual services.

4. Technology Use Compliance

All staff accessing District technology or web-based resources have signed and submitted the District's **Staff Internet Safety Policy and Acceptable Use Agreement**.

5. Credentialing and Authorization Requirements (For Educational Staff and Related Service Providers)

All instructional staff and related service providers:

- Hold valid California credentials, permits, or licenses appropriate to their assignment
- Hold English Learner Authorization (if applicable)
- Hold Autism Authorization (if assigned under a Mild/Moderate credential)
- Hold any required supplementary authorizations, certificates, or licenses necessary for their discipline

6. Transportation Driver Requirements (If Applicable)

DRAFT pending board approval

All drivers transporting students with IEPs under this agreement:

- Hold a valid California driver's license and are at least 18 years old
- Passed DOJ fingerprint background checks
- Completed a TB risk assessment and any required testing
- Are designated mandated reporters
- Maintain satisfactory driving records
- Are enrolled in the DMV pull-notice system
- Complete required drug/alcohol testing and medical exams
- Undergo annual training (first aid, pre-trip check, transport compliance)
- Operate vehicles that are regularly inspected and equipped with essential safety items (first aid kit, fire extinguisher)

Note: The District reserves the right to audit or request verification of transportation driver documentation at any time to ensure compliance with SB 88 (Ed. Code §§ 39875–39882).

Record Retention & Availability

The Contractor agrees to retain all supporting documentation for the duration of the contract and to provide such documentation to the District within three (3) business days upon request.

Notification of Non-Compliance

The Contractor agrees to notify the District **immediately** if any assigned staff member becomes non-compliant or is removed from assignment due to clearance, training, or credentialing issues.

Executed under penalty of perjury under the laws of the State of California.

Signed on this day: _____, 20____ City/County: _____

Authorized Signature: _____

Printed Name: _____Title: _____

Company Name: _____Phone/Email:_____

DRAFT pending board approval

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: February 26, 2026

RE: Approval of One-Year Extension of ELA Instructional Materials (Wonders K–5 and StudySync 6–12)

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 is preparing to launch a comprehensive English Language Arts (ELA) instructional materials adoption process. The district is currently identifying members of the ELA Adoption Committee representing elementary, middle, and high school educators, instructional leaders, and district staff. The committee will formally begin its work in spring 2026 to review materials aligned with the California Department of Education's next approved instructional materials list, anticipated for release in November 2026.

This adoption process will include a thorough review of state-approved instructional materials, pilot implementation, educator and stakeholder feedback, and a formal recommendation to the Board of Trustees. This timeline ensures that the district selects high-quality instructional materials aligned with current California ELA/ELD Framework expectations, district instructional priorities, and the needs of all learners.

To ensure students have access to adopted materials, the district is requesting approval to extend the current adopted instructional materials for one year. These materials include:

- **Wonders (Grades K–5)**
- **StudySync (Grades 6–12)**

Extending these materials ensures that students and teachers continue to have uninterrupted access to core instructional resources while the district conducts a thoughtful, inclusive, and standards-aligned adoption process.

FISCAL IMPLICATIONS:

The total cost for the one-year extension of the current adopted ELA instructional materials is:

- **Wonders (Grades K–5):** $196,580.68
- **StudySync (Grades 6–8):** $69,278.40
- **StudySync (Grades 9–12):** $96,206.85

Total Cost: $362,065.93

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the one-year extension of the currently adopted ELA instructional materials (Wonders Grades K–5 and StudySync Grades 6–12) in the amount of $362,065.93.

Because learning changes everything.®

QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Carolyn Levitt
carolyn.levitt@mheducation.com
(415) 470-3627

Section Summary	Value of All Materials	Free Materials	Product Subtotal
District ELA Renewal - 1-Year Quote	$0.00	$0.00	$0.00
ELA Renewal - Grade K	$52,684.97	($14,984.67)	$37,700.30
ELA Renewal - Grade 1	$51,868.53	($14,614.83)	$37,253.70
ELA Renewal - Grade 2	$44,884.14	($15,854.04)	$29,030.10
ELA Renewal - Grade 3	$43,829.71	($15,354.51)	$28,475.20
ELA Renewal - Grade 4	$41,427.40	($13,806.90)	$27,620.50
ELA Renewal - Grade 5	$40,642.71	($13,523.31)	$27,119.40
PRODUCT TOTAL*	$275,337.46	($88,138.26)	$187,199.20
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$9,381.48
GRAND TOTAL*			$196,580.68

* Price firm for 120 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
District ELA Renewal - 1-Year Quote					
			District ELA Renewal - 1-Year Quote Subtotal:	**$0.00**	**$0.00**
ELA Renewal - Grade K					
Wonders Grade K					
READING WONDERS CLOSE READING COMPANION GRADE K	978-0-02-130746-3	550	$10.59	$0.00	$5,824.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE K	978-0-07-677213-1	550	$11.78	$0.00	$6,479.00
WONDERS CA GRADE K RNWL STUDENT WORKSPACE 1 YEAR SUBSCRIPTION	978-1-26-503076-6	550	$41.37	$0.00	$22,753.50
READING WONDERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE K	978-0-07-678694-7	25	$481.08	$12,027.00	*Free Materials
			Wonders Grade K Subtotal:	**$12,027.00**	**$35,057.00**
Wonders ELD Grade K					
READING WONDERS ENGLISH LEARNERS CALIFORNIA MY LANGUAGE BOOK GRADE K	978-0-02-131134-7	270	$9.79	$0.00	$2,643.30
READING WONDERS ENGLISH LEARNERS SE WORKSPACE 1 YEAR SUBSCRIPTION 6 SEAT GRADE K	978-0-02-132854-3	27	$92.46	$2,496.42	*Free Materials
READING WONDERS ENGLISH LEARNERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE K	978-0-02-131301-3	25	$18.45	$461.25	*Free Materials
			Wonders ELD Grade K Subtotal:	**$2,957.67**	**$2,643.30**
			ELA Renewal - Grade K Subtotal:	**$14,984.67**	**$37,700.30**

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 2

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
ELA Renewal - Grade 1					
Wonders Grade 1					
READING WONDERS CLOSE READING COMPANION GRADE 1	978-0-02-130521-6	550	$10.59	$0.00	$5,824.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 1	978-0-07-678712-8	550	$11.68	$0.00	$6,424.00
WONDERS CA GRADE 1 RNWL STUDENT WORKSPACE 1 YEAR SUBSCRIPTION	978-1-26-503118-3	550	$41.37	$0.00	$22,753.50
READING WONDERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 1	978-0-07-677058-8	25	$481.08	$12,027.00	*Free Materials
			Wonders Grade 1 Subtotal:	**$12,027.00**	**$35,002.00**
Wonders ELD Grade 1					
READING WONDERS ENGLISH LEARNERS CALIFORNIA MY LANGUAGE BOOK GRADE 1	978-0-02-130413-4	230	$9.79	$0.00	$2,251.70
READING WONDERS ENGLISH LEARNERS SE WORKSPACE 1 YEAR SUBSCRIPTION 6 SEAT GRADE 1	978-0-02-132869-7	23	$92.46	$2,126.58	*Free Materials
READING WONDERS ENGLISH LEARNERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 1	978-0-02-131349-5	25	$18.45	$461.25	*Free Materials
			Wonders ELD Grade 1 Subtotal:	**$2,587.83**	**$2,251.70**
			ELA Renewal - Grade 1 Subtotal:	**$14,614.83**	**$37,253.70**

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 3

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
ELA Renewal - Grade 2					
Wonders Grade 2					
READING WONDERS CLOSE READING COMPANION GRADE 2	978-0-02-130599-5	550	$10.59	$0.00	$5,824.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 2	978-0-07-680721-5	550	$11.78	$0.00	$6,479.00
WONDERS CA GRADE 2 RNWL STUDENT WORKSPACE 1 YEAR SUBSCRIPTION	978-1-26-503160-2	550	$22.29	$0.00	$12,259.50
READING WONDERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 2	978-0-07-678280-2	26	$481.08	$12,508.08	*Free Materials
			Wonders Grade 2 Subtotal:	**$12,508.08**	**$24,563.00**
Wonders ELD Grade 2					
READING WONDERS ENGLISH LEARNERS CA INTERMED/ADV INTERACTIVE WORKTEXT GRADE 2	978-0-02-130346-5	310	$14.41	$0.00	$4,467.10
READING WONDERS ENGLISH LEARNERS SE WORKSPACE 1 YEAR SUBSCRIPTION 6 SEAT GRADE 2	978-0-02-130972-6	31	$92.46	$2,866.26	*Free Materials
READING WONDERS ENGLISH LEARNERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 2	978-0-02-133003-4	26	$18.45	$479.70	*Free Materials
			Wonders ELD Grade 2 Subtotal:	**$3,345.96**	**$4,467.10**
			ELA Renewal - Grade 2 Subtotal:	**$15,854.04**	**$29,030.10**

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 4

Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
ELA Renewal - Grade 3					
Wonders Grade 3					
READING WONDERS CLOSE READING COMPANION GRADE 3	978-0-02-132941-0	550	$10.59	$0.00	$5,824.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 3	978-0-07-677467-8	550	$11.78	$0.00	$6,479.00
WONDERS CA GRADE 3 RNWL STUDENT WORKSPACE 1 YEAR SUBSCRIPTION	978-1-26-503250-0	550	$22.29	$0.00	$12,259.50
READING WONDERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 3	978-0-07-676694-9	25	$481.08	$12,027.00	*Free Materials
			Wonders Grade 3 Subtotal:	**$12,027.00**	**$24,563.00**
Wonders ELD Grade 3					
READING WONDERS ENGLISH LEARNERS CA EXPAND/BRIDGE COMPANION WORKTEXT GRADE 3	978-0-02-131548-2	310	$12.62	$0.00	$3,912.20
READING WONDERS ENGLISH LEARNERS SE WORKSPACE 1 YEAR SUBSCRIPTION 6 SEAT GRADE 3	978-0-02-131969-5	31	$92.46	$2,866.26	*Free Materials
READING WONDERS ENGLISH LEARNERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 3	978-0-02-132347-0	25	$18.45	$461.25	*Free Materials
			Wonders ELD Grade 3 Subtotal:	**$3,327.51**	**$3,912.20**
			ELA Renewal - Grade 3 Subtotal:	**$15,354.51**	**$28,475.20**

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 5

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
ELA Renewal - Grade 4					
Wonders Grade 4					
READING WONDERS CLOSE READING COMPANION GRADE 4	978-0-02-130873-6	550	$10.59	$0.00	$5,824.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 4	978-0-07-678513-1	550	$11.78	$0.00	$6,479.00
WONDERS CA GRADE 4 RNWL STUDENT WORKSPACE 1 YEAR SUBSCRIPTION	978-1-26-503356-9	550	$22.29	$0.00	$12,259.50
READING WONDERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 4	978-0-07-678529-2	23	$481.08	$11,064.84	*Free Materials
			Wonders Grade 4 Subtotal:	**$11,064.84**	**$24,563.00**
Wonders ELD Grade 4					
READING WONDERS ENGLISH LEARNERS CA EXPAND/BRIDGE COMPANION WORKTEXT GRADE 4	978-0-02-132055-4	250	$12.23	$0.00	$3,057.50
READING WONDERS ENGLISH LEARNERS STUDENT WORKSPACE 1 YEAR SUBSCRIPTION GRADE 4	978-0-02-132681-5	25	$92.46	$2,311.50	*Free Materials
READING WONDERS ENGLISH LEARNERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 4	978-0-02-132359-3	23	$18.72	$430.56	*Free Materials
			Wonders ELD Grade 4 Subtotal:	**$2,742.06**	**$3,057.50**
			ELA Renewal - Grade 4 Subtotal:	**$13,806.90**	**$27,620.50**

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QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 6

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
ELA Renewal - Grade 5					
Wonders Grade 5					
READING WONDERS CLOSE READING COMPANION GRADE 5	978-0-02-131025-8	550	$10.59	$0.00	$5,824.50
READING WONDERS YOUR TURN PRACTICE BOOK GRADE 5	978-0-07-677924-6	550	$11.78	$0.00	$6,479.00
WONDERS CA GRADE 5 RNWL STUDENT WORKSPACE 1 YEAR SUBSCRIPTION	978-1-26-503357-6	550	$22.29	$0.00	$12,259.50
READING WONDERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 5	978-0-07-680205-0	23	$481.08	$11,064.84	*Free Materials
			Wonders Grade 5 Subtotal:	**$11,064.84**	**$24,563.00**
Wonders ELD Grade 5					
READING WONDERS ENGLISH LEARNERS CA EXPAND/BRIDGE COMPANION WORKTEXT GRADE 5	978-0-02-131871-1	220	$11.62	$0.00	$2,556.40
READING WONDERS ENGLISH LEARNERS SE WORKSPACE 1 YEAR SUBSCRIPTION 6 SEAT GRADE 5	978-0-02-132691-4	22	$92.46	$2,034.12	*Free Materials
READING WONDERS ENGLISH LEARNERS TEACHER WORKSPACE 1 YEAR SUBSCRIPTION GRADE 5	978-0-02-131099-9	23	$18.45	$424.35	*Free Materials
			Wonders ELD Grade 5 Subtotal:	**$2,458.47**	**$2,556.40**
			ELA Renewal - Grade 5 Subtotal:	**$13,523.31**	**$27,119.40**

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QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 7

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QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

CONTACT:

VALUE OF ALL MATERIALS	$275,337.46
FREE MATERIALS	($88,138.26)
PRODUCT TOTAL*	**$187,199.20**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$9,381.48
GRAND TOTAL	**$196,580.68**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

* Price firm for 120 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

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School Purchase Order Number: _____

Name of School Official (Please Print) _____ Signature of School Official

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QUOTE DATE: 02/04/2026 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:06/04/2026
QUOTE NUMBER: HNOE-02042026080548-001 ACCOUNT #: 247823 PAGE #: 8

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QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Carolyn Levitt
carolyn.levitt@mheducation.com
(415) 470-3627

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA StudySync 2017, 1-Year	$69,278.40	$0.00	$69,278.40
PRODUCT TOTAL*	**$69,278.40**	**$0.00**	**$69,278.40**
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$0.00
GRAND TOTAL*			**$69,278.40**

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QUOTE DATE:	12/02/2025	ACCOUNT NAME: South San Francisco Unif	EXPIRATION DATE:04/01/2026
QUOTE NUMBER:	JMCCO-12022025025705-001	ACCOUNT #: 247823	PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA StudySync 2017, 1-Year					
Grade 6					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	575	$38.91	$0.00	$22,373.25
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	15	$55.35	$0.00	$830.25
			Grade 6 Subtotal:	**$0.00**	**$23,203.50**
Grade 7					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	575	$38.91	$0.00	$22,373.25
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	14	$55.35	$0.00	$774.90
			Grade 7 Subtotal:	**$0.00**	**$23,148.15**
Grade 8					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	575	$38.91	$0.00	$22,373.25
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	10	$55.35	$0.00	$553.50
			Grade 8 Subtotal:	**$0.00**	**$22,926.75**
			CA StudySync 2017, 1-Year Subtotal:	**$0.00**	**$69,278.40**

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QUOTE DATE: 12/02/2025 ACCOUNT NAME: South San Francisco Unif EXPIRATION DATE:04/01/2026
QUOTE NUMBER: JMCCO-12022025025705-001 ACCOUNT #: 247823 PAGE #: 2

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QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

CONTACT:

VALUE OF ALL MATERIALS	$69,278.40
FREE MATERIALS	$0.00
PRODUCT TOTAL*	**$69,278.40**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$0.00
GRAND TOTAL	**$69,278.40**

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

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School Purchase Order Number: _____

Name of School Official (Please Print) _____ Signature of School Official

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE:	12/02/2025	ACCOUNT NAME: South San Francisco Unif	EXPIRATION DATE:04/01/2026
QUOTE NUMBER:	JMCCO-12022025025705-001	ACCOUNT #: 247823	PAGE #: 3

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QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Carolyn Levitt
carolyn.levitt@mheducation.com
(415) 470-3627

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA StudySync 2017, 1-Year	$96,206.85	$0.00	$96,206.85
PRODUCT TOTAL*	**$96,206.85**	**$0.00**	**$96,206.85**
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$0.00
GRAND TOTAL*			**$96,206.85**

* Price firm for 120 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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QUOTE NUMBER:	JMCCO-12022025030237-001	ACCOUNT #: 247823	PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA StudySync 2017, 1-Year					
Grade 9					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	600	$38.91	$0.00	$23,346.00
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	17	$55.35	$0.00	$940.95
			Grade 9 Subtotal:	**$0.00**	**$24,286.95**
Grade 10					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	600	$38.91	$0.00	$23,346.00
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	17	$55.35	$0.00	$940.95
			Grade 10 Subtotal:	**$0.00**	**$24,286.95**
Grade 11					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	600	$38.91	$0.00	$23,346.00
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	12	$55.35	$0.00	$664.20
			Grade 11 Subtotal:	**$0.00**	**$24,010.20**
Grade 12					
STUDYSYNC CALIFORNIA ONLINE STUDENT WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-138850-9	600	$38.91	$0.00	$23,346.00
STUDYSYNC CALIFORNIA ONLINE TEACHER WITH DESIGNATED ELD 1 YEAR SUBSCRIPTION	978-0-02-137933-0	5	$55.35	$0.00	$276.75
			Grade 12 Subtotal:	**$0.00**	**$23,622.75**
			CA StudySync 2017, 1-Year Subtotal:	**$0.00**	**$96,206.85**

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QUOTE PREPARED FOR:

South San Francisco Unif
398 B ST
SOUTH SAN FRANCISCO, CA 94080-4423
ACCOUNT NUMBER: 247823

CONTACT:

VALUE OF ALL MATERIALS	$96,206.85
FREE MATERIALS	$0.00
PRODUCT TOTAL*	**$96,206.85**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$0.00
GRAND TOTAL	**$96,206.85**

SUBSCRIPTION/DIGITAL CONTACT:

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Name of School Official (Please Print) _____ Signature of School Official

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QUOTE NUMBER: JMCCO-12022025030237-001 ACCOUNT #: 247823 PAGE #: 3

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: February 26, 2026

RE: Memorandum of Understanding with the South San Francisco Classified School Employees Association Chapter 197 for the Referral Bonus Program 2026-2027

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 ("SSFUSD" or "District") and the South San Francisco Classified School Employees Association Chapter 197 ("CSEA" or "Association") hereby agree to this Memorandum of Understanding ("MOU"), effective February 13, 2026 and expiring August 31, 2026, for the purpose of authorizing additional duties and compensation to eligible participating employees related to piloting a referral bonus program designed to enhance recruitment efforts of candidates into any of the CSEA classified represented positions listed under Article 1 (Recognition) of the Collective Bargaining Agreement in force between the District and the Association.

In alignment with the District's Strategic Plan "Fulfilling Our Promise to Learners," Priority 4 (Empowered Educators), Initiative 4.C. (Recruitment), the SSFUSD Referral Bonus Program is designed to recognize and empower our current SSFUSD staff as high-leverage recruiters for our District. As our best advocates, SSFUSD staff are uniquely positioned to share the value proposition of working within our District to prospective candidates. This strategic initiative will reward current, active employees in good standing with the District for their efforts in helping us to fill vacant positions throughout the District for the 2026-2027 school year.

FISCAL IMPLICATIONS:

The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("referral bonus") equal to five-hundred dollars ($500) for every one (1) candidate referred for a classified CSEA represented position vacancy who is subsequently employed into a qualifying vacancy. The payment installment shall be distributed to each eligible participating employee during the September 2026 monthly payroll cycle. Enclosed is a copy of the signed MOU that outlines the terms and conditions of the agreement.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the enclosed Memorandum of Understanding between the South San Francisco Unified School District and the South San Francisco Classified School Employees Association Chapter 197 for the Referral Bonus Program for the 2026-2027 school year, as presented to the Board.

Docusign Envelope ID: FE31A51A-6A3C-45A6-A29F-D38B93517FB2

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
P: (650) 877-8700 | F: (650) 583-4717
www.ssfusd.org
Dr. Shawnterra Moore, Superintendent

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION CHAPTER 197

RE: REFERRAL BONUS PROGRAM

Overview:

The South San Francisco Unified School District ("SSFUSD" or "District") and the Classified School Employees Association Chapter 197 ("CSEA" or "Association") hereby agree to this Memorandum of Understanding ("MOU"), effective February 13, 2026, and expiring August 31, 2026, for the purpose of authorizing additional duties and compensation to eligible participating employees related to piloting a referral bonus program designed to enhance recruitment efforts of candidates into any of the CSEA classified represented positions listed under Article 1 (Recognition) of the Collective Bargaining Agreement in force between the District and the Association.

Purpose:

In alignment with the District's Strategic Plan "Fulfilling Our Promise to Learners," Priority 4 (Empowered Educators), Initiative 4.C. (Best-In-Class Talent Systems), the SSFUSD Referral Bonus Program is designed to recognize and empower our current SSFUSD staff as high-leverage recruiters for our District. As our best advocates, SSFUSD staff are uniquely positioned to share the value proposition of working within our District to prospective candidates. This strategic initiative will reward current, active employees in good standing with the District for their efforts in helping us to fill vacant classified CSEA represented positions throughout the District for the 2026-2027 school year.

Eligibility Criteria:

The District and the Association agree that eligible participating employees shall be defined as CSEA bargaining unit members who meet the following criteria:

Docusign Envelope ID: FE31A51A-6A3C-45A6-A29F-D38B93517FB2

1. The Association member is a current, active employee in good standing with the District.
2. The Association member commits to promoting the District as an employer of choice and helps us attract top talent for our schools and organization who reflect the diversity of our students, families, and community.

Additional Duties and Compensation:

1. The District and the Association agree that the eligible participating employees shall receive additional compensation in the form of a one-time, off salary schedule payment ("referral bonus") equal to five-hundred dollars ($500) for every one (1) candidate referred for a classified CSEA represented position vacancy who is subsequently employed into a qualifying vacancy.

    1.1. The payment installment(s) shall be distributed in the September 2026 monthly payroll cycle.
    1.2. For every one (1) referred candidate, only one (1) Association member shall be eligible for the applicable referral bonus payment.
    1.3. In the event that multiple Association members refer the same candidate, the first referral received by the District based on the timestamp of submission shall be eligible for the applicable referral bonus payment.
    1.4. There shall be no limit on the number of referral bonuses payable to any individual Association member.
    1.5. Any individual Association member who is also selected for the SSFUSD Ambassador Program shall not be eligible to receive a referral bonus for any referred candidates that were identified through local recruitment events and activities related to the roles and responsibilities of the SSFUSD Ambassador Program.
    1.6. Any referral made for a candidate who has worked with the District under the terms of a staffing agency contract within the current school year (2025-2026) or the preceding two (2) school years shall be ineligible to receive a referral bonus.

2. In order to verify each referral, the referring Association member and the referred candidate shall fulfill the following requirements:

    2.1. The referring Association member shall complete and submit a District ambassador program referral form through which they identify the referred candidate by their full name and provide the referred candidate's contact information.
    2.2. The referred candidate shall complete and submit their job application and professional references section through which they identify the referring

Docusign Envelope ID: FE31A51A-6A3C-45A6-A29F-D38B93517FB2

Association member by their full name and provide the referring Association member's contact information.

2.3. Referred candidates offered employment shall report to work in order for the referral bonus to be payable to the referring Association member.

3. The expiration of this MOU shall not affect an Association member's eligibility to receive the referral bonus payment set forth above so long as the candidate was referred and all required referral documentation (i.e., District ambassador program referral form and District job application and professional references for employment) was received by the District prior to the expiration date of this MOU.
4. Eligible participating employees shall be paid from the Bay Ed Fund account code: 01-9026-0-1110-1000-1140-090-430.

The District and the Association agree that this MOU shall not constitute a binding precedent or establish any past practice for any purpose whatsoever and shall not be cited by any party in any future proceeding, except as it relates to enforcing this specific MOU.

DocuSigned by:
Jolene Malfatti
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2/6/2026

Jolene Malfatti
President, Classified School Employees Association Chapter 187

Date

DocuSigned by:
J. Marwan Hannon
9BE9E0D45FBA4EA...

2/6/2026

J. Marwan Hannon
Assistant Superintendent, Human Resources

Date

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury – Director of Facilities and Safety

DATE: February 26, 2026

RE: Approval of Agreement with Cumiskey Construction for the Exterior Concrete Wall and Stucco Repairs at Spruce Elementary School

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Due to the age of the facilities at Spruce Elementary school, a concrete wall located on the second floor of the cafeteria directly above the play yard is chipping and spalling. This poses a safety risks for students and staff and needs to be addressed as soon as possible.

The work involves installation of a temporary chain-link fence to secure the work area, demolition of the existing stucco area (approximately 55 feet in length by 12 feet high), installing new stucco and restore the work area to original condition.

Facilities staff requested a proposal from Cumiskey Construction Corporation for the repair work under the negotiated contract provision of the California Uniform Construction Cost Accounting Act (“CUPCCAA”).

FISCAL IMPLICATIONS:

By this action: $62,425 will be paid from Fund 40 (Facilities Fund)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve an agreement with Joseph Cumiskey Construction Corporation for the exterior concrete wall and stucco repairs at Spruce Elementary School in the amount of $62,425.

JOSEPH CUMISKEY CONSTRUCTION CORPORATION

P.O. BOX 27601
San Francisco, CA 94127

~~Tel (650) 591-2884~~
~~Fax (650) 591-2343~~

jcumiskey@yahoo.com

License # 965207 (A, B)

02/02/2026

Robert Kitchens

Facilities-Construction Project Manager

South San Francisco Unified School District

398 B Street, SSF CA 94080

Re: Exterior Concrete wall and Stucco Repairs

Please accept the following quote to supply all labor and materials to complete repairs as outlined in your scope letter dated 01/27/2026 at Spruce Elementary School. Total cost estimate for this project is $62,425.00.

Please do not hesitate to contact our office should you have any questions.

Joseph Cumiskey

President

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: February 26, 2026

RE: Approval of Agreement with Millennium Consulting Associates, Inc. for Hazardous Material Consulting at Sunshine Gardens Elementary School Modernization

---

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 South San Francisco Unified School District is acquiring the services of Millennium Consulting Associates, to provide Hazardous Materials Consulting Services for the Sunshine Gardens Elementary School Modernization project. The scope of work includes hazardous materials testing, monitoring, preparation of design specifications, and other related hazardous materials services for the select demolition and construction work to occur in Buildings A, B, C, D, E, F, G, and associated site areas. Services will be in 5 phases; 1) investigative services 2) pre-design 3) pre-bid 4) construction and 5) project closeout.

On November 16, 2023, the Board of Trustees approved a Request for Qualifications (RFQ) for a pool of four (4) firms to provide hazardous materials consulting services. The District issued a Request for Proposal (RFP) for hazardous materials consulting services. After a thorough review, staff determined that Millennium Consulting Associates offers a competitive fee structure while meeting all the project requirements.

FISCAL IMPLICATIONS:

The cost of the services is $108,237. Paid through the Measure T Bond Program (Fund 21).

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Millennium Consulting Associates, to provide Hazardous Materials Consulting Services for the Sunshine Gardens Elementary School Modernization project in the amount of $108,237.

MILLENNIUM
CONSULTING ASSOCIATES
Delivering EH&S Solutions since 1998

South San Francisco Unified School District

Hazardous Materials Consulting Services for Sunshine Gardens ES



Prepared by
JEREMY MALSON,
MILLENNIUM CONSULTING ASSOCIATES
4683 Chabot Drive, Suite 380
Pleasanton, CA 94588
(925) 808-6700

February 26, 2026

MILLENNIUM
CONSULTING ASSOCIATES
Delivering EH&S Solutions since 1998

Pleasanton HQ:
4683 Chabot Drive, Suite 380
Pleasanton, CA 94588
(925) 808-6700
www.mecaenviro.com

Jan. 20, 2026

South San Francisco Unified School District
Attn: Calvin Wong, Bond Project Manager
398 B Street
South San Francisco, CA 94080

Re: Hazardous Materials Consulting Services for Sunshine Gardens ES

Millennium Consulting Associates ("Millennium," a MECA Consulting, Inc. company) is pleased to submit the attached Qualifications to South San Francisco Unified School District (District) to demonstrate our experience and ability to perform the referenced services.

Millennium Consulting Associates is a strong fit for the District due to our established familiarity with school district facilities through similar collaborations. With a proven track record of successfully executing school projects, Millennium brings a wealth of experience in managing complex requirements that align well with the demands of this contract.

Millennium is a Small Business Enterprise (SBE) that has an excellent reputation in client service, technical competence, and a commitment to quality and cost competitiveness. We believe that our qualifications, experience, and record of past performance will be an asset to the District's goals and requirements. We are committed to providing all hazardous materials testing, industrial hygiene, environmental compliance, and oversight services for this contract. We are ready to provide all necessary lead, asbestos, and other hazardous material-related surveys, monitoring, testing, and associated services.

We look forward to hearing your response. If you have any comments or questions, please do not hesitate to contact me, Jeremy Malson, CIH, CAC. I can be reached at:

Millennium Consulting Associates
4683 Chabot Drive, Suite 380
Pleasanton, CA 94588
(925) 808-6700
Email jmalson@mecaenviro.com

By virtue of submission, Jeremy Malson declares that all information provided in the Submittal is true and correct.

Millennium Consulting Associates has received and acknowledges addendum 1.

Millennium Consulting Associates
(A MECA Consulting Inc. Company)



Jeremy Malson, CIH, CAC, CSP
Principal

Cost Proposal

This cost proposal is for the Sunshine Gardens Elementary School Modernization Project, which involves constructing a new Exploratorium building and modernizing existing facilities. The generalized project scope encompasses upgrades to essential building systems, including HVAC, plumbing, electrical, lighting, telecommunications, and fire alarms; seismic reinforcements; installation of new exterior windows; replacement of door hardware and select doors; repairs to exterior finishes; interior renovations such as flooring, ceilings, casework, and painting; and accessibility enhancements to paths of travel, restrooms, and sinks. Site improvements include regrading in specified areas, repairs and replacements of asphalt and concrete, utility trenching and routing, stormwater management, and play yard upgrades.

The work for this request for services focuses on the main Statement of Work (SOW) for Buildings A, B, G, C, D, E, and F. In addition to the main scope of work, other exploration work is necessary for the design. This includes at the clerestory windows in Buildings E and F, requiring verification of hazardous materials in acoustic ceiling tiles or adhesives, removal of existing tiles for inspection of conditions and framing, confirmation against as-built drawings, documentation of any damage (e.g., water, termite, or dry rot), installation of matching new tiles, and inspection/sealing at bottom corner conditions to prevent water intrusion. Additionally, the SOW incorporates potholing for utilities, including asphalt areas.

As outlined in Attachment E (ProTech Consulting 3-Year AHERA Reinspection), certain materials are noted as confirmed Asbestos Containing Building Materials (ACBM), including drywall systems (layer details unknown), window putty (percentage unknown), ceiling tiles in Classrooms 18-21, Thermal System Insulation (TSI) in the kitchen, and duct tape at the backstage furnace. ProTech recommends sampling suspected ACBMs in future assessments to confirm asbestos content, which could reduce regulatory burdens related to inspection, documentation, training, and notification. ProTech did not verify the completeness or accuracy of original data during reinspection and cannot affirm its reliability. For thorough validation, an extensive review of all asbestos documentation—or a new, comprehensive survey with sampling—is recommended. In addition, AHERA inspections are not compliant with BAAD Regulation 11, Rule 2 and while some use, the AHERA details must be supplemented with a data gap survey.

The following tables and information provide the details for the fee proposal as required in the RFP.

Labor	Description	Hourly Rates	Off-Hour or Weekend Rate*	Quantity	Subtotal ($)
Sr. Registered Professional (CIH, PG, PE)	Program Manager	$195	$255	4	780
Sr. Staff (CAC, CDPH)	Project Management	$165	$195	8	1,320
Staff IH (CDPH LRC/CSST)	Tech. Support	$115	$145	24	2,760
*Non-exempt hourly employees are entitled to overtime compensation at 1.5 times their regular rate of pay for hours worked exceeding 8 in a workday, 40 in a workweek, or the first 8 hours on the seventh consecutive day of work. Double time, at 2 times the regular rate, applies to hours exceeding 12 in a workday or over 8 on the seventh consecutive day.					

Analytical	Rate	Turnaround Time	Quantity	Subtotal ($)
Asbestos, Bulk EPA 600/R-93/116	$21.50	24-hr.	100	2,150
Asbestos, Bulk, 400-Point Count	$76	24-hr.	30	2,280
Lead, Bulk Paint Chip	$15	24-hr.	50	750
PCB, Bulk	$137	1-week	21	2,877

PH1 Note 1: For the survey, the main scope of work in addition to the clerestory windows and exterior hardscape are included in the fees.

Labor	Description	Hourly Rates	Off-Hour or Weekend Rate	Quantity	Subtotal ($)
Sr. Registered Professional (CIH, PG, PE)	Program Manager	$195	n/a	4	780
Sr. Staff	Project Manager, Reporting	$165	n/a	8	1,320
Drafting	Drawings	$95	n/a	12	1,140

PH2 Note 1: For reporting, off-hour and/or weekend rates are not required as these tasks are completed off-site.

Labor	Description	Hourly Rates	Off Hour or Weekend Rate	Quantity	Subtotal ($)
Sr. Registered Professional (CIH, PG, PE)	Program Manager	$195	$255	4	780
Sr. Staff	Project Manager, Design and Specifications	$165	$195	24	3,960
Drafting	Tech. Support, Design and Specifications	$95	n/a	16	1,520

Labor	Description	Hourly Rates	Off Hour or Weekend Rate	Quantity	Subtotal ($)
Sr. Registered Professional (CIH, PG, PE)	Program Manager	$195	$255	24	4,680
Sr. Staff	Project Manager	$165	$195	56	9,240
Staff IH	Tech. Support	$115	$145	320	36,800

Analytical	Rate ($)	Turnaround Time	Quantity	Subtotal ($)
Asbestos, Air, NIOSH 7400	12.50	24-hr.	120	1,500
Asbestos, Air, TEM AHERA	98	24-hr.	50	4,900
Lead, Air, NIOSH 7300	107	24-hr.	25	2,675
Lead, Air, NIOSH 7082	15.50	24-hr.	25	387.50
Lead, Wipe	15.50	24-hr.	25	387.50
PCB, Air, TO-10A	503	1-week	10	5,030
Lead, Waste Characterization, STLC	125	1-week	50	6,250
Lead, Waste Characterization, TCLP	125	1-week	50	6,250

Ph 4 Note 1: These estimates are based on Attachment D (Construction Schedule) with total duration of 04/26/27 to 10/27/28. For estimation purposes only, Millennium includes up to 40-standard shifts including clearances. The duration of monitoring is dependent upon the contractor's pace, their staffing, and regulated area setup. Additionally, the monitoring samples are estimated based on the 40-shift duration and 15-regulated areas.

Ph 4 Note 2: For waste characterization, close coordination with the contractor is required as they determine the makeup of their waste stream and can alter waste streams by their removal methods. The segregation or commingling of waste streams is unknown at this time.

Ph 4 Note 3: PCBs are unknown at this time. The PCB values in PH4 analytical is an estimation if PCBs are found to exist at the facility.

Labor	Description	Hourly Rates	Off Hour or Weekend Rate	Quantity	Subtotal
Sr. Registered Professional (CIH, PG, PE)	Program Manager	$195	n/a	4	780
Sr. Staff	Project Manager	$165	n/a	12	1,980

Additional Recommendations: The following is a justification for any such additions and identify the associated costs in the fee proposal.

Additional Recommendations Estimated Total Cost: $50,000 to 125,000
Dependent on complexities of the project and site history.

DTSC Environmental Requirements for California School Modernization Projects

In California, public school modernization projects that involve demolition and new construction are generally required to comply with environmental oversight requirements administered by the Department of Toxic Substances Control (DTSC), particularly when State funding is involved.

State Funding Mandate: Proposed school sites receiving State funding for construction or modernization must undergo a comprehensive environmental review and, if necessary, remediation under DTSC oversight.

Toxic Substances Review Requirement: Pursuant to California Education Code requirements, school construction and modernization projects are subject to toxic substances review unless the project is explicitly exempt from the California Environmental Quality Act (CEQA). This requirement applies regardless of whether the project involves a new school site or redevelopment of an existing campus.

DTSC Oversight Authority: DTSC's Brownfields Restoration and School Evaluation Branch is responsible for evaluating proposed school sites. The Branch ensures that:

- School properties are free of hazardous contamination, or
- Previously contaminated sites have been cleaned to levels protective of students, staff, and the environment prior to occupancy.

Three-Step Environmental Review Process: DTSC requires a structured evaluation process consisting of:

- Phase I Environmental Site Assessment (Phase I ESA) - Conducted by a qualified environmental professional to identify recognized environmental conditions or potential hazardous material releases.
- Preliminary Environmental Assessment (PEA) - Required if the Phase I identifies actual or potential contamination or naturally occurring hazardous materials. The PEA evaluates potential risks to human health and the environment.
- Response Action - If contamination is confirmed, corrective actions are implemented under DTSC oversight to address identified risks.

Voluntary Cleanup Agreement (VCA): When cleanup is required, the school district must enter into a Voluntary Cleanup Agreement (VCA) with DTSC, which governs investigation, remediation, and verification activities.

DTSC Approval and "No Further Action" Determination: Construction may not proceed in affected areas, and Buildings may not be occupied until DTSC confirms that all required response actions are complete and issues a "No Further Action" (NFA) letter.

Public Participation: The DTSC process includes public notice and community participation requirements, ensuring transparency during environmental assessment and cleanup activities.

een and follow up testing after initial test results.

Labor	Description	Hourly Rates	Off Hour/Weekend Rate	Quantity	Subtotal
Sr. Registered Professional (CIH, PG, PE)	Program Manager	$195	n/a	4	780
Sr. Staff	Project Manager	$165	n/a	12	1,980
Analytical Allowance	Varying Analytical Lab Tests	TBD			2,500

INDEPENDENT CONSULTANT AGREEMENT FOR HAZARDOUS MATERIALS CONSULTING SERVICES (AGREEMENT #26011)

This Independent Consultant Agreement for Hazardous Material Consulting Services ("Agreement") is made and entered into as of the **27th** day of **February**, **2026** by and between the South San Francisco Unified School District, ("District") and **Millennium Consulting Associates** ("Consultant"), (together, "Parties").

WHEREAS, Public Contract Code section 20111, subdivision (d), provides that professional services, requiring specialized knowledge, training, or skill, are not subject to public bidding requirements; and

WHEREAS, Government Code section 4526, authorizes District to contract with and employ any person(s) for the furnishing of Hazardous Materials Testing services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, District duly determined that it needs some or all of the services (collectively, "Services") to be provided pursuant to this Agreement; and

WHEREAS, Consultant is specially trained, experienced, and competent to perform the Services required by District, as needed on the basis set forth in this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide **Hazardous Materials Consulting Services** as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **February 27, 2026** and will diligently perform as required and complete performance by **September 30, 2028**("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Submittal of Documents**. Consultant shall not commence the Services under this Agreement until Consultant has submitted and District has approved the documents, certificate(s) and affidavit(s), and endorsement(s) of insurance required as indicated below:

   X Signed Agreement
   X Workers' Compensation Certification
   X Prevailing Wage Certification
   X Fingerprinting/Criminal Background Investigation Certification
   X Insurance Certificates and Endorsements
   X W-9 Form
   _____ Other: _____

4. **Compensation**. District agrees to pay Consultant for services satisfactorily rendered pursuant to this Agreement a total fee not to exceed **One-Hundred Eight Thousand Two Hundred Thirty-Seven** Dollars **($108,237.00**). District shall pay Consultant according to the following terms and conditions:

4.1. Payment for the Services shall be made for all undisputed amounts based upon the delivery of the work product as determined by District. Payment shall be made within thirty (30) days after Consultant submits an invoice to District for Services actually completed and after District's written approval of the Services, or the portion of the Services for which payment is to be made. The schedule of deliverable Services is as follows:

4.1.1.	**Phase 1**	**$12,917.00**
4.1.2.	**Phase 2**	**$3,240.00**
4.1.3.	**Phase 3**	**$6,260.00**
4.1.4.	**Phase 4**	**$77,800.00**
4.1.5.	**Phase 5**	**$2,760.00**
4.1.6.	**Allowance for unforeseen and follow up testing after initial test results.**	**$5,260.00**
4.1.7.	**Total Agreement**	**$108,237.00**

4.2. The Services shall be performed at the hourly billing rates and/or unit prices included in **Exhibit B**. If hourly billing applies, the itemized invoice shall reflect the hours spent by Consultant in performing its Services pursuant to this Agreement.

4.3. If Consultant works at more than one site, Consultant shall invoice for each site separately.

5. **Materials**. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement, except as follows:

5.1. N/A

6. **Expenses**. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, except as follows:

6.1. N/A

7. **Independent Contractor**. Consultant represents and warrants that Consultant is an independent contractor or business entity that is: (i) free from the control and direction of District in connection with the performance of the Services, (ii) performing Services that are outside the usual course of District's business, and (iii) customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the Services performed, District being interested only in the results obtained. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of District, and are not entitled to benefits of any kind or nature normally provided employees of District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

8. **Performance of Services.**

8.1. **Standard of Care**. Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

8.2. **Due Diligence.** Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall have responsibility for discovery of errors, inconsistencies, or omissions.

8.3. **Meetings.** Consultant and District agree to participate in regular meetings on at least a monthly basis to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.

8.4. **District Approval.** The Services completed herein must meet the approval of District and shall be subject to District's general right of inspection and supervision to secure the satisfactory completion thereof.

8.5. **New Project Approval.** Consultant and District recognize that Consultant's Services may include working on various Projects for District. Consultant shall obtain the approval of District prior to the commencement of a new Project.

9. **Originality of Services**. Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.

10. **Deliverables.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission.

11. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Consultant shall permit District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

12. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop

the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

13. **Termination**.

13.1. **For Convenience by District**. District may, at any time, with or without reason, terminate this Agreement for its own convenience and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by Consultant or no later than three days after the day of mailing, whichever is sooner.

13.2. **With Cause by District**. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

13.2.1. material violation of this Agreement by Consultant; or

13.2.2. any act by Consultant exposing District to liability to others for personal injury or property damage.

Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

14. **Indemnification**.

14.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at

Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties.

14.2. Consultant shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim, subject to section 14.1 above. Consultant's obligation pursuant to this Article includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s) and to enforce the indemnity herein, subject to section 14.1 above. Consultant's obligation to indemnify shall not be restricted to insurance proceeds.

14.3. District may withhold any and all costs that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant from amounts owing to Consultant.

15. **Insurance**.

15.1. **Coverage**. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 2,000,000
General Aggregate	$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
Professional Liability	$ 1,000,000
Workers Compensation	Statutory Limits
Employer's Liability	$ 1,000,000

15.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect Consultant, District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by District.)

15.1.2. **Workers' Compensation and Employer's Liability Insurance.** Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers'

Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

15.1.3. **Professional Liability (Errors and Omissions)**. Professional Liability Insurance as appropriate to Consultant's profession, coverage to continue through completion of construction plus three (3) years thereafter.

15.2. **Proof of Carriage of Insurance**. Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to District and approved by District. Certificates and insurance policies shall include the following:

15.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

15.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

15.2.3. An endorsement stating that District and its Board of Trustees, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

15.2.4. All policies except the Professional Liability, Workers' Compensation Insurance, and Employer's Liability Insurance Policies shall be written on an occurrence form.

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

15.4. If Consultant normally carries insurance in an amount greater than the minimum amounts required herein, that greater amount shall become the minimum required amount of insurance for purposes of the Agreement. Therefore, Consultant hereby acknowledges and agrees that all insurance carried by it shall be deemed liability coverage for all actions it performs in connection with the Agreement.

16. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or

this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

16.1. **Labor Code Requirements**: Consultant shall comply with all applicable provisions of the California Labor Code, Division 3, Part 7, Chapter 1, Articles 1 – 5, including, without limitation, the payment of the general prevailing per diem wage rates for public work projects of more than one thousand dollars ($1,000). Copies of the prevailing rate of per diem wages are on file with District.

16.1.1. **Registration**: If applicable, before a public works contract can be awarded, Consultant and its subcontractor(s) shall be registered with the Department of Industrial Relations in accordance with Labor Code section 1771.1. At least one week before commencing work, Consultant shall provide to District the name and DIR registration number for Consultant and any applicable subcontractor.

16.1.2. **Certified Payroll Records**: Consultant and its subcontractor(s) shall keep accurate certified payroll records of workers and shall electronically submit certified payroll records directly to the Department of Industrial Relations weekly or within ten (10) days of any request by District or the Department of Industrial Relations.

16.1.3. **Labor Compliance**: Consultant shall perform the Services of the Project while complying with all the applicable regulations, including section 16000, et seq., of Title 8 of the California Code of Regulations and is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations.

17. **Certificates/Permits/Licenses/Registrations**. Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses, and registrations as are required by law in connection with the furnishing of Services pursuant to this Agreement.

18. **COVID-19 Requirements.** For all workers on District property, Consultant and Consultant's personnel shall comply with all applicable federal, state and local laws regarding COVID-19 including, without limitation, applicable terms in CDPH State Public Health Officer Orders.

19. **Anti-Discrimination**. It is the policy of District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Consultant agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

20. **Fingerprinting of Employees**. The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's

employees on a school site:

20.1. All site visits shall be arranged through District;

20.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;

20.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;

20.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting District;

20.5. Consultant and Consultant's employees shall not use student restroom facilities; and

20.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

21. **Disabled Veteran Business Enterprises.** Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.

22. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

23. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

23.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

23.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

24. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

25. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course

of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

26. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or electronic mail transmission, addressed as follows:

District:	**Consultant**:
South San Francisco Unified School District 398 B Street South San Francisco, CA 94080 ATTN: Lori Shelton, Director of Bond Program EMAIL: lshelton@ssfusd.org	Millenium Consulting Associates 4683 Chabot Drive, Suite 380 Pleasanton, CA 94588 ATTN: Jeremy Malson, Principal

Any notice personally given or sent by email transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

27. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

28. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

29. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

30. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

31. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

32. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

33. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

34. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

35. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

36. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

37. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

38. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

39. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

40. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 2026	Dated: February 5, 2026
South San Francisco Unified School District	**Millennium Consulting Associates**
Signed By: _____	Signed By: _____
Print Name: Ted O	Print Name: Jack McCubbin
Print Title: Assistant Superintendent, Business Services	Print Title: Principal

Information regarding Consultant:

License No.: 93-0893

Address: 4683 Chabot Drive, Suite 380
Pleasanton, CA 94588

Telephone: 925/ 808-6700

Facsimile: _____

E-Mail: jmccubbin@mecaenviro.com

68-0443384 :
Employer Identification and/or Social Security Number

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of $600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, District requires Consultant to furnish the information requested in this section.

Type of Business Entity:
____ Individual
____ Sole Proprietorship
____ Partnership
____ Limited Partnership
_X_ Corporation, State: California
____ Limited Liability Company
____ Other: _____

EXHIBIT A
DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT

Consultant's entire Proposal is **not** made part of this Agreement. The scope of Services is more specifically described herein.

1. SERVICES GENERALLY – PHASE 1

1.1. In general, the Services to be provided by the Consultant will include:

- 1.1.1. Construction document review
- 1.1.2. Building inspections/surveying and testing for:
  - 1.1.2.1. Asbestos-containing materials ("ACM"),
  - 1.1.2.2. Lead-containing materials ("LCM"), and
- 1.1.3. Identify other hazardous materials of importance required prior to demolition
- 1.1.4. Bulk sampling for ACM and LCM
- 1.1.5. X-Ray fluorescence (XRF) testing for LCM
- 1.1.6. Preparation of removal specifications and plans, identifying all items that require abatement prior to demolition
- 1.1.7. ACM and LCM abatement compliance inspections, including environmental and clearance air monitoring, quality control and assurance programs for field sampling
- 1.1.8. Project support and analytical services for an emergency or planned repair, renovation, and demolition projects as required by the district

1.2. Consultant will monitor the abatement work to ensure compliance with contract specifications and all federal, state, and local regulatory requirements applicable to such work.

1.3. Work shall be performed in accordance with:

- 1.3.1. Asbestos Hazard Emergency Response Act (AHERA),
- 1.3.2. Title 8 of the California Code of Regulations, including Sections 1529 and 1532.1,
- 1.3.3. Education Code Section 49410 et seq.,
- 1.3.4. Health and Safety Code section 25914 et seq.,
- 1.3.5. Labor Code Section 6501 et seq., and
- 1.3.6. All applicable local, state and federal laws, all in support of the construction commencing throughout the district.

2. DESIGN PHASE 2:

2.1. Prepare a detailed survey/inspection of the Site for the presence of asbestos and lead containing materials, which will include review of available pertinent existing historical documentation/previous reports of proposed areas where materials or areas of ACM and LCM may be located.

2.2. Meet with the District Representatives as needed to decide what abatement steps should be undertaken in connection with the modernization plans for the Site.

2.3. Develop a management plan to identify ACM and LCM.

2.4. Assess, sample and analyze materials for ACM at the Site:

2.4.1. Visual assessment of accessible areas.

2.4.2. Preliminary assessment to determine homogeneous area and sampling schemes.

2.4.3. Non-destructive bulk sampling and analysis by Polarized Light Microscopy (PLM) of suspect ACM. Analysis to be in accordance with United States Environmental Protection Agency (USEPA) protocol as found in the Asbestos Hazard Emergency Response Act (Code of Federal Regulation, Section 40, Part 763).

2.5. Assess, sample and analyze LCM at the respective Project sites:

2.5.1. Visual assessment of accessible areas.

2.5.2. Preliminary assessment to determine homogeneous areas and sampling schemes.

2.5.3. X-ray fluorescence (XRF) sampling of painted surfaces to assess lead content. If inconclusive, sample tests are to be provided.

2.6. Consultant shall provide seventy-two (72) hour notice to the designated representative of the district prior to starting any on-site assessment or sampling. The Consultant shall notify the district representative for all work to be performed, including the date and time of the Consultant's visit. Sampling may only be performed when staff and students are not present in the areas to be sampled. The Consultant shall not displace staff or students for sampling purposes.

2.7. Consultant shall provide a Hazardous Building Material Survey (HBMS) report for the Project site. HBMS reports shall include a summary of findings and recommendations, and individual detailed sections for ACM and LCM.

2.8. District will provide, if available, copies of any available existing hazardous material reports prepared by others, as-built/record drawings (CD, if available) and copies of relevant modernization design drawings currently in progress to the Consultant.

2.9. Consultant shall prepare a hazardous material cost estimate for asbestos, lead and other hazardous materials. Abatement cost estimates must be comprehensive and take into account the project schedule, phasing and level of effort required to complete the project.

3. PRE-BID PHASE 3

3.1. Consultant shall prepare an LCM/ACM scope of work and specifications for the Project site as directed by the district, which will include but not be limited to: work procedures, abatement drawings identifying type, extent and location at each building of ACM and LCM and disposal requirements, air sampling criteria and work area preparation.

3.2. Consultant shall assist District in the preparation of other bidding/contract documents for abatement contractors.

3.3. Consultant shall be available to attend Pre-Bid meetings to answer questions from bidding contractors.

4. CONSTRUCTION PHASE 4

4.1. Consultant shall provide oversight of abatement and remediation activities.

4.2. Consultant shall review contractor submittals, including the contractor's hazardous remediation plan, worker certificates, medical clearances, respirator fit tests and Injury Illness Prevention Plan (IIPP).

4.3. Consultant shall attend and participate in weekly project meetings, and any other meetings, as required.

4.4. Consultant shall monitor construction contractor with regard to monitoring abatement work (asbestos and lead removal), for compliance with abatement scope of work and specifications, as well as all necessary air monitoring, wipe sampling and necessary testing.

4.5. Consultant shall collect asbestos air samples during abatement work and analyze within twenty-four (24) hours. Clearance air samples at conclusion of abatement work shall be analyzed in accordance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos School Hazard Abatement Reauthorization Act (ASHARA), 40 Code of Federal Regulations (CFR), Environmental Protection Agency (EPA) rules regarding asbestos containing materials in schools and other applicable requirements of responsible regulatory agencies.

4.6. Consultant shall characterize waste materials from lead abatement work. Waste characterization shall be performed in accordance with applicable requirements of responsible regulatory agencies. This includes characterization of wastes as hazardous waste and/or Resource Conservation Recovery Act (RCRA) hazardous waste.

4.7. Consultant shall include testing clerestory windows during LLB GC's demolition as well as sampling asphalt LLB GC removes while pot holing for utilities. (From page 5 of RFP)

5. CLOSEOUT – PHASE 5

Within thirty (30) days of completion of the abatement work, Consultant shall provide District documentation detailing abatement work completed, results of monitoring and contractor observations, results of clearance sampling, copies of waste manifests for the disposal of hazardous and non-hazardous waste for the Project site, site inspection reports (daily field reports) of abatement activities and summary of abatement activities, abatement activity personnel, and certification that the abatement activities complied with all applicable Health and Safety laws, guidelines, and requirements of Cal/OSHA Title 8, California Department of Education (CDE), Department of Toxic Substances Control (DTSC), and the California Division of the State Architect (DSA).

EXHIBIT B
HOURLY BILLING RATES

Consultant's entire proposal is **not** incorporated.

[INSERT HOURLY RATES AND FEE SCHEDULE FROM CONSULTANT FOR REGULAR TIME AS WELL AS OVERTIME]

Fee Proposal

Hourly Rates

Labor Classification	Estimated % Participation	Hourly Rate (Standard)	Hourly Rate (Off-Hr Weekend – non OT)	Overtime (>8 hr)
Principal	0-5%	$215	$280	n/a
Senior Registered Professional	1-15%	$195	$255	n/a
Program Manager, Senior	25-50%	$165	$195	n/a
Associate Staff Scientist/IH/Engineer	20-50%	$135	$175	$202.5
Staff Scientist/IH/Engineer	20-50%	$115	$145	$172.5
Sr. IH/Engineer Technician	20-50%	$105	$135	$157.5
IH/Engineer Field Technician	1-15%	$90	$117	$135
CAD Technician/Graphics	0-10%	$95	$123	n/a
Administrative Support	1-5%	$70	$91	n/a

Laboratory Analysis

Analysis	Rush (6 hrs)	24 HR	48 Hr	5 Day
PCM	$30	$12.50	$18	$15
PLM	$30	$21.50	$18	$15
Point Count (400)	$125	$76	$60	$50
Point Count (1000)	$115	$85	$75	$65
TEM (AHERA)	$95	$98	$60	$60
Lead, Air, NIOSH 7300	n/a	$107	$95	$90
Lead, Air, NIOSH 7082	n/a	$15.50	$14.50	$14
Lead, Wipe	n/a	$15.50	$14.50	$14
Lead (AA)	$30	$15	$15	$15
Lead, Waste Characterization, STLC	n/a	n/a	n/a	$125
Lead, Waste Characterization, TCLP	n/a	n/a	n/a	$125
PCB Bulks	n/a	$200	$185	$137
PCB, Air, TO-10A	n/a	n/a	n/a	$503
Mold spore trap (Non viable)	$120	$105	$85	$80
Mold (Viable)	n/a	n/a	n/a	$85

Additional analysis not otherwise specified: Cost + 15%

Other Direct Expense

Type	Unit	Rate
Sample Shipment/Courier	Ea	$25
Mileage	Ea	$0.77

WORKERS' COMPENSATION CERTIFICATION

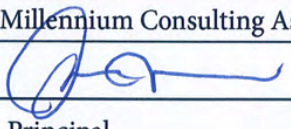
Labor Code Section 3700 provides, in relevant part:

> Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> - By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
>
> - By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: February 5, 2026

Name of Consultant: Millennium Consulting Associates

Signature: 

Print Name and Title: Principal

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with District prior to performing any Services under this Agreement.)

PREVAILING WAGE AND
RELATED LABOR REQUIREMENTS CERTIFICATION

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours' notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project including, without limitation, labor compliance monitoring and enforcement by the Department of Industrial Relations.

Date: February 5, 2026

Name of Consultant: Millennium Consulting Associates

Signature:

Print Name and Title: Principal

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of Consultant entering into this Agreement with District; that I am familiar with the facts herein certified; and that I am authorized and qualified to execute this certificate on behalf of Consultant.

Consultant certifies that it has taken at least one of the following actions (check all that apply):

☐ The Work of the Agreement is either (i) at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of the Agreement shall come in contact with District pupils or (ii) if Consultant's employees or any subcontractor or supplier of any tier of the Contract interacts with pupils, such interaction shall only take place under the immediate supervision and control of the pupil's parent or guardian or a school employee, so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant under the Agreement.

☐ Consultant, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Consultant's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). When Consultant performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to District pursuant to the subsequent arrest service. No work shall commence until the Department of Justice ascertains that Consultant's employees and any subcontractors' employees have not been convicted of a felony as defined in Education Code Section 45122.1.

A complete and accurate list of Consultant's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto as ATTACHMENT "A."

☐ Consultant is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all Consultant's employees who may have contact with District pupils in the course of providing services pursuant to the Agreement, and hereby agrees to District's preparation and submission of fingerprints such that the California Department of Justice may determine (A) that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1 and/or (B) that the prohibition does not apply to an employee as provided by Education Code section 45125.1(e)(2) or (3). No work shall commence until the Department of Justice ascertains that Consultant has not been convicted of a felony as defined in Education Code Section 45122.1.

Consultant's responsibility for background clearance extends to all of its employees, subcontractors, and employees of subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Consultant.

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: Alain Grissette - Millennium

Name/Company: James Ramsey III - Millennium

Name/Company: Matthew Floyd - Millennium

Name/Company: Jeremy Malson - Millennium

Name/Company: Jack McCubbin - Millennium

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: February 5, 2026

Name of Consultant: Millennium Consulting Associates

Signature: _____

Print Name: Jack McCubbin

Title: Principal

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: February 26, 2026

RE: Resolution No. 26-09: Supporting the Award of Lease-Leaseback (Site Lease and Facilities Lease) Agreement and Authorizing Entry into a Lease-Leaseback (Site Lease and Facilities Lease) Agreement with Rodan Builders, Inc. for the Sunshine Gardens Elementary School Modernization 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 February 28, 2019, the District's Board of Trustees ("Board") adopted Administrative Regulation No. 3311.2, regarding required procedures and guidelines ("Best Value Methodology") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner pursuant to Education Code section 17406. AR 3311.2 was amended on February 18, 2021.

Only person, firms, partnerships, corporations, associations, or professional organizations that were approved by the South San Francisco Unified School District Board of Trustees on May 8, 2025, as part of the lease-leaseback contractor pool associated with RFQ #25-001 were permitted to submit proposals.

The District incorporated the Best Value Methodology into the Request for Proposals ("RFP") for the Project, which was issued and publicly advertised in the San Mateo County Times, once a week for two weeks, commencing on December 15, 2025, and completed

on December 22, 2025, and also advertised in the Dodge Construction Network, commencing on December 15, 2025; The District received six (6) proposals.

District staff and District consultants reviewed the proposals submitted in response to the RFP in accordance with the adopted Best Value Methodology and taking into consideration the proposers demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required as well as additional information presented during the interview phase.

Rodan Builders, Inc. received the highest score and is found to be the best value for the project. District staff negotiated the Lease-Leaseback Agreement for the Project with Rodan Builders, Inc.

District staff are seeking Board approval for the award of the Lease-Leaseback (Site Lease and Facilities Lease) Agreements to Rodan Builders, Inc. The Facilities Lease portion of the contract can be reviewed HERE.

FISCAL IMPLICATIONS:

Initial fiscal impact for preconstruction services only in the amount of $64,020.00, which includes $8,000.00 for preconstruction services and $56,020.00 in Allowances for On-site Evaluation of Existing Conditions/Site Investigations. After the preconstruction services are completed and the Guaranteed Maximum Price (construction cost) is negotiated, the Facilities Lease agreement will be amended to add the Guaranteed Maximum Price and Project Schedule.

The Measure T Bond Program (Fund 21) will be utilized to cover the cost.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve, pass, and adopt Resolution No. 26-09 supporting the award of the Lease Lease-Back (Site Lease and Facilities Lease) Agreements for the Sunshine Gardens Elementary School Modernization Project and authorize District staff to enter into the Lease-Leaseback Agreements with Rodan Builders, Inc. in the amount of $64,020.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

RESOLUTION N0. 26-09
AWARD OF LEASE-LEASEBACK AGREEMENTS FOR SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION PROJECT

WHEREAS, the South San Francisco Unified School District ("District") is currently undertaking a project known as the Sunshine Gardens Elementary School Modernization Project ("Project"); and

WHEREAS, on February 28, 2019, the District's Board of Trustees ("Board") adopted Administrative Regulation No. 3311.2, regarding required procedures and guidelines ("Best Value Methodology") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner pursuant to Education Code section 17406; and

WHEREAS, on February 18, 2021, the Board adopted a revised Administrative Regulation No. 3311.2;

WHEREAS, only person, firms, partnerships, corporations, associations, or professional organizations that were approved by the South San Francisco Unified School District Board of Trustees on May 8, 2025, as part of the lease-leaseback contractor pool associated with RFQ #25-001 are permitted to submit proposals.

WHEREAS, attached hereto as **Exhibit "A"** to this Resolution is a copy of the Proof of Publication; and

WHEREAS, the District incorporated the Best Value Methodology into the Request for Proposals ("RFP") for the Project, which was issued and publicly advertised in the and San Mateo County Times, once a week for two weeks, commencing on December 15, 2025, and completed on December 22, 2025, and also advertised in the Dodge Construction Network, commencing on December 15, 2025; the District received six (6) proposals; and

WHEREAS, District staff, in conjunction with District consultants, have reviewed proposals for the Project submitted in response to RFP in accordance with the adopted Best Value Methodology and taking into consideration the proposers' demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, after consideration of all of the proposals, the Board hereby awards the Site Lease and Facilities Lease Agreements ("Agreement") to Rodan Builders, Inc. "LLB Entity"), who was the highest ranked respondent according to the adopted Best Value Methodology, for the Project; and

WHEREAS, LLB Entity has been prequalified pursuant to Public Contract Code section 20111.6; and

WHEREAS, Education Code section 17406 provides that the school district governing board shall issue a written decision supporting its contract award and stating in detail the basis of the award; and

WHEREAS, attached hereto as **Exhibit "B"** to this Resolution is a copy of the written findings of the Board supporting the Board's award of the Preliminary Services Construction Agreement, Exhibit L, Lease-Leaseback Agreements to LLB Entity for the Project.

EXHIBIT "A"
PROOF OF PUBLICATIONS

San Mateo County Times
(510) 723-2850

.9308

SO. SAN FRANCISCO USD
GARZETTA BILLINGSLEA, ACCTS PAYABLE
398 B ST.
SOUTH SAN FRANCISCO, CA 94080

PROOF OF PUBLICATION

FILE NO. RFP 26-002

San Mateo County Times

The undersigned deposes that he/she is the Public Notice Advertising Clerk of the SAN MATEO COUNTY TIMES, a newspaper of general circulation as defined by Government Code Section 6000, adjudicated as such by the Superior Court of the State of California, County of San Mateo (Order Nos. 55795 on September 21, 1951), which is published and circulated in said county and state daily (Sunday excepted).

The PUBLIC NOTICE

w... published in every issue of the SAN MATEO COUNTY TIMES ...e following date(s):

12/15/2025, 12/22/2025

Legal No. **0006937784**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP #26-002)
FOR SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION

South San Francisco Unified School District ("District") is seeking proposals from pre-qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide preliminary construction services including constructability review, value engineering, master scheduling, cost estimating, budgeting, logistics planning, site investigations and construction services for the development and construction for the **SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION** ("Project"), under the District's Measure T Bond Program, in accordance with the lease-leaseback structure set forth in Education Code section 17406, et seq.

Only persons, firms, partnerships, corporations, associations, or professional organizations that were approved by the South San Francisco Unified School District Board of Trustees on May 8, 2025, as part of the lease-leaseback contractor pool associated with RFQ #25-001 will be permitted to submit proposals. Proposals received by entities not within this category will not be opened.

The Request for Proposal ("RFP"), which includes instructions for its completion, will be posted on SSFUSD's website on **Monday, December 15, 2025**, at the following link: https://www.ssfusd.org/apps/pages/construction, under Measure T Bond Projects. Respondents to this RFP shall submit a completed proposal (collectively called "RFP Submittal.")

All RFP Submittals are due by 4:00 p.m. Friday, January 30, 2026. Any RFP Submittal that is submitted after this time shall be nonresponsive.

Respondents must be prequalified through PQ Bids, prior to submitting a completed RFP Submittal. Please use the link to PQBids at https://pqbids.com/ssfusd/, or located on the district website at https://www.ssfusd.org/apps/pages/construction.

Each Respondent may attend one of the two **voluntary** information site walk meetings at the Sunshine Gardens ES campus in front of the administration office located at 1200 Miller Ave., South San Francisco, CA 94080.

- **Site Walk #1 at 10:00 AM, Tuesday, December 23, 2025.**
- **Site Walk #2 at 11:00 AM, Monday, December 29, 2025.**

Site walks are voluntary and not a requirement for RFP submittal eligibility. There will be no access to the campus beyond these dates.

Questions regarding this RFP may be directed to **Calvin Wong at** clwong@ssfusd.org and must be submitted in writing via email by **4:00 PM, Friday, January 9, 2026** .

This Project is subject to labor compliance monitoring and enforcement of compliance with prevailing wage requirements by the Department of Industrial Relations pursuant to Labor Code § 1771.4, and skilled and trained workforce requirement pursuant to Public Contract Code § 2600. Contractors of all tiers must be currently registered and qualified to perform public work pursuant to Labor Code § 1725.5. All Respondents must be prequalified by the District in accordance with Public Contract Code § 20111.6. First tier electrical, mechanical and plumbing subcontractors must be prequalified prior to the time subcontractor bids are submitted. Prequalification must occur through PQ Bids.

SMCT 6937784; Dec. 15, 22, 2025

EXHIBIT "B"

FINDINGS REGARDING THE AWARD OF THE LEASE-LEASEBACK AGREEMENTS FOR SOUTH SAN FANCISCO UNIFIED SCHOOL DISTRICT SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION PROJECT

WHEREAS, LLB Entity received 27 out of 30 points for Technical Experience; and

WHEREAS, LLB Entity received 28 out of 30 points for Staffing; and

WHEREAS, LLB Entity received 37 out of 40 points for Price Points and

WHEREAS, LLB Entity overall combined score was 92 out of 100 points, based on RFP evaluation criteria, which was the greatest number of points in accordance with the methodology described in the RFP, and was ranked as the best value to the District out of the six (6) proposals submitted.

NOW THEREFORE, BE IT RESOLVED, that the South San Francisco Unified School District Board of Trustees hereby determines and finds the following:

Section 1. That the foregoing recitals and the findings are true.

Section 2. That the District complied with the procedure set forth in Education Code section 17406, the Best Value Methodology adopted by the District and the Request for Proposals issued by the District.

Section 3. That LLB Entity provided the proposal with the best value to the District, taking into consideration the proposer's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

Section 4. That, based on the foregoing, it is in the best interest of the District to award the Lease-Leaseback Agreements to LLB Entity for the Project.

Section 5. That the Superintendent, or designees, are authorized to enter into the Lease-Leaseback Agreements with LLB Entity, to negotiate and finalize the Guaranteed Maximum Price and any amendments, and to take any and all actions that are necessary to carry out, give effect to and comply with the terms and intent of this Resolution.

ADOPTED AND APPROVED by the Board of Trustees of the South San Francisco Unified School District this 26th day of February, 2026, 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

SOUTH SAN FRANCISCO
UNIFIED SCHOOL DISTRICT

SUNSHINE GARDENS ELEMENTARY SCHOOL
MODERNIZATION
RFP #26-002

Response to Request for Proposals for
Lease-Leaseback Preliminary Construction Services

01.30.2026



Submitted by:

Rodan Builders, Inc.
3486 Investment Blvd., Suite B
Hayward, CA 94545
T | (650) 508-1700
F | (650) 508-1705
www.rodanbuilders.com



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HISTORY. Rodan Builders, Inc. is a licensed General Contractor located at 3486 Investment Blvd, Suite B, Hayward, CA. The company was incorporated on December 6, 2004, and began doing business in April 2005. In 2016, Rodan Builders, Inc. expanded its presence and opened an office in Concord, CA and in early 2022 opened an office in West Sacramento, CA to service the Sacramento Valley. Most recently, our South Bay Office has been established to service the San Jose International Airport and South Bay region. To date, we have been in business for twenty (20) years with over 200 employees. Named one of the top ten Best Places to Work in the Bay Area and Silicon Valley for the previous seven (7) years, holding the coveted first place ranking in both 2022, 2024 and 2025. Rodan Builders, Inc. continues to grow into one of the most respected builders in the region.



QUALIFICATIONS. Rodan Builders, Inc. is ideally suited for this project because of our years of work in the public sector, and our investment in staff and crews on K-12 educational projects. We have field crews with expertise and experience to perform demolition, rough carpentry, underground utilities, structural and site concrete, as well as doors/frames/hardware installation which allows us to keep projects moving by driving the schedule forward while providing the highest quality results and ensuring that stakeholder values are all maintained.

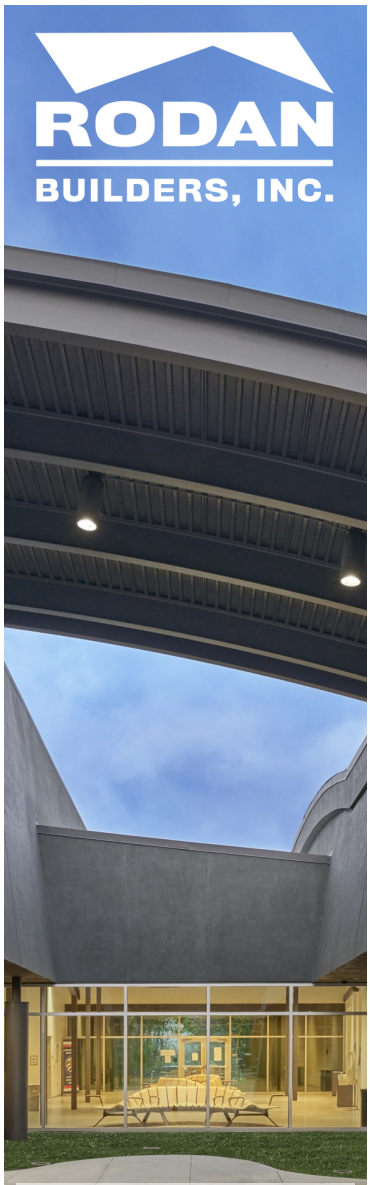
A key part of our success is building trust with the district's team as well as maintaining trust with our own team. By focusing on relationships, planning, and looking ahead to see challenges before they appear while working as a team to resolve issues allows us to be proactive rather than reactive. We plan, communicate, and build and we've built our reputation on it. The success of our team and all members of the construction team is the success of the project. Project Success is a safe workplace, work complete on time, and work coordinated to occur seamlessly the functions of an active campus.



Every team member proposed for this project has extensive experience in K-12 construction and our project team has completed numerous projects with extensive site work. We understand how crucial it is to get this project completed on time, and we are proud to have always completed our K-12 educational projects on time for students, staff and community. This experience with K-12 construction, site work and upgrades, and Lease-Leaseback delivery is what makes Rodan Builders, Inc. so uniquely suited to complete this project alongside the South San Francisco Unified School District with success.



PHILOSOPHY. Rodan Builders, Inc. takes a systematic approach to the Lease-Leaseback delivery structure. We research and build an understanding of the project program, the site constraints, specific topography, vehicular and pedestrian circulation paths, as a first step in the process. We review and analyze existing building architecture, the project objectives and delivery schedule. We also find it important to perform valuable site visits to familiarize our team with the site so that the elements of the concept plans that have already been developed can be fully understood. We utilize this information, and work with the design team early in the construction process to actively refine and revise the construction methods needed and to provide project phasing that avoids the surprises that can impact budget and schedule.



Main Office:
3486 Investment Blvd., Suite B
Hayward, CA 94545
Contact: Dan Oliver

East Bay Office:
2151 Salvio Street, Suite 280
Concord, CA 94520
Contact: Keith Reynolds

Sacramento Valley Office:
3920 W. Capitol Ave., Suite 100
West Sacramento, CA 95691
Contact: Jeff Lovitt

South Bay Office:
1869 Concourse Drive
San Jose, CA 95131
Contact: Raghu Ayanur

T | 650.508.1700
F | 650.508.1705
W | www.rodanbuilders.com

January 30, 2026

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
Attn: Calvin Wong and Gina DeMartini
Via Email: clwong@ssfusd.org and gdemartini@ssfusd.org

Dear Mr. Wong and Ms. DeMartini:

Rodan Builders, Inc. is excited to submit the attached response to Request for Proposals for the Sunshine Gardens Elementary School Modernization (RFP #26-002).

Rodan Builders, Inc. is a general contractor specializing in public works projects with over 70% of our project portfolio consisting of California K-12 DSA school construction. We have cultivated a team that will take you from pre-construction through final punch items with great success while maintaining the schedule and budget. During the last 20 years, we have built strong relationships with subcontractors that, also, specialize in educational construction.

This team is ready to deliver an outstanding project to the SSFUSD.

- Dan Oliver
- Greg Merrill
- Chip Brennand
- Gary Chen
- Xavier Herrera
- Joseph Moran
- Ashley Beachkofski

With our vast experience within the educational sector, more specifically K-12 educational projects, we have the expertise to complete this project on time and on budget. We have completed numerous projects that include new construction as well as modernizations. We have completed a substantial amount of Lease-Leaseback projects, as well as Design/Build projects, for Districts throughout Northern California. Our team looks forward to providing SSFUSD with a final project that meets the needs of the growing community. Rodan Builders, Inc. prides ourselves with always exceeding our client's expectations and knowing that, together, we are Building our Future.

Rodan Builders, Inc. received a copy of the District's Site Lease and Facilities Lease ("Agreement") attached as Appendix B to the RFQ/P. Rodan Builders, Inc. has reviewed the indemnity provisions and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, Rodan Builders, Inc. has no objections to the use of the Agreement. Furthermore, Rodan Builders, Inc. certifies that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), no that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

We acknowledge receipt of the following addenda:

- Addendum 01—Issued 01/15/2026

As Project Executive, I will be your single point of contact during the evaluation process and authorized to speak on behalf of Rodan Builders, Inc. My direct contact information is below.

Please do not hesitate to contact me should you have any questions or need any additional information. Thank you for the opportunity to submit our qualifications and proposal, we look forward to the opportunity to continue building a long lasting relationship with the South San Francisco Unified School District.

Sincerely,
Rodan Builders, Inc.

Dan Oliver | CEO
doliver@rodanbuilders.com (cc: kgiammona@rodanbuilders.com)
M: 650.576.1720

ORGANIZATIONAL CHART AND RESUMES OF PERSONNEL

We have built a team of professionals who have the experience and expertise to complete the **Sunshine Gardens Elementary School Modernization** (RFP #26-002) with great success. Please find individual resumes to follow.

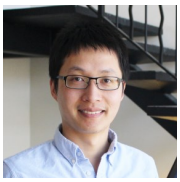
Our proposed team is :



DAN OLIVER
Project Executive



GREG MERRILL*+
Sr. Project Manager +
Preconstruction Team



GARY CHEN
Lead Estimator +
Preconstruction Team



RAGHU AYANUR +
Preconstruction Manager



CHIP BRENNAND *
Project Manager

PROJECT ENGINEER



RAY HOLLY
Safety Officer



XAVIER HERRERA
General Superintendent



JOSEPH MORAN *
Superintendent

SUBCONTRACTORS +
RODAN TRADE LABOR

+ Primary Contact to work with District during the Preconstruction Phase

* Primary Contact to work with District during the Construction Phase



DAN OLIVER, CHST

CEO / Project Executive

As Project Executive, Dan oversees the project management within Rodan Builders, Inc. Dan has over twenty eight years of experience managing Public Works projects in the San Francisco Bay Area. He has completed numerous DSA school projects, including many Lease-Leaseback and Design/Build projects. Dan will be involved throughout the entire project from preconstruction to construction completion overseeing all aspects of the project. He will coordinate with the project management team and make sure that the project is being run effectively and efficiently.

Education:
California State University, Chico
Chico, CA
BS Construction Management

Year of Experience:
28+

Certifications:
30-Hour OSHA

Army Corp of Engineering
Construction Quality Mgmt

Cert. Construction Health & Safety
Technical (CHST)

References:
Mark Sherrill
San Mateo Foster City
School District
(408) 315-0043

Nathan Herrero
SVA Architects
(209) 614-5385

DJ Halbert
Cumming-Group
(408) 857-9996

Select Project Experience:

Bowditch Middle School Academic Core and Gym, Foster City, CA
Design-Bid-Build | Contract Amount: $42,700,000
Project scope involved the ground up construction of three new classroom buildings, a new library, new administrative building, and new gymnasium.

FUSD Centerville Middle School Transformation , CA
Lease-Leaseback | Contract Amount $66,797,476
Construction of 2 story building and modernization of 8 additional buildings including fire and technology upgrades throughout entire campus. Demolition of 4 existing building. 8400 sq foot addition to building G and shade structure for building F. All associated site work completed including landscape , planting and paving.

Vietnamese Service Center, San Jose, CA
Design-Bid-Build | Contract Amount $42,274,802
This project includes the construction of a new three-story, 37,000 square foot building that will house multiple agencies and departments that will service the Vietnamese community to allow them to gather and get support services.

Bubb, Huff, and Landels Elementary New MUR + Portables, Mountain View, CA
Lease-Leaseback | Contract Amount $42,862,954
This project was modernization and new construction on three elementary school campuses. This included the modernization of (60) classrooms, new construction of multi-use rooms on each campus and new libraries on each campus.

Patterson Elementary School, Brookvale Elementary School and American High School New Classroom Building , Fremont, CA
Design-Build | Contract Amount $27,357,466
This project was ground up construction of component system building consisting of eight standard classrooms and ten science lab classrooms at the High School and twelve classrooms at each of the elementary campuses.

Additional projects available upon request



GREG MERRILL

Sr. Project Manager

Greg has extensive experience delivering school projects ranging from $3 million to $62 million. He is committed to providing exceptional client service, and his strong attention to detail enables him to excel in construction management, subconsultant coordination, and the oversight of complex project tasks.

For this project, Greg will be actively involved throughout both the preconstruction and construction phases, leading the day-to-day project management to ensure a well-coordinated and successful delivery.

Education:
California State University, Chico
Chico, CA
BS, Construction Management

Year of Experience:
10

Years with Rodan:
10

References:
Mikael Estrada
Greystone West Company
(707) 732-1828

Ella Bisconti
Gilbane Building Company
(408) 420-5532

Roberto Mendoza
County of Santa Clara Facilities and Fleet
(408) 204-2375

Albert L. Wege
Swinerton Management & Consulting
(408) 242-3348

Select Project Experience:

Orinda Union School District—District Wide Modernization , Orinda, CA
Lease-Leaseback | Contract Amount $33,674,531
This project includes a comprehensive modernization at five campuses including removal of existing mechanical closets, HVAC installation at MPR, replacement of windows, new insulation, improvements to existing restrooms, door and hardware replacement, exterior painting, upgrades to AV equipment, and replacement/patching of flooring. ADA upgrades have been included to bring spaces into compliance.

Vietnamese American Service Center, San Jose, CA
Design-Bid-Build | Contract Amount $42,274,802
This project includes the construction of a new three-story, 37,000 square foot building that will house multiple agencies and departments that will service the Vietnamese community to allow them to gather and get support services.

Cupertino Library Expansion, Cupertino, CA
Design-Build | Contract Amount $6,476,168
This Design-Build project included the expansion of the existing City of Cupertino Public Library. The addition of a 5,700 square foot, two-story, space that includes classrooms, senior gathering space, an art studio, restrooms, and storage. The space will provided the needed facility to provide public learning spaces and programs for the City of Cupertino.

Bubb, Huff, and Landels Elementary MUR + Portables, Mountain View, CA
Lease-Leaseback | Contract Amount $42,862,954
This project was the modernization and new construction on three elementary school campuses. This included the modernization of (60) classrooms, new construction of multi-use rooms on each campus and new libraries on each campus.

Santa Clara Main Jail South Demolition & Temporary Provisions, San Jose, CA
Design-Bid-Build | Contract Amount $10,111,258
This project consists of the demolition of the existing main jail south building including footings and drilled piers and modification of the existing mechanical, plumbing, fire protection, fire alarm and electrical systems while providing temporary provisions including emergency generators and a temporary loading dock.

Additional projects available upon request



RAGHU AYANUR, DBIA

Preconstruction Manager

Raghu has been a valued member of Rodan Builders for seven years, bringing exceptional attention to detail and accuracy to every project. His experience spans a wide range of DSA education projects and private-sector work, giving him a strong understanding of complex schedules and coordination.

As Preconstruction Manager, Raghu will oversee all aspects of the preconstruction phase, including subcontractor buyout, site investigation, and GMP development. He will manage daily operations to ensure thorough planning and a seamless transition into construction.

Education:
University of Southern California
Los Angeles, CA
MS, Construction Engineering Management

Sri Jayachamarajendra College of Engineering
Karnataka, India
BS, Civil Engineering

Year of Experience:
9

Years with Rodan:
7

Certifications:
US Army Corps of Engineers Construction Quality Management

OSHA Certification

References:
Liz Rizzoli
Swinerton Management & Consulting
(650) 218-8726

Gerald Greenleaf
San Jose Mineta International Airport
(408) 392-1162

Bill Schoening
AGC,Inc.
(408) 369-6305

Select Project Experience:

San Jose Mineta International Airport ADA Upgrades Project, San Jose, CA
Contract Amount: $17,333,395
Scope of project included alterations to existing buildings to create accessible pathways of travel. This included elements such as accessible entrances, new walkways, accessible restrooms, telephones, drinking fountains, parking, storage and alarms.

Woodside Elementary School Modernization & New TK/K Building
Design-Build | Contract Amount $11,092,838
This project includes the demolition of an existing kindergarten building, the conversion of a classroom into a tech space, and modernization to Building HH including low voltage and IDF upgrades. The project also features the construction of a new one-story kindergarten and TK building.

Vietnamese American Service Center, San Jose, CA
Design-Bid-Build | Contract Amount: $42,274,802
Project includes the construction of a new three-story, 37,000 square foot building that will house multiple agencies and departments that will service the Vietnamese community to allow them to gather and get support services.

West Valley College Baseball Complex, Saratoga, CA
Design-Bid-Build | Contract Amount: $9,478,259
Project scope included the construction of a new baseball complex on an existing site. Incudes demolition and/or new construction of dugouts, entry and restrooms, press box, spectator seating, team building room, batting cages, pitching lab, playing field including new synthetic turf, hardscape, and softscape/ landscape.

West Valley College Softball Complex, Saratoga, CA
Design-Bid-Build | Contract Amount: $7,742,000
Project included upgrades to the campus's softball complex including new dugouts, spectator seating, restrooms, press box, storage, batting cages, entry trellis, and two (2) softball fields. The sitework for the project included new synthetic turf, hardscape/landscape, clay fines and subgrade preparation.

Additional projects available upon request



CHIP BRENNAND

Project Manager

Education:
California State University, Chico
Chico, CA
BS, Construction Management

Years of Experience:
10+

Years with Rodan:
10+

Certifications:
OSHA-30 Safety Training

References:
Davyani Agate
RGM Kramer
(925) 499-6405

Richard Terrones
Dreiling Terrones Architecture
(650) 696-1200

Mark Sherrill
San Mateo -Foster City School District
(650) 312-7700

Roger Anchartechahar, LEED AP
Vanir Construction Management, Inc.
(415) 314-3195

Chip joined Rodan Builders, Inc. in 2014 after graduating from CSU, Chico's Construction Management program. He has extensive experience with DSA-school construction, providing the specialized knowledge and versatility essential for successfully delivering education facilities.

As Project Manager, Chip will be responsible for day-to-day project management, including schedule and budget oversight, subcontractor coordination, and ensuring the work progresses efficiently and in compliance with DSA requirements.

Select Project Experience:

El Granada ES New Classroom Bldg. C and Site Work, Half Moon Bay, CA
Lease-Leaseback | Contract Amount: $18,708,753
Two phase project including the construction of a 8,65SF building with 2 staff restrooms, 4 classrooms, utility space, and a covered walkway. Includes sitework landscaping, pacing, accessible parking stalls, student drop off, ramps and accessible pathways. Phase two included outdoor bathroom, ramp, and play equipment installation.

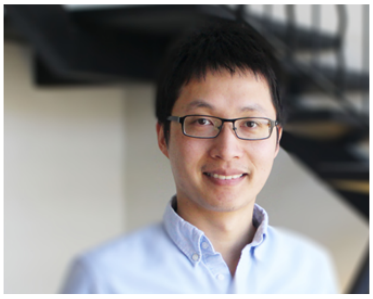
Bancroft Middle School Site and Entry Improvements, San Leandro, CA
Lease-Leaseback | Contract Amount: $6,800,669
This project included the development of a new vehicular drop off area, new overflow parking area for visitors and staff, reconfiguration of the existing parking area, path of travel improvements, school entry improvements, new running track, and a new multi-use sports field area. Interior work included removal and replacement of non-accessible entry doors and the installation of new storefront partition at the lobby.

Slater Elementary School New Campus, Mountain View, CA
Lease-Leaseback | Contract Amount $14,313,884
This project included the ground-up construction of a new elementary school campus, including new admin building, library, 2-story classroom building, multi-purpose room, and modular installation. Construction took place on an active campus with occupied classrooms and students nearby.

Bayside STEM & Parkside Elementary HVAC Replacements, San Mateo, CA
Design–Bid–Build | Contract Amount: $12,200,000
Project included replacement of entire existing equipment across two campuses. Work included equipment replacement, installation of new furnace closets, and new PG&E electrical service at both locations.

HVAC Upgrades at Burlingame Intermediate & Roosevelt ES, Burlingame, CA
Design–Bid–Build | Contract Amount: $9,218,000
Project involved the complete replacement of HVAC at two campuses for the Burlingame District. Work included mechanical equipment replacements, structural framing upgrades, Steel mechanical enclosures, and a new PG&E electrical service.

Additional projects available upon request



GARY CHEN, DBIA

Lead Estimator

Gary has over 17 years experience in construction management working on education, public works, healthcare and transportation projects. His area of expertise includes estimating and value engineering, as well as in the efficient overall management of construction projects.
Gary will be involved in both the preliminary phase and construction phase of the project. He will oversee the budgeting and cost analysis of the project, building and maintaining the master budget. He is the main point of contact during the Preconstruction phase of the project.

Education:
San Jose State University
BS Civil Engineering

Years of Experience:
17+

Years with Rodan Builders, Inc.:
11

Certifications:
DBIA Design Build Professional

References:
Minh Dao
Sr. Project Manager
Van Pelt Construction Services
(707) 389-1182

Aaron Kael
Executive Director of Facilities & Construction
Pleasanton Unified School District
(925) 596-4095

Nathan Herrero
Principal/Vice President
SVA Architects

Alex Morrison
Project Executive
Gilbane Building Company
(408) 438-0411

Scott Salge
Principal
Noll & Tam Architects
(510) 207-3852

Select Project Experience:

Orinda Union School District—District Wide Modernization , Orinda, CA
Lease-Leaseback | Contract Amount $33,674,531
This project includes a comprehensive modernization at five campuses including removal of existing mechanical closets, HVAC installation at MPR, replacement of windows, new insulation, improvements to existing restrooms, door and hardware replacement, exterior painting, upgrades to AV equipment, and replacement/patching of flooring. ADA upgrades have been included to bring spaces into compliance.

El Granada Elementary School , Half Moon Bay, CA
Design-Bid-Build | Contract Amount $18,708,753
Two phase project including construction of 8,650 sq ft building with 2 staff restrooms, 4 classrooms, utility space, and a covered walkway. Includes sitework landscaping, paving, accessible parking stalls, student drop off, ramps and accessible pathways. Phase two included outdoor bathroom, ramp and play equipment installation.

Bowditch Middle School, Foster City, CA
Design-Bid-Build | Contract Amount $40,558,295
Project consists of new library buildings, new counseling office building, 3 new classroom buildings, all with related site work. New walkway canopies which connect the new buildings.

Vietnamese Service Center, San Jose, CA
Design-Bid-Build | Contract Amount $42,274,802
This project includes the construction of a new three-story, 37,000 square foot building that will house multiple agencies and departments that will service the Vietnamese community to allow them to gather and get support services.

Centerville Middle School Transformation, Fremont, CA
Lease-Leaseback | Contract Amount $61,158,449
This project includes the construction of a new 43,000 square foot, two-story classroom/library/administration structure, (4) portable classrooms, and modernization and upgrade of for the entire campus.

Additional projects available upon request



XAVIER HERRERA

General Superintendent

Xavier has over thirty years of experience in the construction industry, progressing from carpenter to Superintendent. He joined Rodan Builders in 2014 and quickly advanced into his current role. With extensive experience on K–12 DSA educational projects, Xavier is a key member of our field management team, recognized for his strong technical background and leadership in school construction.

As General Superintendent, Xavier will oversee all field crews, providing day-to-day leadership and coordinating manpower throughout the construction phase to ensure efficient, safe, and high-quality execution.

Education:
Carpenters Certified Apprenticeship
Local 405, San Jose, CA

Year of Experience:
30+

Certifications:
First Aid/CPR/AED

OSHA 10-Hour Certification

Select Project Experience:

Silver Creek High School Building K, San Jose, CA
Design-Build | Contract Amount $12,500,000
This design/build project includes a new two-story classroom building with an open concept. Included in the building are (10) classrooms with large windows and/or roll up doors, communal areas, restrooms, and storage spaces.

Bubb, Huff, and Landels Elementary MUR + Portables, Mountain View, CA
Lease-Leaseback | Contract Amount $42,862,954
This project was the modernization and new construction on 3 elementary school campuses. This included the modernization of (60) classrooms, new construction of multi-use rooms on each campus and new libraries on each campus.

Abbott Middle School New Campus, San Mateo, CA
Design-Bid-Build | Contract Amount $16,593,797
This project was the ground up construction of a new gymnasium building and 2-story classroom/locker room building. Rodan was able to complete the project successfully while maintaining the schedule and avoiding any impacts to school operations.

Cupertino Public Library Expansion, Cupertino, CA
Design-Build | Contract Amount $6,476,168
This project is the expansion of the existing Cupertino Public Library. The addition of a 5,626SF two-story space included a multi-use room, restrooms, classroom space, and community spaces. The construction phase was completed on an active and occupied building.

Fencing at Santa Clara and New Valley High Schools, Santa Clara, CA
Design-Build | Contract Amount $462,800
This project encompassed the installation of new fencing and gates, along with upgraded electrical systems and advanced access control features, at both Santa Clara High School and New Valley High School. The enhancements were designed to improve campus security, functionality, and overall site aesthetics.

Additional projects available upon request



JOSEPH MORAN

Superintendent

Joseph has over thirty years of experience in the construction industry and joined Rodan in 2023, quickly becoming a valuable member to our project teams. With more than a decade in the drywall and framing trade, he has led a wide range of projects throughout his career—including K–12 schools, hospitals, and tenant improvement work—bringing strong technical expertise and field leadership.

Education:
Carpenters Certified Apprenticeship

Years of Experience:
30+

Affiliations:
Carpenters Union Local 713
Hayward, CA

Certifications:
OSHA 10-Hour Safety

OSHA 30-Hour Safety

First Aid/CPR/AED

Gradall & Forklift Certified Operator

Scissor Lift Certified Operator

Hilti Power-Actuated Fastener Certification

References:
DJ Halbert
Cumming-Group
(408) 857-9996

John Howell
Cordoba Corporation
(510) 501-3399

Walter Estay
LPA Design Studios
(408) 780-7225

In his role, Joseph will lead, direct, and coordinate the work of subcontractors and Rodan trade labor. He will manage delivery schedules, oversee the quality of work, and ensure the project remains on schedule and within budget. Joseph will also serve as your primary point of contact for all site-related matters.

Select Project Experience:

Woodside Elementary School Modernization & New TK/K Building
Design-Build | Contract Amount $11,092,838
This project includes the demolition of an existing kindergarten building, the conversion of a classroom into a tech space, and modernization to Building HH including low voltage and IDF upgrades. The project also features the construction of a new one-story kindergarten and TK building.

Orinda Union School District—District Wide Modernization , Orinda, CA
Lease-Leaseback | Contract Amount $33,674,531
This project includes a comprehensive modernization at five campuses including removal of existing mechanical closets, HVAC installation at MPR, replacement of windows, new insulation, improvements to existing restrooms, door and hardware replacement, exterior painting, upgrades to AV equipment, and replacement/patching of flooring. ADA upgrades have been included to bring spaces into compliance.

Kennedy High School Alteration Project & Interim Housing, Fremont, CA
Design-Bid-Build | Contract Amount: $31,119,000
This project for Fremont Unified School District includes the replacement of the existing HVAC systems, theatre upgrades, parking lot paving, exterior basketball upgrades, exterior lighting replacement, main electrical service equipment upgrades, sewer line replacement, and restroom alterations.

Vietnamese Service Center, San Jose, CA
Design-Bid-Build | Contract Amount $42,274,802
This project includes the construction of a new three-story, 37,000 square foot building that will house multiple agencies and departments that will service the Vietnamese community to allow them to gather and get support services.

Additional projects available upon request



ASHLEY BEACHKOFSKI

Safety Officer

Ashley joined Rodan Builders, Inc. in 2024, bringing nearly a decade of industry experience and a strong commitment to jobsite excellence. She began her career with Rodan in the field as a journeyman carpenter, quickly standing out for her technical skill, work ethic, and leadership. Drawing on her extensive safety training and hands-on field experience, Ashley transitioned into a key role supporting and managing Rodan's safety program. She now plays an essential part in strengthening our safety culture and ensuring safe practices across all project teams.

Ashley will be actively involved throughout the construction phase, providing safety training, monitoring field practices, and ensuring full adherence to Rodan's safety standards on the jobsite.

Education:
Chico State University
San Francisco State University

Union Affiliation:
Local 216, Carpenters
Journey-person

Awards:
ERiKa Grant
Paul Cook Award
Volunteer Workman Award
Valley Buildings Exchange Scholarship
Apprentice of the Year

Years of Experience:
10

Years with Rodan:
2

Licenses/Certifications:
40-Hour Hazardous Waste Operations

Class 7-certified Rough Terrain

Operator (CTCNC) Certified-Safe Operations Instructor

OSHA-10 and OSHA-30 Safety Certification

Confined Space Certification

Trenching and Excavation Certified

Red Cross Adult CPR/First Aid/AED Instructor

OSHA-Compliant Safety Instructor:
OSHA 29 CFR 1626
Cal/OSHA Title 8 CCR

MEWP Operator Safe Operation Instructor

Select Project Experience:

- **Meadow Heights Elementary School New MPR Building,** San Mateo, CA
- **El Granada Elementary School Phase 1 and Phase 2**, Half Moon Bay, CA
- **Mt. Pleasant High School Building 500 Modernization**, San Jose, CA
- **Orinda Union School District—DW Modernization**, Orinda, CA
- **Tokay High School Pool Renovation**, Lodi, CA
- **Evergreen Valley College Maintenance & Operations Facility**, San Jose, CA
- **Bowditch Middle School Academic Core and Gym**, San Mateo, CA
- **Fairfield Library Literacy Space Reconfiguration**, Fairfield, CA
- **Herman Intermediate School Modernization**, San Jose, CA
- **Laguna Honda Water Tank Replacement**, San Francisco, CA
- **Diablo Valley College-Emergency Framed Enclosures**, Pleasant Hill, CA
- **WPCF Administration Building**, Hayward, CA
- **DVC Engineering Technology Swing Space**, Pleasant Hill, CA
- **Marylin Avenue Elementary School STEAM and Renovation**, Livermore, CA
- **UCOP Gender Inclusive Restroom and Shower Addition**, Oakland, CA
- **Mountain View HS Modernization and Additions**, Mountain View, CA
- **Burlingame School District-District Office Modernization**, Burlingame, CA
- **PUSD Hart MS Gym & Locker Room HVAC + Roof Upgrade**, Pleasanton, CA

Additional projects available upon request

b. MANAGEMENT AND STAFFING APPROACH

The team we selected for this project is exceptionally experienced in managing complex multi-scope projects that have new building construction, modernization, seismic upgrades, ADA improvements, exterior envelope work and site improvements. The team selected has worked together on similar past projects and knows how to manage complex phasing, coordinating work around school operations, maintaining strict safety controls while maintaining schedule and budget commitments. They have also completed multiple summer rush projects to reduce the construction impact during the school year.

Joseph Moran (Superintendent) was selected specifically for his experience in supervising construction activities during as active campus. Joseph has successfully completed the Kennedy HS HVAC campus modernization for Fremont Unified School District. This project required us to install new HVAC units for every building on an active campus. There was also a new power service upgrade and sitewide utility upgrade. By providing consistent communication with District staff and school administrators the project was safely completed in 24 months with no incidents.

Chip Brennand will be the Project Manager for this project. His recent project at El Granada Elementary School, required constructing a new 12,000 gsf classroom building and modernization of the existing campus during the school year. His transparent communication and carefully planned logistics plan allowed the school to maintain a safe learning environment throughout construction. To reduce site impact, Rodan built a baserock side entrance to the site that helped divert all the traffic away from the drop off zone. This reduced congestion and improved overall safety.

Our preconstruction team will consist of Greg Merrill, Gary Chen and Raghu Ayanur. Their expertise will allow the District to benefit from: accurate cost modeling, constructability reviews, phasing and master schedule planning and collaborative support throughout the design phase. There will be continuity from the precon and construction team. We will ensure knowledge is transferred without disruption and we will track accountability for decision made during the GMP development. The construction team will be engaged during the site investigation phase allowing a seamless transition into the construction phase.

SKILLED AND TRAINED WORKFORCE. Rodan Builders, Inc. is well versed inn the requirements of the Skilled and Trained Workforce program, having completed multiple Lease-Leaseback projects where compliance was mandatory. Our experience has shown that successful compliance is achieved through early, clear, and consistent communication with our subcontracting partners.



We incorporate Skilled and Trained Workforce requirements into all bid packages and advertisements, clearly outlined compliance expectations and methods. Bid opportunities are distributed through Builders Exchange and BuildingConnected, and mandatory job walks include a review of Skilled and Trained Workforce obligations. Compliance experience is also considered as part of our subcontractor bid evaluation and best-value selection process.

After award, Rodan Builders, Inc. conducts subcontractor outreach and kick-off meetings to reinforce requirements, explain reporting and trade-specific standards, address correction procedures, and review closeout documentation. Subcontractors are required to submit a compliance plan describing how they will maintain or correct compliance throughout the project.

By ensuring all of our subcontracting partners understand Skilled and Trained Workforce requirements before executing a subcontract, Rodan eliminates confusion and supports consistent compliance throughout the duration of the project.

b. MANAGEMENT AND STAFFING APPROACH (Cont'd)

For lease-lease-back projects, we will review the current District prequalified MEP subcontractors to determine if there are enough qualified bidders. If not, we will review with the CM and District to allow additional MEP subcontractors to qualify. Rodan also uses Tradetapp to prequalify subcontractors internally. With Tradetapp, we can review financial strength, check references and comparable projects. During the GMP process we will also interview the three most competitive bids for each trade. This way we can guarantee the District gets the best value subcontractor for the project. We carefully pick subcontractors to be team players and a solution first mentality. During the preconstruction phase, we will have subcontractors assist with constructability and cost reviews. This ensures that the cost estimate for each design milestone is tracked accurately and there are no surprises.



LEAD Elementary School | San Mateo, CA

a. WHY IS OUR TEAM A DIFFERENTIATOR

Our team is differentiated by our proven ability to safely deliver complex Lease-Leaseback projects on active school campuses, where planning discipline, communication, and control are non-negotiable. We treat students and staff as key project drivers for our decision-making process throughout the project. For this project we will:

- Create a comprehensive phase safety and logistics plan. We will routinely meet with the site staff to ensure safety requirements are met
- Create a clear separation of construction and school operations by using fencing and controlled delivery routes
- Coordinate high-risk activities on school breaks or after-school hours
- Create clear and concise project signage to re-route students and staff as needed

Our goal is to create a construction environment where students, teachers and families feel secure and uninterrupted while learning continues.

Similar to our approach to safety, Rodan is proactive to identify risk and determine ways to mitigate it. Our early involvement under the lease-lease back allows us to:

- Rodan has the capacity to self-perform site utilizes systems (domestic water, sewer, stormwater, fire water and electrical trenching). We can pot hole for tie in conflicts, check pipe conditions and offer cost efficient solutions.
- Rodan has the ability to self-perform rough and finish carpentry. This will allow us to help with exploratory demolition to review details for window installation and seismic upgrades. We will work in tandem with the design team to make the details more cost efficient and improve the performance.
- We can work with HVAC and electrical subcontractors to determine critical procurement items such as mechanical units and switchgear. Typically these have a longer lead-time that are on the critical path.
- We will work with MEP subcontractors to help the design team with rough-in coordination to reduce the potential delays during construction
- Coordinate an early interim housing procurement and design package for the Spring of 2027

We operate as a partner to the District, not just a builder. Through transparent communication, cost modeling, constructability and safety controls, we help the District balance budget safety, and long-term facility performance.

b. RELEVANT TECHNICAL EXPERIENCE | LLB EXPERIENCE | PRELIM SERVICES | GMP

Rodan Builders has a strong track record delivering LLB projects that are within budget and on time. We understand the contractual, financial and procedural requirements of the LLB structure and can use our expertise to get the best value for the District.

Our preliminary construction services include:

- Early budget validation during the SD/DD/CD phase
- Subcontractor input on constructability and cost factors
- Constructability review
- Master schedule, student safety and logistics planning
- Phasing to align with school operations
- Transparent GMP development
- Utility locating and conflict resolution
- PG&E coordination
- Interim housing planning and early cost validation. Interim housing DSA approval process
- Early critical material procurement – MSB, HVAC equipment, interim modulars

b. RELEVANT TECHNICAL EXPERIENCE | LLB EXPERIENCE | PRELIM SERVICES | GMP (Cont'd)

Our project portfolio includes numerous comparable projects such as:

PROJECT	OWNER
Bancroft Middle School Site and Entry Improvements	San Leandro Unified School District
Bubb/Huff/Landels Elementary Schools New Multiuse Rooms and Modernization	Mountain View Whisman School District
Centerville Middle School Campus Transformation	Fremont Unified School District
Stagg High School Pool Replastering Renovation	Stockton Unified School District
Oak Hill Elementary School Modernization	Center Joint Unified School District
Herman Intermediate School Modernization	Oak Grove School District
Burlingame Intermediate School Modernization	Burlingame School District
El Granada Elementary School Modernization—Phase 1 + 2	Cabrillo Unified School District
Marylin Avenue Elementary School STEAM and Renovation	Livermore Valley Joint Unified School Dist.
Orinda Unified School District District Wide Modernization	Orinda Union School District
Cesar Chavez Middle School Modernization	Hayward Unified School District
Burlingame-Redwood Shores School Dist. District Office Modernization	Burlingame-Redwood Shores School Dist.
Cordova Gardens Elementary School Site Fencing Project	Folsom Cordova Unified School District
Slater Elementary School New Campus	Mountain View Whisman School District
Grant Union High School Elevator and Storefront Project	Twin Rivers Unified School District
Mather Heights Middle School Site Fencing Project	Folsom Cordova Unified School District
Orinda Unified School District Mechanical and Electrical Upgrades	Orinda Union School District







Project Name: Rodan Builders, Inc.	RFP #: 26-002
Item	**Amount**
I. Preliminary Construction Services Fee	$ 8,000.00
II. Allowance for On-site Evaluation of Existing Conditions/Site Investigations	$ 56,020.00 (Total lines a+b+c+d+e) below)
a. Clerestory Window Investigation	$ 12,000.00
b. Potholing, eight (8) Locations	$ 15,100.00
c. Electrical & low voltage system investigations	$ 15,000.00
d. Asphalt Core sampling, three (3) locations	$ 5,400.00
e. Natural Gas pressure tests	$ 8,520.00
Total Preliminary Construction Services Fee (Fee + Allowance)	$ 64,020.00 (total lines I + II above)
Staffing that would be part of General Conditions	
Project Executive (hourly rate)	$ 200.00
Project Manager (hourly rate)	$ 170.00
Project Superintendent (hourly rate)	$ 180.00
Project Engineer (hourly rate)	$ 90.00
Safety Officer (hourly rate)	$ 120.00
Estimator (hourly rate)	$ 180.00
Scheduler (hourly rate)	$ 180.00
Mark-up on Subcontractor work	0.00 %
Mark-up on Self-performed work	0.00 %
Mark-up on Subcontractor change order work	5.00 %
Mark-up on self-performed change order work	5.00 %
Fee / overhead & profit (as a percentage of direct costs) if any, that is in addition to any mark-up	2.85 %
Bond cost (as a percentage of direct costs)	0.89 %
Insurance cost (as a percentage of direct costs)	1.35 %
Other costs (identify in sufficient detail for evaluation, either as a lump sum or a percentage of direct costs. If there are no additional charges, then please state zero (0) here.)	$ 0 or 0 %

PRELIMINARY SERVICE FEE CLARIFICATION

Allowances:

1. Clerestory window investigation – We factored two carpenters for two weeks to selective demolish typical window openings. We will work with the design team to refine: rough opening sizes, waterproofing details, window thickness and early procurement options

2. Potholing (8) locations – Rodan will work with the design team to strategically select eight locations to confirm tie in depths. Rodan can self-perform site utilities and have in-house camera capabilities. We will also provide input on more efficient utility routing

3. Electrical and low voltage investigations – We will bring on electrical and low voltage subcontractors during preconstruction to review the site infrastructure (electrical distribution, fire alarm, data and security. We will explore the viability for boring to reduce site impacts. The related scopes will still be bid out competitively.

4. Asphalt core samples – Rodan's underground crew will help collect three samples

5. Natural gas pressure test – Rodan will have a plumbing subcontractor confirm pressure for each building



APPENDIX | SUPPLEMENTARY INFORMATION

20 Appendix C-1—Non-Collusion Declaration
21 Appendix C-2—Iran Contracting Act Certification
22 Confirmation of Bonding Capacity
25 Confirmation of Ability to Meet Insurance Requirements
26 Current Certificate of Liability Insurance
28 Confirmation of Safety Ratings
29 Letter of Financial Health

APPENDIX C-1

NON-COLLUSION DECLARATION
(Public Contract Code Section 7106)

The undersigned declares:

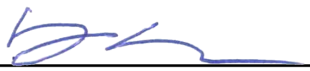
I am the CEO of Rodan Builders, Inc., the party making the foregoing [Title] [Name of Firm] bid/proposal.

The bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid/proposal is genuine and not collusive or sham. The bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid. The bidder/proposer has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or to refrain from bidding/proposing. The bidder/proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit, or cost element of the bid/proposal price, or of that of any other bidder/proposer. All statements contained in the bid/proposal are true. The bidder/proposer has not, directly or indirectly, submitted his or her bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid/proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder/proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder/proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on January 30, 2026, [Date]

at Hayward [City], CA [State].

Signature: 

Print Name: Dan Oliver Title: CEO

END OF DOCUMENT

APPENDIX C-2

IRAN CONTRACTING ACT CERTIFICATION (Public Contract Code Sections 2202-2208)

Prior to bidding on or submitting a proposal for a contract for goods or services of $1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

☑ **OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

☐ **OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

Vendor Name/Financial Institution (Printed) Rodan Builders, Inc.	*Federal ID Number (or n/a)* 20-2164714
By (Authorized Signature)	
Printed Name and Title of Person Signing Dan Oliver, CEO	*Date Executed* 01/30/2026

Prepare. Protect. Prevail.

THE HARTFORD

Business Insurance
Employee Benefits
Auto
Home

January 15, 2026

One Pointe Drive, 6th Floor
Brea, CA 92821

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

Re: Rodan Builders, Inc.
RFP #26-002 LLB Sunshine Gardens
Elementary School Modernization

To Whom It May Concern:

The Hartford, through its various operating entities, has issued surety bonds to Rodan Builders, Inc. since 2015, during which time we have favorably considered projects up to $200 million single job and $500 million on an aggregate basis. Our experience with Rodan Builders, Inc. has been excellent, and we highly recommend them to you. Hartford Fire Insurance Company is rated A+ XV by AM Best.

As surety for Rodan Builders, Inc., The Hartford will favorably consider providing a 100% Performance Bond and a 100% Payment Bond, provided a contract is awarded to and executed by Rodan Builders, Inc. Please understand that any arrangement for any bonds is a matter between Rodan Builders, Inc. and Hartford Fire Insurance Company and we assume no liability to third parties or you if, for any reason, we do not issue requested bonds.

The Hartford expressly reserves the right to review the terms and conditions of the contract, contract amount and bond form, evaluate pertinent underwriting data, and verify the adequacy of project financing prior to the issuance of the aforementioned bonds.

This letter will expire one hundred and eighty (180) days from the above date.

Sincerely,

Hartford Fire Insurance Company

By: _____
Karen Rhodes, Attorney-in-Fact

HARTFORD FIRE INSURANCE CO. INCORPORATED 1810

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Marin)

On Jan 15, 2026 before me, K. Holtemann, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Karen Rhodes
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his/her/their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

K. HOLTEMANN
Notary Public - California
Marin County
Commission # 2419598
My Comm. Expires Oct 31, 2026

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer — Title(s): _____	☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer Is Representing: _____	Signer Is Representing: _____

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POWER OF ATTORNEY

Direct Inquiries, Bond Authenticity and Claims to:
THE HARTFORD
BOND, T-14
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: 888-266-3488 *or fax:* 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: WOODRUFF SAWYER & COMPANY
Agency Code: 57-554795

- ☒ **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- ☒ **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- ☒ **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- ☐ **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, ***up to the amount of*** Unlimited :
Nerissa S. Bartolome, Patrick R Diebel, Lucy M. Dunham, Kathleen Earle, Andrew S. Holloway, Kelly Holtemann, Christopher M. Howell, Mark M. Munekawa, Zachary V. Overbay, Christina Parsons, Rossio Polio, Karen Rhodes, Yvonne Roncagliolo, Charles R. Shoemaker, Nathalia P. Sholl, Valerie Takeuchi of SAN FRANCISCO, California
their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

Phyllis A. Clark, Assistant Secretary

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA
COUNTY OF SEMINOLE } **ss.** Lake Mary

On this 1st day of March, 2024, before me personally came Joelle L. LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.

Mariluz Arce
My Commission HH 287363
Expires July 13, 2026

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of January 15, 2026.

Signed and sealed in Lake Mary, Florida.

Keith D. Dozois, Assistant Vice President

Revised: July 31, 2024

Gallagher

Insurance | Risk Management | Consulting

January 14, 2026

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
395 El Camino Real,
South San Francisco,
CA 94080

RE: SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION

To WHOM IT MAY CONCERN:

As the insurance brokers for Rodan Builders, Inc. this letter is to confirm that we have reviewed the insurance requirements in the prequalification packet and Rodan Builders, Inc. can meet these requirements.

If you have any questions regarding the above, please feel free to contact us.

Regards,

Michelle Shivers-Dixon
Client Service Manager, Construction Practice
Arthur J. Gallagher Risk Management Services
415-288-1640

ACORD®

CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY): 1/14/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
2121 N. California Blvd., Suite 350
Walnut Creek CA 94596

License#: 0D69293

CONTACT NAME: Certificate Department
PHONE (A/C, No, Ext): 925-299-1112 FAX (A/C, No): 925-925-0328
E-MAIL ADDRESS: GSC_Construction_Certrequests@AJG.com
PRODUCER CUSTOMER ID: RODABUI-01

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hanover Insurance Company	22292
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Rodan Builders, Inc.
3486 Investment Blvd. Suite B
Hayward, CA 94545

COVERAGES **CERTIFICATE NUMBER:** 674157188 **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	☐ PROPERTY CAUSES OF LOSS / DEDUCTIBLES ☐ BASIC / BUILDING ☐ BROAD / CONTENTS ☐ SPECIAL ☐ EARTHQUAKE ☐ WIND ☐ FLOOD				☐ BUILDING ☐ PERSONAL PROPERTY ☐ BUSINESS INCOME ☐ EXTRA EXPENSE ☐ RENTAL VALUE ☐ BLANKET BUILDING ☐ BLANKET PERS PROP ☐ BLANKET BLDG & PP	$ $ $ $ $ $ $ $
A	X INLAND MARINE CAUSES OF LOSS ☐ NAMED PERILS	TYPE OF POLICY: Builder's Risk POLICY NUMBER: IHFD70827508	1/1/2026	1/1/2027	X Policy Limit X Transit X Offsite Storage X Deductible	$ See Notes $ 1,000,000 $ 1,000,000 $ 5,000
	☐ CRIME TYPE OF POLICY					$
	☐ BOILER & MACHINERY / EQUIPMENT BREAKDOWN					$
						$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hard Cost limits by Construction Type:

New Construction or Non-Structural Renovations:
Wood Frame Sublimit: $7,500,000
Joisted Masonry Sublimit: $10,000,000
See Attached...

CERTIFICATE HOLDER

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: RODABUI-01
LOC #:

ACORD

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, LLC	NAMED INSURED Rodan Builders, Inc. 3486 Investment Blvd. Suite B Hayward, CA 94545
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 24 FORM TITLE: CERTIFICATE OF PROPERTY INSURANCE

SPECIAL CONDITIONS:

Non-Combustible Sublimit: $35,000,000
Masonry Non-Combustible Construction: $50,000,000
Fire Resistive or Semi Fire Resistive Construction: $50,000,000

Structural Renovations:
Wood Frame Sublimit: $1,000,000
Joisted Masonry Sublimit: $1,000,000
Non-Combustible Sublimit: $10,000,000
Masonry Non-Combustible Construction: $10,000,000
Fire Resistive or Semi Fire Resistive Construction: $10,000,000

Flood Limit: $1,000,000, Deductible: $50,000 - Flood Zones A, V, D, N and MN are excluded.
Earthquake Limit: $1,000,000, Deductible: 5%, $100,000
RE: Project: SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION | RFP #26-002, LLB Preliminary Construction Services

ACORD 101 (2008/01)

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Gallagher
Insurance | Risk Management | Consulting

Arthur J. Gallagher Risk Management Services, LLC
160 W Santa Clara St. Suite 300, San Jose, CA 95113
Lic # 100292093
United States

M 408.973.9500
F 408.257.2985
ajg.com

January 14, 2026

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
395 El Camino Real,
South San Francisco,
CA 94080

RE: SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION

To Whom it may concern:

Please accept this letter specifying Rodan Builders, Inc.'s Loss Workdays Incident Rate, Average Recordable Incident Rate and Experience Modification Rate in the State of California and for the corresponding policy years.

Policy Year	Loss Workdays Incident Rate	Average Recordable Incident Rate	Experience Modification Rate
2024	0	0.61	0.57
2023	0	2.17	0.59
2022	0	0.75	0.59
2021	3.51	2.64	0.60
2020	0	0.97	0.60

I hope this letter addresses any potential concerns of Rodan's ability to maintain a safe work site.

Sincerely,

Michelle Shivers-Dixon
Client Service Manager, Construction Practice
Arthur J Gallagher Risk Management
415-288-1640

CALIFORNIA
BANK OF COMMERCE

January 21, 2026

RE: Rodan Builders, Inc.

To Whom It May Concern:

In support of prequalifying our excellent customer, Rodan Builders, Inc., please accept this letter as confirmation of the following information:

Length of Relationship:	Since August 2012
Revolving Line of Credit:	Mid 7 figures
Current outstanding:	$0
Line of Credit maturity:	07/05/27

Rodan Builders, Inc. is within all credit terms and conditions. Their account is deemed excellent.

If you need any additional information, please call me directly at (510) 457-3779.

Sincerely,

Erik Pierce

Erik Pierce
Senior Vice President

cc: Laurie Kaminski, Rodan Builders, Inc.

1300 Clay Street, Fifth Floor
Oakland, CA 94612

510.457.3615
CaliforniaBankofCommerce.com



Rodan Builders, Inc.
3486 Investment Blvd., Suite B
Hayward, CA 94545
(650) 508-1700
www.rodanbuilders.com

HAYWARD + CONCORD + SACRAMENTO + SAN JOSE

SITE LEASE

For all or a portion of the following Site:

Sunshine Gardens Elementary School Modernization Project
1200 Miller Ave, South San Francisco, CA 94080
APN: 011-211-320-4

By and between

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

And

[Contractor/Developer] Rodan Builders, Inc.
[Address] 3486 Investment Blvd., Suite B
Hayward, CA 94545
Dated as of February 12, 2025

SITE LEASE

This site lease ("Site Lease") dated as of February 12, 2026 ("Effective Date"), is made and entered into by and between the South San Francisco Unified School District, a school district duly organized and validly existing under the laws of the State of California, as lessor ("District"), and Rodan Builders, Inc. ("Contractor/Developer"), a [California corporation] duly organized and existing under the laws of the State of [California], as lessee (together, the "Parties").

RECITALS

WHEREAS, the District currently owns a parcel of land located at 1200 Miller Ave, South San Francisco, CA known as Sunshine Gardens Elementary School, as more particularly described in **Exhibit A** and shown on **Exhibit B** attached hereto and incorporated herein by this reference ("Site"); and

WHEREAS, the District desires to provide for the development and construction of certain work to be performed on portions of the Site, including construction of improvements to be known as the **Sunshine Gardens Elementary School Modernization Project** ("Project"); and

WHEREAS, as more particularly described in the Facilities Lease between the Parties dated as of the Effective Date, the Contractor/Developer agrees to perform the work of the Project and lease the completed Project and Site back to the District ("Facilities Lease"), which Facilities Lease is incorporated herein by this reference; and

WHEREAS, the Board of Trustees of the District ("Board") has determined that it is in the best interests of the District and for the common benefit of the citizens residing in the District to construct the Project by leasing the Site to Contractor/Developer and by immediately entering into the Facilities Lease under which Contractor/Developer will construct the Project and lease back the completed Project and Site from Contractor/Developer; and

WHEREAS, the District further determines that it has entered into this Site Lease and the Facilities Lease pursuant to Education Code section 17406 as the best available and most expeditious means for the District to satisfy its substantial need for the facilities to be provided by the Project and to accommodate and educate District students; and

WHEREAS, this Site Lease and Facilities Lease are awarded based on a competitive solicitation process pursuant to Education Code section 17406 and in compliance with the required procedures and guidelines for evaluating the qualifications of proposers adopted and published by the Board to the proposer providing the best value to the school district, taking into consideration the proposer's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, the selection of the Contractor/Developer was conducted in a fair and impartial manner; and

WHEREAS, based on the above findings, the District is authorized under Education Code section 17406 to lease the Site to Contractor/Developer and to have Contractor/Developer develop and cause the construction of the Project thereon and lease the completed Project and Site back to the District by means of the Facilities Lease, and the Board has duly authorized the execution and delivery of this Site Lease in order to effectuate the

foregoing; and

WHEREAS, the Parties have performed all acts, conditions and things required by law to exist, to have happened, and to have been performed prior to and in connection with the execution and entering into this Site Lease, and those conditions precedent do exist, have happened, and have been performed in regular and due time, form, and manner as required by law, and the Parties hereto are now duly authorized to execute and enter into this Site Lease; and

WHEREAS, Contractor/Developer as lessee is authorized and competent to lease the Site from District and to develop and cause the construction of the Project on the Site, and has duly authorized the execution and delivery of this Site Lease.

NOW, THEREFORE, in consideration of the promises and of the mutual covenants contained herein, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto do hereby agree as follows:

TERMS

1. Definitions

Unless the context clearly otherwise requires, all words and phrases defined in the Facilities Lease shall have the same meaning in this Site Lease.

2. Exhibits

The following Exhibits are attached to and by reference incorporated and made a part of this Site Lease.

2.1. Exhibit A - Legal Description of the Site: The legal description of the real property constituting the Site.

2.2. Exhibit B - Description of the Project Site: The map or diagram depiction of the Project on the Site.

3. Lease of the Site

The District hereby leases to the Contractor/Developer, and the Contractor/Developer hereby leases from the District the Site, subject only to Permitted Encumbrances, in accordance with the provisions of this Site Lease, to have and to hold for the term of this Site Lease. This Site Lease shall only take effect if the Facilities Lease is executed by the District and Contractor/Developer within three (3) days of execution of this Site Lease.

4. Leaseback of the Project and Site

The Parties agree that the completed Project and Site will be leased back to the District pursuant to the Facilities Lease for the term thereof.

5. Term

The term of this Site Lease shall commence as of the Effective Date and shall terminate on

the last day of the Term of the Facilities Lease, provided the District has paid to the Contractor/Developer, or its assignee, all payments which may be due under the Facilities Lease, and provided this Site Lease has not been terminated pursuant to the termination provisions of the Facilities Lease.

6. Payment

In consideration for the lease of the Site by the District to the Contractor/Developer and for other good and valuable consideration, the Contractor/Developer shall pay One Dollar ($1.00) to the District upon execution of this Site Lease.

7. Termination

7.1. Termination Upon Purchase of Project

If the District exercises its option to purchase the Project pursuant to the Facilities Lease, then this Site Lease shall terminate concurrently with the District's buy out and termination of the Facilities Lease.

7.2. Termination Due to Default by Contractor/Developer

If Contractor/Developer defaults pursuant to the provision(s) of the Facilities Lease and the District terminates the Facilities Lease pursuant to the Facilities Lease provision(s) allowing termination, then the Contractor/Developer shall be deemed to be in default of this Site Lease and this Site Lease shall also terminate at the same time as the Facilities Lease.

7.3. Termination Due to Default by District

If District defaults pursuant to the provision(s) of the Facilities Lease, the Contractor/Developer, or its assignee, will have the right, for the then remaining term of this Site Lease, to:

7.3.1. Take possession of the Site.

7.3.2. If it deems it appropriate, cause appraisal of the Site and a study of the then reasonable uses thereof.

7.3.3. Re-let the Site; and

7.3.4. Stop all Work associated with the Site Lease.

8. Title to Site

During the term of this Site Lease, the District shall hold fee title to the Site, including the Site, and nothing in this Site Lease or the Facilities Lease shall change, in any way, the District's ownership interest in the Site.

9. Improvements

Title to all improvements made on the Site during the term hereof shall be held, vest and transfer pursuant to the terms of the Facilities Lease.

10. No Merger

The leaseback of the completed Project and Site by the Contractor/Developer to the District pursuant to the Facilities Lease shall not affect or result in a merger of the estates of the District in the Site, and the Contractor/Developer shall continue to have a leasehold estate in the Site pursuant to this Site Lease throughout the term hereof.

11. Right of Entry

The District reserves the right for any of its duly authorized representatives to enter upon the Site at any reasonable time to inspect the same, provided the District follows all safety precautions required by the Contractor/Developer.

12. Quiet Enjoyment

Subject to any rights the District may have under the Facilities Lease (in the absence of an Event of Default) to possession and enjoyment of the Site, the District hereby covenants and agrees that it will not take any action to prevent the Contractor/Developer from having quiet and peaceable possession and enjoyment of the Site during the term hereof and will, at the request of the Contractor/Developer, to the extent that it may lawfully do so, join in any legal action in which the Contractor/Developer asserts its right to such possession and enjoyment.

13. Waste

The Contractor/Developer agrees that at all times that it is in possession of the Site, it will not commit, suffer or permit any waste on the Site, and that it will not willfully or knowingly use or permit the use of the Site for any illegal purpose or act.

14. Further Assurances and Corrective Instruments

The Parties shall, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Site hereby leased or intended so to be or for carrying out the expressed intention of this Site Lease and the Facilities Lease.

15. Representations of the District

The District represents, covenants and warrants to the Contractor/Developer as follows:

15.1. Due Organization and Existence

The District is a school district, duly organized and existing under the Constitution and laws of the State of California.

15.2. Authorization

The District has the full power and authority to enter into, to execute and to deliver this Site Lease, and to perform all of its duties and obligations hereunder, and has duly authorized the execution of this Site Lease.

15.3. No Violations

To the best of the District's actual knowledge, neither the execution and delivery of this Site Lease nor the Facilities Lease, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which the District is now a party or by which the District is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the District, or upon the Site, except Permitted Encumbrances.

15.4. CEQA Compliance

The District has complied with all assessment requirements imposed upon it by the California Environmental Quality Act (Public Resource Code Section 21000 *et seq.* ("CEQA") in connection with the Project, and no further environmental review of the Project is necessary pursuant to CEQA before the construction of the Project may commence.

15.5. Condemnation Proceedings

15.5.1. District covenants and agrees, but only to the extent that it may lawfully do so, that so long as this Site Lease remains in effect, the District will not seek to exercise the power of eminent domain with respect to the Project so as to cause a full or partial termination of this Site Lease and the Facilities Lease.

15.5.2. If for any reason the foregoing covenant is determined to be unenforceable or in some way invalid, or if District should fail or refuse to abide by such covenant, then, to the extent they may lawfully do so, the Parties agree that the financial interest of Contractor/Developer shall be as indicated in the Facilities Lease.

15.6. Use and Zoning

To the best of the District's actual knowledge, the Site is properly zoned for its intended purpose and the use or activities contemplated by this Site Lease will not conflict with local, state or federal law.

15.7. Taxes

To the best of the District's actual knowledge, all taxes and assessments are paid current and such taxes and assessments will continue to be paid to the extent that the District is not exempt.

16. Representations of the Contractor/Developer

The Contractor/Developer represents, covenants and warrants to the District as follows:

16.1. Due Organization and Existence

The Contractor/Developer is a [California company] duly organized and existing under

the laws of the State of [California], has power to enter into this Site Lease and the Facilities Lease; is possessed of full power to lease, leaseback, and hold real and personal property and has duly authorized the execution and delivery of all of the aforesaid agreements.

16.2. Authorization

The Contractor/Developer has the full power and authority to enter into, to execute and to deliver this Site Lease, and to perform all of its duties and obligations hereunder, and has duly authorized the execution of this Site Lease.

16.3. No Violations

Neither the execution and delivery of this Site Lease or the Facilities Lease, nor the fulfillment of or compliance with the terms and conditions hereof or thereof, nor the consummation of the transactions contemplated hereby or thereby, conflicts with or results in a breach of the terms, conditions or provisions of any restriction or any agreement or instrument to which the Contractor/Developer is now a party or by which the Contractor/Developer is bound, or constitutes a default under any of the foregoing, or results in the creation or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the Contractor/Developer, or upon the Site, except for Permitted Encumbrances.

16.4. No Bankruptcy

Contractor/Developer is not now nor has it ever been in bankruptcy or receivership.

16.5. No Litigation

There is no pending or, to the knowledge of Contractor/Developer, threatened action or proceeding before any court or administrative agency which will materially adversely affect the ability of Contractor/Developer to perform its obligations under this Site Lease or the Facilities Lease.

17. Insurance and Indemnity

The Contractor/Developer and the District shall comply with the insurance requirements and the indemnity requirements as indicated in the Facilities Lease.

18. Assignment and Subleasing

This Site Lease may be assigned and/or the Site subleased, as a whole or in part, by the Contractor/Developer only upon the prior written consent of the District to such assignment or sublease, which shall not be unreasonably withheld.

19. Restrictions on District

The District agrees that it will not mortgage, sell, encumber, assign, transfer or convey the Site or any portion thereof during the term of this Site Lease in any way that would interfere with or diminish Contractor/Developer's interests indicated in this Site Lease.

20. Liens and Further Encumbrances

Contractor/Developer agrees to keep the Site and every part thereof free and clear of any and all encumbrances and/or liens, including without limitation, pledges, charges, encumbrances, claims, mechanic liens and/or other liens for or arising out of or in connection with work or labor done, services performed, or materials or appliances used or furnished for or in connection with the Site or the Project. Pursuant to the Facilities Lease, Contractor/Developer further agrees to pay promptly and fully and discharge any and all claims on which any encumbrance and/or lien may or could be based, and to save and hold District free and harmless from any and all such liens, mortgages, and claims of liens and suits or other proceedings pertaining thereto. This subsection does not apply to Permitted Encumbrances.

21. Notices

All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed to have been received five (5) days after deposit in the United States mail in registered or certified form with postage fully prepaid or one (1) business day after deposit with an overnight delivery service with proof of actual delivery:

If to District:

South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080
Attn: Lori Shelton, Director
Measure T Bond Program

With a copy to:

Dannis Woliver Kelley
200 California Street #400 San Francisco, CA 94111 ATTN:
Deidree Y.M.K. Sakai

If to Contractor/Developer:

[Contractor/Developer] Rodan Builders, Inc.
[Address] 3486 Investment Blvd., Suite E
[City], [State] [Zip Code] Hayward, CA 94545
Attn: [Name, Title] Dan Oliver, CEO

With a copy to:

The Contractor/Developer and the District, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications will be sent.

22. Binding Effect

This Site Lease shall inure to the benefit of and shall be binding upon the Contractor/Developer and the District and their respective successors and assigns.

23. No Additional Waiver Implied by One Waiver

In the event any agreement contained in this Site Lease should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive future compliance with any term hereof or any other breach hereunder.

24. Severability

In the event any provision of this Site Lease shall be held invalid or unenforceable by any

court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, unless elimination of such invalid provision materially alters the rights and obligations embodied in this Site Lease or the Facilities Lease.

25. Amendments, Changes and Modifications

Except as to the termination rights of both Parties as indicated in the Facilities Lease, this Site Lease may not be amended, changed, modified, altered or terminated without the written agreement of both Parties hereto.

26. Obligations Absolute

The Contractor/Developer agrees that the obligations of the Contractor/Developer are absolute and unconditional and not subject to any charges or setoffs against the District whatsoever.

27. Execution in Counterparts

This Site Lease may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

28. Contractor/Developer and District Representatives

Whenever under the provisions of this Site Lease approval by the Contractor/Developer or the District is required, or the Contractor/Developer or the District is required to take some action at the request of the other, such approval or such request shall be given for the Contractor/Developer by the Contractor/Developer Representative and for the District by the District Representative, and any party hereto shall be authorized to rely upon any such approval or request.

29. Applicable Law

This Site Lease shall be governed by and construed in accordance with the laws of the State of California, and venued in the County within which the Site is located.

30. Attorney's Fees

If either party brings an action or proceeding involving the Site or to enforce the terms of this Site Lease or to declare rights hereunder, each party shall bear the cost of its own attorneys' fees.

31. Captions

The captions or headings in this Site Lease are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Site Lease.

32. Prior Agreements

This Site Lease and the corresponding Facilities Lease collectively contain all of the agreements of the Parties hereto with respect to any matter covered or mentioned in this Site Lease and no prior agreements or understanding pertaining to any such matter shall be effective for any purpose.

33. Further Assurances

Parties shall promptly execute and deliver all documents and instruments reasonably requested to give effect to the provisions of this Site Lease.

34. Recitals Incorporated

The Recitals set forth at the beginning of this Site Lease are hereby incorporated into its terms and provisions by this reference.

35. Time of the Essence

Time is of the essence with respect to each of the terms, covenants, and conditions of this Site Lease.

36. Interpretation

None of the Parties hereto, nor their respective counsel, shall be deemed the drafters of this Site Lease or the Facilities Lease for purposes of construing the provisions of each. The language in all parts of this Site Lease shall in all cases be construed according to its fair meaning, not strictly for or against any of the Parties hereto.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Site Lease to be executed by their respective officers who are duly authorized, as of the Effective Date.

ACCEPTED AND AGREED on the date indicated below:

Dated:_____, 20_	Dated: February 12 , 2025
South San Francisco Unified School District	[Contractor/Developer] Rodan Builders, Inc.
By:_____	By:_____
Name:_____	Name: Gary Chen
Title: _____	Title: Secretary

EXHIBIT A

LEGAL DESCRIPTION OF SITE

Attached is the Legal Description for:

Sunshine Gardens Elementary School Modernization Project
1200 Miller Ave, South San Francisco, CA 94080
APN: 011-211-320-4

Real property in the City of South San Francisco, County of San Mateo, State of California, described as follows:

PARCEL A:

BEGINNING AT THE MOST WESTERLY CORNER OF LOT 19 IN BLOCK 35 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 7, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON DECEMBER 30, 1953 IN BOOK 38 OF MAPS, PAGES 6 AND 7; THENCE FROM SAID POINT OF BEGINNING ALONG THE SOUTHWESTERLY BOUNDARY OF SAID BLOCK 35, SOUTH 49° 36' 10" EAST 154 FEET, MORE OR LESS, TO THE NORTHWESTERLY BOUNDARY OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN DEED TO LOUISE ROSSI, RECORDED DECEMBER 30, 1953 IN BOOK 2518 OF OFFICIAL RECORDS, PAGE 403; THENCE ALONG SAID NORTHWESTERLY BOUNDARY SOUTH 43° 15' 41" WEST 735 FEET, MORE OR LESS, TO THE NORTHEASTERLY BOUNDARY OF BLOCK 10 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 2, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 27, 1953 IN BOOK 36 OF MAPS, PAGES 28 AND 29; THENCE ALONG SAID NORTHEASTERLY BOUNDARY NORTH 46° 44' 19" WEST 153.70 FEET TO THE SOUTHEASTERLY BOUNDARY OF BLOCK 35 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 6, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON JUNE 02, 1953 IN BOOK OF MAPS, PAGE 3; THENCE ALONG SAID SOUTHEASTERLY BOUNDARY NORTH 43° 15' 41" EAST 729.86 FEET TO THE POINT OF BEGINNING.

PARCEL B:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 12 IN BLOCK 10 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 2, SOUTH SAN FRANCISCO, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 27, 1953 IN BOOK 36 OF MAPS, PAGES 28 AND 29; THENCE FROM SAID POINT OF BEGINNING ALONG THE NORTHEASTERLY BOUNDARY OF SAID BLOCK 10, NORTH 46° 44' 19" WEST 356.52 FEET; THENCE NORTH 43° 15' 41" EAST 735.00 FEET, MORE OR LESS, TO THE SOUTHWESTERLY BOUNDARY OF BLOCK 35 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS,

SUBDIVISION NO. 7, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON DECEMBER 30, 1953 IN BOOK 38 OF MAPS, PAGES 6 AND 7; THENCE ALONG SAID SOUTHWESTERLY LINE SOUTH 49° 36' 10" EAST 324.00 FEET, MORE OR LESS, TO THE MOST SOUTHERLY CORNER OF LOT 27 IN SAID BLOCK 35; THENCE SOUTH 40° 47' 31" WEST 750 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

PARCEL C:

A PORTION OF THAT CERTAIN 22.33 ACRE TRACT CONVEYED BY JAMES BIGNOTTI, ET AL, TO GIUSEPPE UCCELLI, BY DEED RECORDED IN BOOK 613 OF OFFICIAL RECORDS, PAGE 386, RECORDS OF SAN MATEO COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF LOT 1, BLOCK 1, AS SHOWN ON THAT CERTAIN MAP ENTITLED "WESTVIEW TERRACE NO. 2, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON MAY 26, 1954 IN BOOK 39 OF MAPS, PAGE 2, RECORDS OF SAN MATEO COUNTY; THENCE FROM SAID POINT OF BEGINNING ALONG THE SOUTHWESTERLY LINE OF LOTS 1, 2, 3 AND 4 IN SAID BLOCK 1, SOUTH 49° 44' 11" EAST, 182.27 FEET TO THE NORTHWESTERLY LINE OF LOT 6 IN BLOCK 1; THENCE ALONG THE NORTHWESTERLY LINE OF SAID BLOCK 1, SOUTH 34° 56' 29" WEST 287.66 FEET; SOUTH 29° 31' 04" WEST 482.94 FEET AND SOUTH 32° 40' 20" WEST 8.83 FEET TO THE NORTHEASTERLY LINE OF BLOCK 3 AS SHOWN ON THAT CERTAIN MAP ENTITLED "WESTVIEW TERRACE, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON MARCH 20, 1953 IN BOOK 36 OF MAPS, PAGE 36, RECORDS OF SAN MATEO COUNTY; THENCE ALONG SAID NORTHEASTERLY LINE OF BLOCK 3, NORTH 46° 52' 20" WEST 305.73 FEET TO THE MOST NORTHERLY CORNER OF LOT 1 IN BLOCK 3 OF SAID WESTVIEW TERRACE; THENCE NORTH 40° 39' 30" EAST 750 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.

PARCEL D:

THE SOUTHEASTERLY 8 FEET, FRONT AND REAR MEASUREMENTS, OF LOT 2, ALL OF LOTS 3, 4, 5, 6, 7, 8, 9 AND 10 IN BLOCK 10 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 2, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 27, 1953 IN BOOK 36 OF MAPS, PAGES 28 AND 29.

PARCEL E:

LOTS 11 AND 12 IN BLOCK 10 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 2, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 27, 1953 IN BOOK 36 OF MAPS, PAGES 28 AND 29.

PARCEL F:

LOTS 1, 2, 3, 4, 5, 6 AND 7 IN BLOCK 3, AS SHOWN ON THAT CERTAIN MAP ENTITLED "WESTVIEW TERRACE, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON MARCH 20, 1953 IN BOOK 36 OF MAPS, PAGE 36.

EXCEPTING FROM LOT 7, SO MUCH THEREOF AS LIES WITHIN THE BOUNDS OF THAT CERTAIN MAP ENTITLED "WESTVIEW TERRACE NO. 2, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON MAY 26, 1954 IN BOOK 39 OF MAPS, PAGE 2.

PARCEL G:

THAT CERTAIN STRIP OF LAND BEING 10 FEET X 90 FEET AND LYING BETWEEN LOTS 24 AND 25 IN BLOCK 35 AS SHOWN ON THE MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 7, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON DECEMBER 30, 1953 IN BOOK 38 OF MAPS, PAGES 6 AND 7.

PARCEL H:

THE SOUTHEASTERLY 1 FOOT, FRONT AND REAR MEASUREMENTS OF LOT 24 AND THE NORTHWESTERLY 1 FOOT, FRONT AND REAR MEASUREMENTS OF LOT 25 IN BLOCK 35, AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 7, SOUTH SAN FRANCISCO, SAN MATEO COUNTY, CALIFORNIA," FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON DECEMBER 30, 1953 IN BOOK 38 OF MAPS, PAGES 6 AND 7.

PARCEL I:

THAT CERTAIN STRIP OF LAND BEING 10 FEET X 90 FEET AND LYING BETWEEN LOTS 10 AND 11 IN BLOCK 10 AS SHOWN ON THAT CERTAIN MAP ENTITLED "SUNSHINE GARDENS, SUBDIVISION NO. 2,

SOUTH SAN FRANCISCO, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY ON FEBRUARY 27, 1953 IN BOOK 36 OF MAPS, PAGES 28 AND 29.

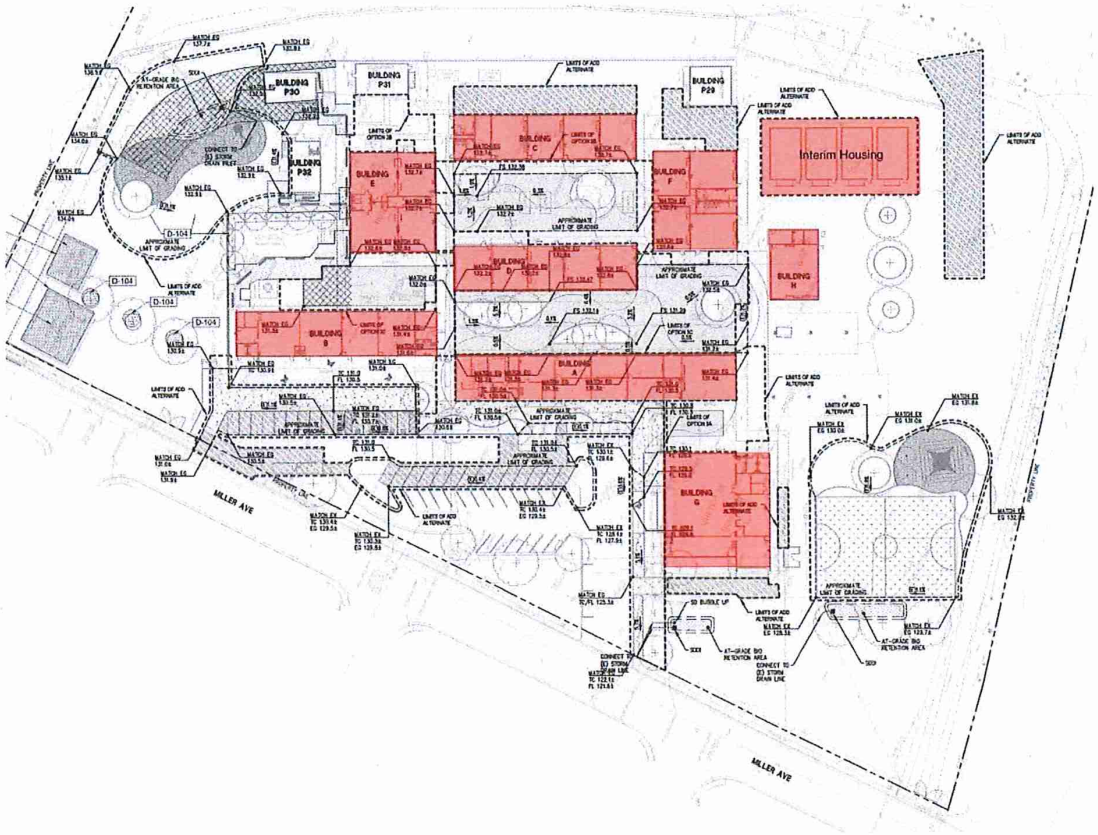
APN: 011-211-320-4
JPN: 011-021-211-25A, 011-021-211-029A,

EXHIBIT B
DESCRIPTION OF THE PROJECT SITE

Sunshine Gardens Elementary School Modernization Project
1200 Miller Ave, South San Francisco, CA 94080

Attached is a project site diagram of the entire Sunshine Gardens Elementary School Modernization Project area that is subject to the Site Lease and Facilities Lease and upon which Contractor/Developer will construct the project.





Scope of Work Includes the Following Buildings:

Building A-Existing
Building B-Existing
Building C-Existing
Building D-Existing
Building E-Existing
Building F-Existing
Building G-Existing
Building H- New Construction
Interim Housing
Site Work/Site Utilities

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services
Wazi Chowdhury, Director of Facilities & Safety

DATE: February 26, 2026

RE: Approval of Amendment #1 to the Independent Consultant Agreement with Gelfand Partners Architecture for Additional Design and Construction Administrative Services for the Junipero Serra Elementary School New TK Classroom 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:

On September 25, 2025, the Board of Trustees approved an Independent Consultant Agreement with Gelfand Partners Architecture for architectural and engineering services associated with the New Transitional Kindergarten Classroom at Junipero Serra Elementary School.

During ongoing project development, the District identified the need to incorporate two new play structures and associated site work, including stormwater treatment improvements required due to the project exceeding the 5,000-square-foot regulatory threshold.

To support this added scope, Gelfand Partners Architecture has submitted a proposal to provide revisions to the architectural drawings, DSA addendum coordination, and civil engineering services, including bioretention measures necessary for compliance and construction implementation

FISCAL IMPLICATIONS:

The total cost of the additional services is $23,200. This will be paid for through the Capital Facilities Fund (Fund 25).

Agreement	Board Approval Date	Total
Original Agreement	September 25, 2025	$208,100
Amendment No. 1	February 26, 2026	$23,200
Adjusted Total		**$231,300**

RECOMMENDATION:

It is recommended that the Board of Trustees approve Amendment #1 to the Independent Consultant Agreement with Gelfand Partners Architecture for additional design and construction administrative services for the Junipero Serra Elementary School New TK Classroom Project in the amount of $23,200.

GELFAND PARTNERS ARCHITECTS

February 12, 2026

Mr. Robert Kitchens
South San Francisco Unified School District
398 "B" Street
South San Francisco, CA 94080

RE: Junipero Serra Elementary School: Added Play Structures with Associated Sitework

Dear Robert,

Thank you for giving us the opportunity to propose design and construction observation services for new play structures and associated site work. The associated site work includes the addition of a bioretention area since the addition of the second play structure pushed the project over the 5,000 square foot threshold for stormwater treatment requirements.

For this added design and construction observation scope, we propose the following fee breakdown:

Design and Construction Observation Services for the Addition of Two Play Structures with Associated Site Work	
Revisions to architectural drawings and design coordination	$8,000.00
Addendum 01 packaging and DSA review	$2,000.00
Civil engineering fees (including bioretention measures)	$13,200.00
TOTAL ESTIMATED DESIGN & CONSTRUCTION OBSERVATION ADD SERVICE PROPOSAL	**$23,200.00**

Best,
Gelfand Partners Architects

Lawrence Schadt, AIA, ASLA, LEED AP
Principal Architect
larry@gelfand-partners.com