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, March 26, 2026

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

AND

Teleconference Location (in compliance with the Brown Act):
Trustee Chialin Hsieh will participate remotely from the following location, which is open to the public:

Hilton Baltimore Inner Harbor
2nd Floor – Key Ballroom Floor
401 West Pratt Street
Baltimore, MD, 21201

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. PST)

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 — 6:00 p.m.

A. CALL TO ORDER

CLOSED SESSION – 6:00 p.m.

1. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code § 54956.9 (d)(1)

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

3. To consider the appointment of one (1) public employee to the position of Director of Facilities and Safety, in accordance with Government Code § 54956

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

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE will be led by Westborough Middle School 8th grade student Theodore Wong.

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. Reclassification Ceremony

b. ECHS – 2026 Distinguished School

c. Belonging Data

d. 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. Westborough Middle School

Principal Dr. Loraine Rossi de Campos will present the educational priorities and programs at Westborough Middle School.

b. Literacy Update - Performance Management

Literacy Coordinator, Lindsay Summers, will review data on District literacy for the K-5 grade span.

O. PRESENTATION WITH POTENTIAL ACTION – None

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

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1. ADMINISTRATION		
a.	Minutes of the March 12, 2026 Regular Board meeting.	1 – 40
b.	Proposed Board of Trustees' meeting calendar for the 2026-27 school year.	41 – 42
2. TEACHING & LEARNING		
a.	Permission for ECHS swim athlete to participate in the CIF State Swim Championship in Fresno, CA, May 14 – 16, 2026.	43
b.	Permission for District staff to attend the Association for Behavior Analysis International (ABAI) Convention in San Francisco, CA, May 23 – 24, 2026.	44 – 45
c.	Permission for Adult Education staff to attend the CASAS National Summer Institute in Orange County, CA, June 15 – 18, 2026.	46 – 47
d.	Permission for SSFHS staff to attend the American School Counselor Association (ASCA) Conference in New Orleans, LA, July 11 – 14, 2026.	48
3. HUMAN RESOURCES		
a.	Certificated Personnel Assignment Order.	49 – 50
b.	Classified Personnel Assignment Order.	51 – 52
4. BUSINESS SERVICES		
a.	Purchase Order Listing, January 2026.	53 – 60
b.	Declaration of surplus items.	61 – 62
c.	Warrant Register, January 2026.	63 – 83
d.	Cash Receipts, January 2026.	84 – 95
e.	Gifts to the District.	96 – 97
f.	Fundraising events for the 2025-26 school year.	98
g.	Professional services agreements under $25,000.	99 – 100

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ACTION

1. **ADMINISTRATION**

   a. **Resolution No. 26-12 National Child Abuse Prevention Month** 101

      Staff recommends the adoption of Resolution #26-12: In support of National Child Abuse Prevention Month.

   b. **Resolution No. 26-13 Autism Awareness Month** 102

      Staff recommends the adoption of Resolution #26-13: In support of Autism Awareness Month.

   c. **Resolution No. 26-15 for Trustee Compensation** 103

      The Board will discuss the adoption of Resolution #26-15: To allow stipend payment for Trustee Richardson who was absent from the March 12, 2026 Board meeting.

2. **TEACHING & LEARNING**

   a. **Approval of a 3-Year Extension with McGraw-Hill for the Impact Social Science Instructional Materials** 104 – 112

      Staff recommends approval of a three-year extension of the Impact Social Studies instructional materials for grades 6–12 with McGraw-Hill in the amount of $360,652.50.

   b. **Approval of New Course – Tagalog 2 (Filipino)** 113 – 122

      Staff recommends approval of the Tagalog 2 (Filipino) course for implementation at SSFUSD high schools, beginning at El Camino High School in the 2026–2027 school year.

   c. **Resolution No. 26-16 Authorization to Execute Transition Partnership Program Contract** 123 – 172

      Staff recommends adoption of Resolution #26-16 authorizing designated South San Francisco Unified School District personnel to execute the Contract Signature Authorization form with the California Department of Rehabilitation for the Transition Partnership Program.

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3. HUMAN RESOURCES

a. Approval of the MOU with South San Francisco Classroom Teachers Association (SSFCTA) for Danielson Framework Implementation 173 – 176

Staff recommends approval of the MOU between the District and SSFCTA to support the adoption and implementation of the Danielson Framework for professional standards and evaluation of all certificated staff.

b. Approval of the MOU with South San Francisco Classroom Teachers Association (SSFCTA) for the Special Education Retention Bonus 177 – 180

Staff recommends approval of the MOU between the District and SSFCTA for the Special Education (Education Specialist) Retention Bonus, effective for the 2026–2027 school year.

c. Approval of the Special Education Program Specialist Job Description 181 – 185

Staff recommends approval of the job description for the Special Education Program Specialist.

4. STUDENT & FAMILY SERVICES

a. Approval of the 3-Year License Renewal with EveryDay Labs 186 – 196

Staff recommends approval of the three-year license renewal with EveryDay Labs for the EveryDay software platform, including the EveryDay Intervention, EveryDay Truancy, and EveryDay Pro modules, in the amount of $234,572.63.

b. Approval of the MOU with Boys & Girls Club of the Peninsula (BGCP) - Future Grads Program 197 – 206

Staff recommends approval of the MOU with BGCP for the Future Grads Program at El Camino High School and South San Francisco High School for the 2025-26 school year.

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c. **Approval of the MOU with Boys & Girls Club of the Peninsula (BGCP) - Summer 2026 Expanded Learning Opportunities Program (ELOP)** 207 – 219

Staff recommends approval of the MOU with BCGP for the Summer 2026 ELO-Program in the amount of $212,525.

5. BUSINESS SERVICES

a. **Approval of Amendment #1 with CAW Architects for South San Francisco High School Modernization** 220 – 320

Staff recommends approval of Amendment #1 to the agreement with CAW Architects for additional services, including design and construction administration, for the South San Francisco High School Modernization project in the amount of $6,035,032.

b. **Resolution No. 26-14 and Change Order #4 for Westborough Middle School Field & Pavement Improvements Project** 321 – 346

Staff recommends adoption of Resolution #26-14, declaring the futility of public bidding for additional construction work, and approval of Change Order #4 to the contract with McGuire & Hester for the Westborough Middle School Field and Pavement Improvements project in the amount of $130,126.

c. **Approval of Agreement with Vanir Construction Management, Inc. for Sunshine Gardens Elementary School Modernization** 347 – 401

Staff recommends approval of the agreement with Vanir Construction Management, Inc. for construction management services for the Sunshine Gardens Elementary School Modernization Project in the amount of $1,397,900.

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d. Approval of Firms for Cost Estimating Services Pool - Measure T Program 402 – 403

Staff recommends approval of the selected firms outlined in the memo for inclusion in a Cost Estimating Services pool to support the Measure T Bond Program and the Facilities Department.

e. Approval of Agreement with Advanced Inspections, Inc. for District Office Annex Project 404 – 416

Staff recommends approval of the agreement with Advanced Inspections, Inc. to provide Inspector of Record services for the District Office Annex Project in the amount of $10,000.

f. Approval of Agreement with Advanced Inspections, Inc. for New TK Classrooms 417 – 429

Staff recommends approval of the agreement with Advanced Inspections, Inc. to provide Inspector of Record services for the new TK classrooms at Monte Verde Elementary School and Junipero Serra Elementary School in the amount of $34,000.

g. Approval of Agreement with Pionic Unit Construction for New TK Classrooms 430 – 436

Staff recommends approval of the agreement with Pionic Unit Construction for the new TK classrooms at Monte Verde Elementary School and Junipero Serra Elementary School in the amount of $1,486,000.

h. Approval of Agreement Ninyo & Moore for Geotechnical and Inspection Services – New TK Classrooms 437 – 443

Staff recommends approval of the agreement with Ninyo & Moore for geotechnical observation, materials testing, and special inspection services for the new TK classrooms at Junipero Serra Elementary School and Monte Verde Elementary School in the amount of $43,470.

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i. **Approval of Agreement with Better Building Construction for District Office Modular Building Installation** 444 – 449

Staff recommends approval of the agreement with Better Building Construction for the installation of the new District Office relocatable modular office building in the amount of $466,000.

j. **Approval of Agreement with Akshaya Inc. for Temporary Technology Staffing** 450 – 456

Staff recommends approval of the agreement with Akshaya Inc. for temporary technology staffing support for the Technology Equipment Refresh Project in an amount not to exceed $132,600.

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

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

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)
- Resolutions for retirees

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 Induction
- Presentation on Counseling
- 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 Teaching and Learning – Special Education
- Presentation on 2026-27 LCAP draft plan
- Public Hearing 2026-27 LCAP draft plan
- 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)

June 11, 2026

- Presentation on 2026-27 Preliminary Budget
- Public Hearing 2026-27 Preliminary Budget
- Adoption of 2026-27 LCAP
- Approval of Local Indicators
- Approval of SMCOE Induction Program agreement for 2026-27
- Approval of updated Board Governance Handbook
- Approval of Board of Trustees Compensation increase for 2026-27
- Approval of supplementary instructional materials
- Approval of the agreement with Newsela for the 2026-27 school year
- Approval of Scoot Education MOU
- Resolution on Budgetary increases and year end transfers

June 25, 2026

- Presentation on Counseling and Safe School Advocates Services and approval for 2026-27
- Presentation on SLO MOU with student data
- Adoption of 2026-27 Preliminary Budget
- Information on Daybreak Mental Health and approval of MOU
- Approval of SMCOE Outdoor Education dates for 2026-27
- Approval of Paper Education Company agreement for 2026-27
- Approval to increase facility use fees for 2026-27
- Approval to increase District rental/leasing rates for 2026-27
- Approval to continue NPS contracts for 2026-27
- Resolution on Education Protection Account Funds

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
Minutes of the Board of Trustees' Regular Meeting of March 12, 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.

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

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

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

C. PLEDGE OF ALLEGIANCE was jointly led by Skyline Elementary School 5th grade student Nolan Kozak and Junipero Serra Elementary School 5th grade student Kennedy Joelle Borlaza.

Principal Daniel-Libman introduced Nolan Kozak, a fifth-grade student at Skyline School. Nolan lives in Daly City with his family. At school, Nolan enjoys math and spending time with his friends. Although he is still exploring future career interests, he is currently interested in cooking.

Principal Daniel-Libman shared that Nolan exemplifies what it means to be a Skyhawk by demonstrating respect, responsibility, kindness, and safety each day. As a member of the school's safety patrol, Nolan arrives early and stays after school to help ensure the safety of the school community. Academically, he is recognized as a strong problem solver and writer who takes pride in his work. He is also known as a patient, responsible, and helpful classmate who often supports his peers.

Principal Sampayan then introduced Kennedy Joelle Borlalza, noting that she is a wonderful student and an active member of the school's Student Advisory Council, where she contributes thoughtful ideas to support the school community. Kennedy enjoys creating realistic art, writing about topics she finds interesting, and playing volleyball. She aspires to become an entrepreneur in the future.

Principal Sampayan described Kennedy as hardworking, trustworthy, and proactive in her learning. She is known for being kind and friendly and for demonstrating leadership in group settings. Her reliability is reflected in her strong attendance and academic performance. Since kindergarten, Kennedy has consistently demonstrated leadership potential by supporting classmates and modeling respectful and responsible behavior in the classroom. Principal Sampayan expressed pride in recognizing Kennedy as a Pinto.

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

Mr. Hannon commented there was nothing to report.

F. REVIEW OF AGENDA

Mr. Hannon reported a change to action item 2a, the approval of the MOU with CSEA chapter 197 regarding the Early Notification retirement Incentive. He stated that the update MOU reflects a change to the date and that he would submit the revised document for the record.

G. PTA COUNCIL REMARKS

Joel Borlaza spoke on behalf of the Junipero Serra PTA, noting that PTA

President Jennifer Gallega was unable to attend due to caring for a sick child. Mr. Borlaza shared that the Junipero Serra community is proud of its strong school culture and the willingness of families to support fundraising efforts. He described the school as a close-knit community where families, staff, and students work together to create an environment where everyone feels welcomed, valued, and connected.

Mr. Borlaza reported that the PTA hosted its Wacky Walk fundraiser in the fall with a goal of raising $25,000, but the community exceeded expectations by raising $32,475 within three weeks. He explained that the funds support various programs and improvements, including outdoor “buddy benches,” field trip transportation, school assemblies, PTA community events, and other student enrichment activities.

He also shared that the PTA recently launched a Read-a-thon fundraiser with a goal of raising $5,000 to purchase new smart televisions for classrooms that do not yet have one. After three days, the fundraiser had already raised more than $3,200.

In addition to fundraising, Mr. Borlaza highlighted that the PTA organizes several community-building events throughout the year where families can gather outside of school hours. Upcoming events include an island-themed luau and popular bingo nights.

He concluded by emphasizing that the dedication and teamwork of Junipero Serra families play an important role in supporting the school and enhancing opportunities for students.

Priya Mercado, President of the Skyline Elementary PTA, shared that this is her fifth-year volunteering with the PTA and her second year serving as PTA president. Her children currently attend Skyline and are in the third and sixth grades.

Ms. Mercado highlighted several upcoming PTA events for the spring, including the online spirit wear store running from March 16 through March 30, a restaurant fundraiser at Starbird on March 26, a free tie-dye event for families on April 10, and the school’s third annual Glow Dance scheduled for May 15.

She expressed appreciation for the PTA members and parent volunteers who support the organization’s work. Ms. Mercado also noted that the PTA sponsored five school basketball teams this year, continues to offer a teacher reimbursement program, and recently funded the purchase and installation of a buddy bench in memory of Mrs. Christopherson.

Ms. Mercado added that the Skyline PTA is aligned with the District’s Portrait of a

Graduate and the goal of building community and belonging. She explained that the PTA supports this goal by hosting more in-person meetings, organizing free events for families, and helping subsidize team sports for students.

H. STAFF ASSOCIATION REPRESENTATIVES' REMARKS

San Francisco Federation of Adult Educators – Elizabeth Bales, President of South San Francisco Federation of Adult Educators, addressed the Board. She shared that as the school year approaches spring break, staff at the Adult Education program are continuing preparations for their full six-year WASC review scheduled for early May while maintaining their commitment to providing high-quality instruction for their students.

Ms. Bales also acknowledged a recent memo from Jennifer Smith indicating that the leave balance issue has been addressed. She noted that previously there had been no way for staff to check their leave balances, which created stress for employees who needed to take leave. She expressed appreciation that the information will now be available through the San Mateo County Office of Education website.

Additionally, Ms. Bales stated that accurate and complete assignment memos have been an ongoing concern for Adult Education staff for several years. She expressed hope that the Human Resources Department's current efforts will resolve this issue.

South San Francisco Classroom Teachers Association – None

California School Employees Association Chapter 197 – Jolene Malfatti, President of CSEA Chapter 197 shared that, consistent with CSEA's mission to improve the lives of its members, students, and the community, the chapter continues to support community initiatives such as its annual toy drive. Ms. Malfatti reported that this year's drive collected more toys than in the past 20 years and also raised $1,000, which was provided to the local fire department personnel who assisted with collecting the donations. She expressed appreciation for the community's generosity and noted that the toys helped support many children during the holiday season.

Ms. Malfatti also reported that during a recent CSEA meeting, members reviewed the professional backgrounds of candidates for the San Mateo County Superintendent of Schools and voted to endorse Hector Camacho for the position. She noted that Mr. Camacho began his career as a paraeducator and worked his way up in education, expressing hope that his experience will benefit students, educators, and schools across the county.

She concluded by stating that CSEA will continue its efforts to support its members, students, and the community.

I. PERSONNEL COMMISSION

Mr. Hannon announced that the next Personnel Commission meeting will be held on Monday, March 23, 2026, at 5:00 p.m. in the District Office boardroom.

J. ITEMS FROM THE BOARD

Trustee Anthony announced that the South San Francisco Education Foundation will be hosting its first fundraising auction and luncheon on Friday, March 20. She noted that the event supports programs within the District and encouraged the community to participate. Trustee Anthony added that the event will include a silent auction with a variety of items available and starting bids set at accessible levels.

Trustee Lam reminded the Board and community that the City Subcommittee meeting will take place on March 25 at City Hall.

K. SUPERINTENDENT'S REPORT

a. SSF Ed Foundation Community Learning Exchange – Dr. Moore reported that on Saturday, February 28, the South San Francisco Education Foundation, in partnership with the District, hosted a Community Learning Exchange. Approximately 180 participants attended workshops covering educational transitions from early education through middle and high school. Families highlighted the kindergarten presentation, Q&A panel with current students, before- and after-school care sessions, and the Cash for College/FAFSA support as particularly valuable. Overall, families reported feeling informed, empowered, and prepared for the next steps in their children's education.

b. SSFHS Winter Guard Achievement – Dr. Moore shared that the South San Francisco High School Winterguard earned third place at the California Color Guard Circuit Competition held at Fremont High School on Saturday, February 28. Community members who missed prior competitions can see the Winterguard perform locally on March 21 at the Cappuccino High School Friends and Family Day event. Admission is $15. Dr. Moore congratulated the students and advisers on their accomplishment.

c. Other – None

L. STUDENT TRUSTEE REPORTS

1. Isabelle "Izzy" Ruiz, Spring Student Trustee and ASB President of ECHS highlighted the final drama production of the year, Clue, and congratulated graduating seniors who performed. Ruiz also recognized junior Nathan Nand

for being named South San Francisco Youth Poet in Residence, celebrating his achievements in artistic expression and community engagement.

Upcoming events were noted, including Pi Day celebrations with a “Pie a Person” fundraiser, the third annual Jim Cresta Car Show on March 16 supporting the Cresta Memorial Scholarship, and a Jazz Night performance on March 20. She also announced that election season begins with voting on March 27, noted strong sports team performance in preseason matches, and shared details about prom at San Francisco City Hall, including customizable prom-posal kits.

Ruiz concluded by thanking the board and community for their support of students and school activities.

2. Jaimelyn Ochoa, Fall Student Trustee and ASB President of SSFHS provided updates on spring sports, highlighting successful starts for boys golf, baseball, softball, track, and badminton teams. She congratulated the winners of ASB elections, including President Jordan Yu, Vice President Aubrianna Fontela, and Treasurer Meghan Fennel, and noted an ongoing special election for the executive secretary position.

   Ochoa also reported on the middle school tour, where ASB officers encouraged incoming eighth graders to participate in clubs, sports, and ASB. She described the ongoing ASB interview process for next year’s class and reminded students that commission applications are due soon.

   Recent student fundraising efforts were noted, including a “Splash the Seniors” event that raised nearly $600. Achievements highlighted included the South City Competitive Indoor Percussion Team winning first place at a Northern California competition.

   Upcoming events were shared: prom ticket sales and pricing, the annual Day on the Green with food trucks, carnival games, and student activities, and the spring musical Ride the Cyclone with performances on April 24–25. She also congratulated students whose projects advanced to the state level of the National History Day competition.

   Ochoa concluded by encouraging the community to support students and enjoy the upcoming events.

M. PUBLIC COMMENTS

Cuauhtemoc Cervantes, former Head Wrestling Coach at South City High School and Co-Head Coach of the South San Francisco Gator Wrestling Club, spoke during public comment. He introduced the Gator Wrestling Club, noting it

is a free, inclusive program serving youth from all nine elementary schools, three middle schools, and both high schools in the district.

Mr. Cervantes addressed an incident at South City High School that occurred a few months ago, stating that he was falsely accused and has been cleared of all allegations by the SSFPD and the San Mateo District Attorney. He requested a meeting with Dr. Moore, Mr. Hannon, Principal Balisi, Vice Principal Mack, and Athletic Director Daniel Flores to discuss the handling of the investigation and its impact on him and his program.

He shared his personal contributions to the club, including financial investment and 15 years of service, which have helped establish it as a leading wrestling program in the Bay Area. He expressed concern that the investigation negatively affected his athletes, including one female wrestler missing recognition for her CCS championship and state medal, and the girls' team missing a wrestling title.

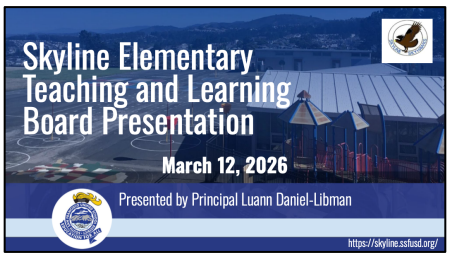
Mr. Cervantes described the personal and professional toll of the investigation, including loss of employment, decline in mental and physical health, and restricted communication with family and colleagues. He requested reinstatement to his position and the opportunity to fully return to serving the community. He concluded by emphasizing his innocence and his desire to share his side of the story.

N. INFORMATION ONLY PRESENTATIONS

1. TEACHING & LEARNING

a. Skyline Elementary School

Dr. Campbell introduced Principal Daniel-Libman who presented the educational priorities and programs at Skyline Elementary School.



Introduction

Principal Daniel-Libman addressed the Board and community to highlight the work of Skyline's staff, students, and families. She shared that the school is focused on fostering the joy of learning and creating opportunities for students to develop as critical thinkers in a supportive environment.

Principal Daniel-Libman explained that Skyline's work is guided by the District's strategic plan, core values, LCAP goals, and five strategic priorities to support the District's Portrait of a Graduate. She noted that the school's priorities align with District goals by emphasizing exceptional instruction, increasing intentional academic discourse, and developing strong writers and thinkers while building foundational skills.

She also shared that teachers in grades three through five are implementing the new math curriculum and emphasized that fostering a strong sense of belonging remains a key focus to ensure students stay engaged throughout the school day.

Priorities

Principal Daniel-Libman highlighted Skyline's commitment to serving the whole child, emphasizing both academic engagement and emotional well-being. She described a student-centered approach that encourages students to take ownership of their learning, noting that many conferences were student-led with students presenting their data binders to families. Third through fifth grade teachers have dedicated significant time to implementing the Illustrative Math curriculum, shifting cognitive load to students and emphasizing productive struggle as essential for deep understanding.

The math intervention teacher, Ms. Fox, supports both classroom teachers and TK teachers in applying SVMI strategies. Ms. Kasler provides targeted reading interventions and assists K–2 teachers with the UFLI phonics program, strengthening literacy instruction across the school. The instructional leadership team completed a book study on The Writing Revolution and provided professional development, making writing a schoolwide priority.

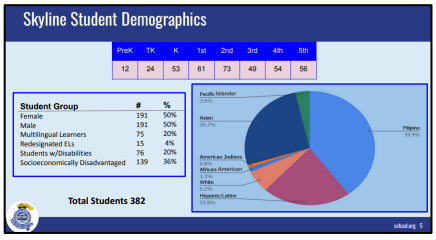
Skyline has expanded academic discourse in classrooms and deepened the use of BEGAD strategies to ensure all students are engaged and supported. Additionally, the school continues to focus on improving on-time arrival and attendance, recognizing the importance of consistent presence for student growth.



Demographics

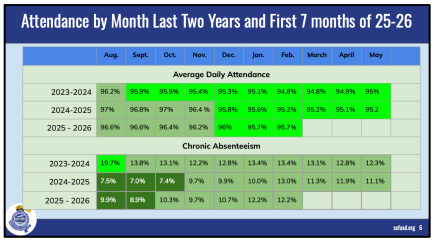
Principal Daniel-Libman provided an overview of Skyline Elementary School's student demographics. She shared that the school community is predominantly Filipino (39.9%), followed by Asian (26.2%), Hispanic/Latinx (22%), White (6.2%), Pacific Islander and Native Hawaiian (4%), African American (1.3%), and Native American/Alaska Native (0.8%).

She noted that the school serves 382 students with an even distribution of boys and girls. Principal Daniel-Libman also reported that 36% of students are socioeconomically disadvantaged. Additionally, approximately 20% of students have disabilities and 20% are English learners, with 4% redesignated as English proficient.

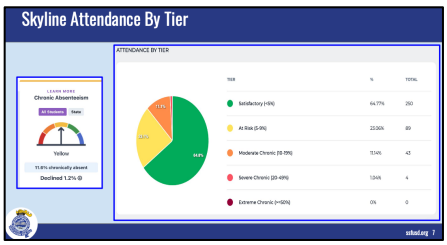


Attendance

Skyline Elementary School's attendance data for the first seven months of the past two school years was reviewed by Principal Daniel-Libman. The school's average daily attendance this year is approximately 96%, with a slight decline beginning in December. The current chronic absenteeism rate is approximately 12%.

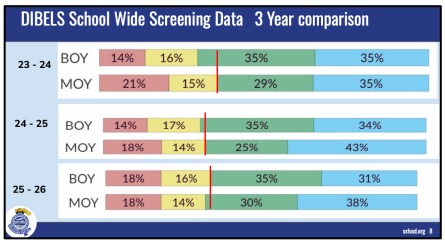


Staff, including the attendance clerk, Mrs. Rodriguez, teachers, and the Everyday Labs communication system, have been working diligently to communicate with families about the importance of strong attendance. The school is providing additional outreach and conferences with families of students identified as at risk for chronic absenteeism. According to the 2024 dashboard, the chronic absenteeism rate was 12.2%, compared to 11.6% the previous year, reflecting progress the school hopes to continue replicating this year.



<u>DIBELS</u>

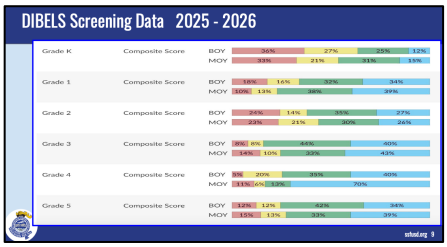
Principal Daniel-Libman presented Skyline Elementary School's academic data, beginning with a three-year comparison of DIBELS results. She explained that in the previous two years the school saw a decline in mid-year assessments for students performing at or above benchmark. However, this year the data shows an increase in those scores. Principal Daniel-Libman noted that this improvement suggests the school's UFLI instruction is having a positive impact on student learning.



Principal Daniel-Libman continued reviewing Skyline

Elementary School's DIBELS data, noting that students are making steady progress overall. She pointed out that the percentage of students in the red category has increased in grades three through five, indicating a need to strengthen foundational skills in those grade levels. She also highlighted that 70% of fourth-grade students are performing in the blue category.

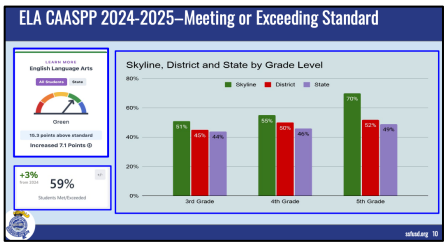
Principal Daniel-Libman added that DIBELS serves as a screening tool and shared that the school looks forward to using the Growth Assessment System next year to provide additional data to better guide instruction and student support.



CAASPP – ELA

For ELA CAASPP data, 59% of students met or exceeded standards, representing a 3% increase from the previous year. Principal Daniel-Libman noted that each grade level outperformed both district and state averages, with fifth grade achieving particularly strong results at 70%.

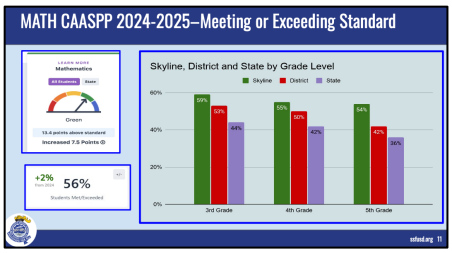
Based on the data analysis, she shared that the school is prioritizing writing and academic discourse to strengthen students' critical thinking and ability to effectively communicate their learning.



CAASPP – Math

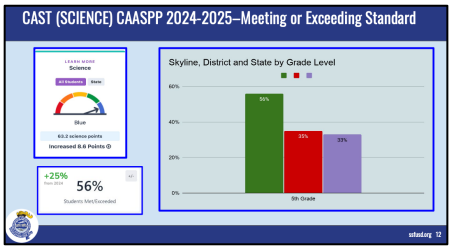
For CAASPP math results, 56% of students met or exceeded standards, which is an increase of 2% from the previous year. The school continues to outperform both district and state

averages. Principal Daniel-Libman highlighted growth in academic discourse through the use of sentence frames and scaffolding. Additionally, she shared that teacher Ms. Meyers attended the California Math Council North Conference and has implemented strategies from the “Building Thinking Classroom” approach, sharing insights with her colleagues.



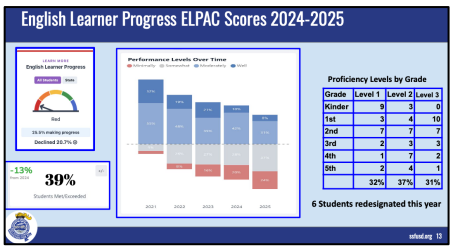
CAASPP – CAST (Science)

Skyline Elementary’s science scores increased by 25% from the previous year, with 56% of students meeting or exceeding standards. These results significantly outperform both the district and state averages. She credited the success to the efforts of Science TOSA Jennifer Rossi and Science Lead Ms. Ballesteros, noting that the sustained implementation of TWIG curriculum over several years is contributing to growing student science knowledge

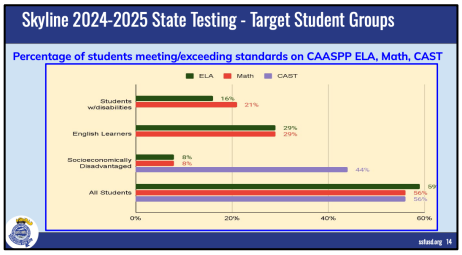


ELPAC

ELPAC scores decreased by 13% to 39% last year, placing the school in the red on the California Dashboard. Principal Daniel-Libman noted that next week the school will celebrate six students who achieved reclassification. With the support of EL TOSA Nahal Pacheco, the school has increased designated EL support and services for newcomers. Several teachers have attended CRLPs training on “Learning How English Works,” and staff are dedicating time to sharing instructional practices. She also reflected that the timing of last year’s assessment coincided with the passing of a beloved teacher, Mrs. Christopherson, which may have impacted student performance.



Principal Daniel-Libman noted that some target student groups are not yet performing at the same level as the overall student population. In response, the school is prioritizing instructional strategies that promote academic discourse and productive struggle, with a strong emphasis on building vocabulary and strengthening writing skills across all content areas to support improved outcomes for all students.



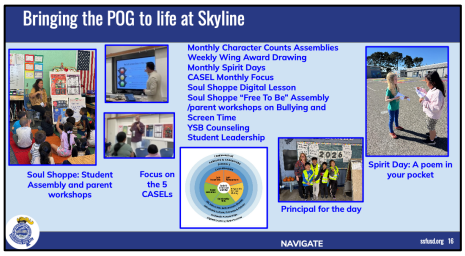
<u>Using Data</u>

Alongside intervention programs, the second-grade team has implemented a “walk-to-read” model, allowing students to rotate classrooms for differentiated UFLI reading instruction based on individual needs. Teachers collaborate to review mid-year writing assessments using grade-level rubrics to determine next instructional steps. Additionally, students use vertical whiteboards to share math thinking. Classroom instruction is supported by targeted small group interventions provided by Ms. Kasler and Ms. Fox, while the MTSS team collaborates to analyze data, monitor progress, and coordinate interventions to support the success of every child.



Portrait of a Graduate

As part of efforts to support student belonging and well-being, Skyline emphasizes the five CASEL competencies, reviewing one or two each month during online character trait assemblies. The school partnered with Soul Shoppe to provide digital lessons, held a “Free to Be” school assembly, and offered two parent workshops on bullying and screen time. While attendance at the workshops was low, recordings were made available to families. Skyline also celebrated spirit days, including “Poem in Your Pocket,” and highlighted students recognized as “Principal of the Day.”



Principal Daniel-Libman highlighted recent school activities, including last month’s Lunar New Year parade with lion dancers. In the fall, the school held its annual pumpkin patch, Halloween parade, Trunk-or-Treat, and participated in the Ruby Bridges Walk to School.



Skyline celebrated its six Daly City Park and Recreation basketball teams, including two girls’ teams, supported by PTA sponsorship and parent and staff volunteers. The fifth-grade team demonstrated empathy and strong character by helping an opposing player make a final basket, and the fourth-grade boys’ Team A capped their undefeated season with a championship win.



Through exploration and play, Skyline students engage as active investigators, fostering cognitive, social, and emotional growth. Kindergarteners used the Imagination Playground to grow their creativity, third graders participated in collaborative kickball, and students enjoyed the return of the Lawrence Hall of Science Festival, building and engineering with the support of parent volunteers.



<u>Skyhawk Educators</u>

Principal Daniel-Libman expressed gratitude for Skyline's dedicated teaching staff, specialists, paraprofessionals, office team, custodial staff, and students. She noted that next year the school will say goodbye to three retiring teachers and one relocating to Sacramento. She thanked all educators for their commitment and emphasized the meaningful impact their work has on students' lives.



<u>Volunteers</u>

Principal Daniel-Libman thanked all volunteers for their commitment and emphasized the meaningful impact their work has on students' lives.



Student Trustee Ruiz left the meeting at 7:50 p.m.

Trustee Anthony commended Skyline Elementary for its strong community, noting the presence of teachers and staff. She congratulated the school on the improvement in DIBELS scores and expressed optimism that UFLI instruction will continue to support student growth. Trustee Anthony also highlighted the high science performance of socioeconomically disadvantaged students, noting the effectiveness of the TWIG program. Principal Daniel-Libman acknowledged the contributions of fifth grade teachers in preparing students for assessments, and Trustee Anthony expressed interest in future updates on the school's progress.

Trustee Lam thanked Principal Daniel-Libman and the Skyline community for their attendance and commended the school on growth across all subject areas, particularly reading and science. She acknowledged the ongoing efforts of staff to refine instructional practices to support student achievement and noted her appreciation for the school's leadership. Trustee Lam also referenced an award received by the school in reading, highlighting the positive impact of the school's focus on literacy.

Trustee Hsieh thanked Principal Daniel-Libman for a clear and comprehensive presentation and expressed admiration for Skyline Elementary's academic progress. She highlighted the 25% improvement in science CASP scores and continued growth in ELA and math. Trustee Hsieh noted the intentional instructional focus, including UFLI phonics and emphasis on academic discourse and writing, as a strong coordinated effort across grade levels. She also commended the school's social-emotional learning initiatives and community activities, which foster a sense of belonging for students.

President Murray thanked Principal Daniel-Libman and her

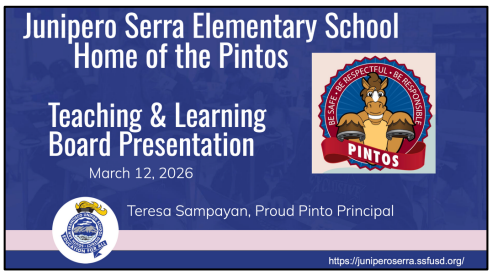
staff for the report. She noted that while ELPAC scores reflect performance on a single test day, the school has been performing very well overall. She emphasized the importance of fostering a sense of belonging, observing that Skyline's consistent focus on belonging over the years supports student achievement and growth.

b. Junipero Serra Elementary School

Dr. Campbell introduced Principal Teresa Sampayan who presented the educational priorities and programs at Junipero Serra Elementary School.

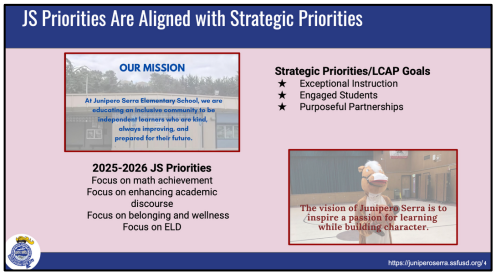
Introduction

Principal Teresa Sampayan welcomed the board, cabinet, student trustees, community members, and JS (Junipero Serra) Pintos. She introduced Junipero Serra Elementary School, highlighting its focus on two key priorities: providing exceptional instruction with an emphasis on academic discourse in math, and creating an environment where students feel engaged, supported, and have a strong sense of belonging. She noted that the presentation photos illustrate these efforts and affirmed that adhering to the school's core values and strategic priorities supports the vision of the Portrait of a Graduate.



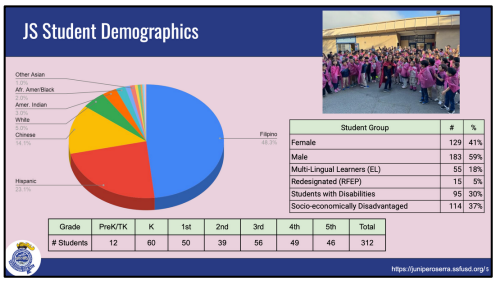
Priorities

Principal Sampayan outlined JS Elementary's priorities, which align with SSFUSD's strategic goals and the Portrait of a Graduate vision. The school continues to focus on strengthening instructional capacity, particularly in math achievement, academic discourse, and English Language Development (ELD). She emphasized the school's commitment to students' emotional well-being and overall development, noting that JS is dedicated to "raising the whole child."



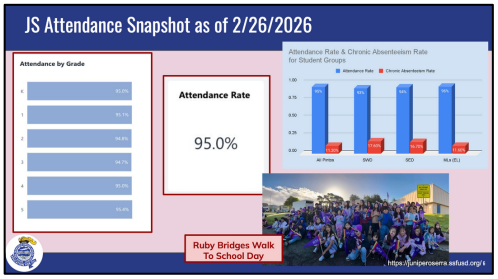
Demographics

JS Elementary serves approximately 300 K–5 students, along with 12 preschool and TK students. Of the student population, 18% are multilingual learners, 30% are students with disabilities, and 37% are socioeconomically disadvantaged. She also noted that 85% of students identify as Filipino, Hispanic/Latinx, or Chinese.



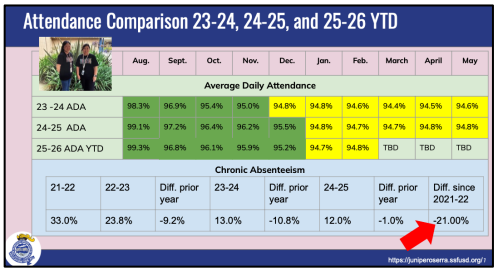
Attendance

JS Elementary has an overall attendance rate of 95% as of February 26. Attendance rates are consistent across grade levels.



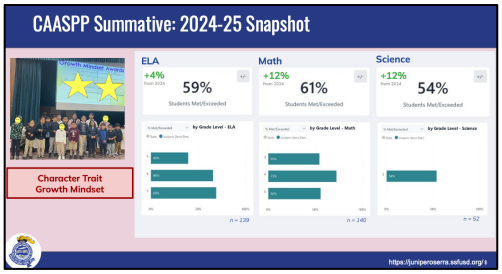
Principal Sampayan reviewed attendance trends over the past two years, noting improvements in both average daily attendance and chronic absenteeism. Since 2021, chronic absenteeism has decreased by 21%. She attributed this progress to strong relationships between teachers and families, consistent outreach from the front office team, and

targeted supports such as attendance meetings and home visits.

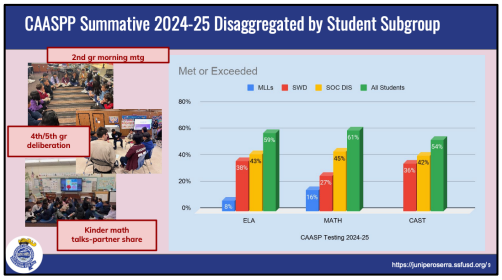


<u>CAASPP</u>

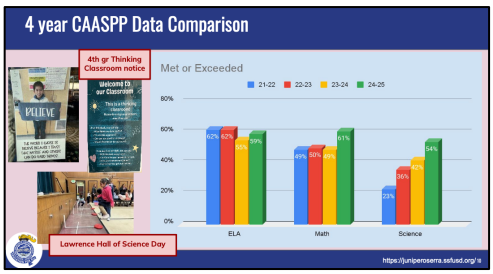
JS Elementary promotes a growth mindset, which has contributed to increases in CAASPP scores, including a 4 percentage point gain in ELA and 12 percentage point gains in both math and science.



Principal Sampayan shared the CAASPP summative data for spring 2025 disaggregated by student subgroups, noting that some groups did not perform at the same level as the overall student population. She noted that the school is addressing these gaps through data-driven instruction, frequent progress monitoring, and timely implementation of targeted interventions and supports.

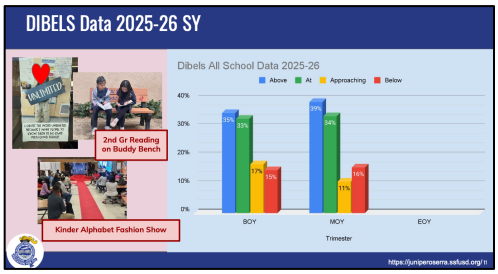


Principal Sampayan shared a four-year comparison of CAASPP data, noting a 4% increase in ELA and larger gains in both math and science.



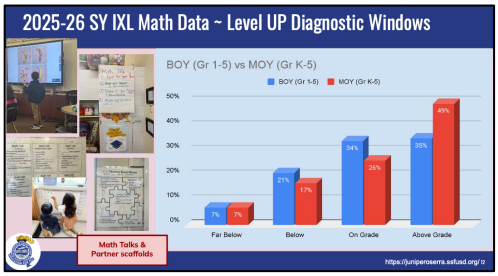
DIBELS

DIBELS data from the beginning to the middle of the year shows a 5-percentage point increase in students performing at or above grade level, along with a 5-percentage point decrease in students performing below or approaching grade level.



IXL Math

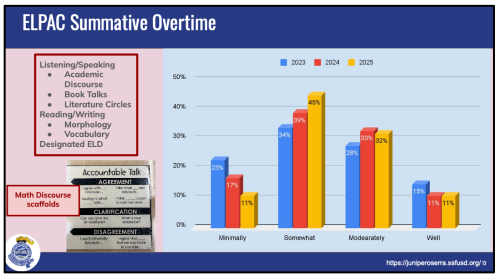
Principal Sampayan shared that IXL data shows growth from 69% of students performing at or above grade level at the beginning of the year to 75% by midyear. She noted that both DIBELS and IXL are used to track student progress three times per year, with additional biweekly DIBELS monitoring for students below grade level. Data analysis is used to identify student needs, guide instructional adjustments, and provide targeted interventions.



ELPAC

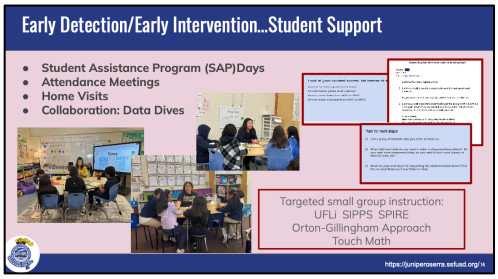
ELPAC data from Spring 2023 to Spring 2025 indicates that the majority of multilingual learners at JS are at Level 2, meaning their English is somewhat developed. To further

support English language development across all domains, the school is emphasizing academic discourse in classrooms. Instructional strategies include book talks, literature circles, and focused work on phonics, morphology, and vocabulary.



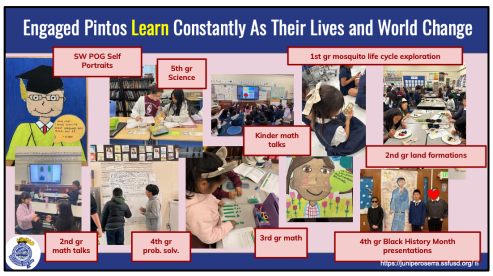
Student Support

Principal Sampayan shared that JS is focused on strengthening student support systems, emphasizing early detection and intervention. Through the Student Assistance Program, teachers collaborate with specialists to develop targeted instruction and monitor student progress. Teams review data every six to eight weeks to adjust supports and plan next steps. Grade-level collaborations include facilitated data dives, lesson planning, and meetings with math and reading specialists, supported by various instructional resources.



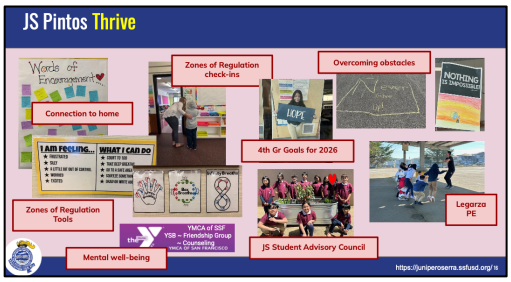
LEARN

Portrait of a Graduate is actively reflected at JS. Pintos embrace a growth mindset, engage in academic discourse, ask questions, use data and evidence, and explore creative problem-solving. With guidance from PSI consultant Jesse Roe, the instructional leadership team has focused on strengthening and vertically aligning discourse practices from PreK through fifth grade



THRIVE

Principal Sampayan highlighted Junipero Serra's focus on developing the whole child by supporting character and well-being. Programs include Zones of Regulation for self-awareness, structured PE through Legarza, and counseling/friendship groups in partnership with YSB. These supports help students build resilience, confidence, and essential skills. She also noted the JS Student Advisory Council (JSSAC) as part of the school's leadership initiatives.



Principal Sampayan emphasized the importance of student belonging, noting that when students feel safe, valued, and connected, they engage more fully in learning. JS promotes belonging through student-led assemblies, daily community time, and programs that teach acceptance and inclusion. For example, during Read Across JS Day, students participated in cross-grade families, fostering connections from kindergarten through fifth grade.



NAVIGATE

JS Pintos explored future career paths during Career Day, where family and community members shared their professions with students. Presenters included a biotech researcher, pediatric nurse, 911 dispatcher, police officer, airline pilot, a South San Francisco Library librarian, a South City High School wellness counselor, and a former JS student now serving as the Legarza PE coach.



IMPACT

JS Pintos actively contribute to the school community by demonstrating empathy, teamwork, and respectful communication. The Student Advisory Council (SAC) models student leadership and amplifies student voice through structured discussions. This year, SAC members participated in the Think Together Project, in partnership with Stanford's Deliberative Democracy Lab, which teaches students to engage in respectful, productive discourse on meaningful issues. SAC members participated in three deliberations, including one in a Stanford classroom, and facilitated a third-grade deliberation at JS, fostering civic responsibility, thoughtful engagement, and a culture that values student voice. The SAC was recognized during the meeting and received applause for their work.



Purposeful Partnerships

JS Pintos benefit from strong community partnerships that support student success. Key collaborators include South

San Francisco High School, El Camino High School, the Daly City Police Department, Daly City Parks and Recreation, Boy Scout Troop 4, and Stanford University. Additionally, the JSPTA plays an instrumental role in sustaining the school community and enriching experiences for students and families.



Volunteers

JS Pintos greatly benefit from the support of their PTA and school site council, who contribute in numerous ways. They host community-building events, fund initiatives such as outdoor learning spaces and interactive TVs, provide assemblies, sponsor student participation in field trips and outdoor education, and make afterschool enrichment clubs like film, Legos, crafts, and cooking possible. Principal Sampayan recognized volunteers for their dedication.



JS Educators

Principal Sampayan expressed deep appreciation for the JS staff, families, and community, emphasizing that students remain the focus of all efforts. She highlighted the dedication of the team to ensure Pintos achieve academically, grow in character, and feel part of a caring community. Citing Mother Teresa, she reinforced the value of collaboration: “I can do things you cannot. You can do things I cannot. But together we can do great things.” Principal Sampayan invited Team Pintos to stand, applauding their resilience, care, openness to learn, and dedication to teaching. She concluded by

expressing gratitude to the JS community, families, board of trustees, district cabinet, Dr. Moore, and the tech team, closing with a heartfelt “Salamat sa lahat” (thank you to everyone in Tagalog).



Trustee Anthony commended both principals for their presentations and quotes, specifically referencing Principal Daniel-Libman’s Orwell quote about writing and thinking. She highlighted the JS Student Advisory Council’s “Think Together” project, noting that when students are challenged to think critically, they rise to the occasion. She also praised the schools’ efforts in math discourse and innovative instructional practices, acknowledging the strong community and leadership built to support student growth and development.

Trustee Lam welcomed the JS community and congratulated the school on its growth across all areas. She highlighted the Student Advisory Council as impressive, especially its collaboration with Stanford, noting that leadership opportunities at the elementary level are rare. Trustee Lam also praised the school community and events, including Back-to-School Night and the Halloween Haunted House, describing the environment as vibrant, fun, and engaging. She expressed enthusiasm for returning to future events.

Trustee Hsieh thanked Principal Sampayan for the presentation and highlighted how the school’s work aligns with the district strategic priorities and Portrait of a Graduate. She noted the academic progress, including a 12% increase in students meeting or exceeding standards in math and science, demonstrating the impact of the focus on math achievement and academic discourse. Trustee Hsieh also praised the reduction in chronic absenteeism from 33% to 12%, attributing this to strong collaboration with families and the community. She recognized the school’s focus on student belonging and wellness, including programs like Zones of Regulation and the Student Advisory Council, and

appreciated the “spicy questions” students are exploring around cell phone use, social media, school uniforms, and screen time.

President Murray thanked Principal Sampayan for the report and shared her appreciation for visiting the school. She praised the school’s longstanding commitment to student belonging and inclusion, noting that it is evident in the holiday shows, where all students, including those with special needs, autism, or in wheelchairs, fully participate. She expressed admiration for the school’s culture and thanked the JS staff for their dedication.

Trustee Lam asked about insights from the “spicy questions” discussed by the JS Student Advisory Council and suggested sharing learnings in the future.

Principal Sampayan responded that the next deliberation is on April 10, and she invited board members to participate on the expert panel. She noted that third- and fourth-grade deliberations will take place, as well as a parent community deliberation on screen sense, and she confirmed that results will be shared with the board.

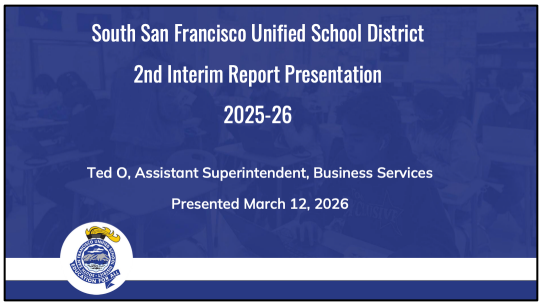
O. PRESENTATION WITH POTENTIAL ACTION

PRESENTATION

1. BUSINESS SERVICES

a. Second Interim Financial Report

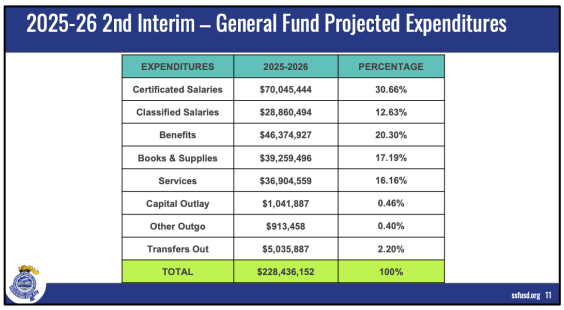
Mr. O presented the 2025–26 Second Interim Financial Report, noting few significant changes from the first interim report.



He highlighted the projected general fund expenditures, including both restricted and unrestricted program funds. Regarding the previously mentioned $40 million in books and supplies, he clarified that this largely represents restricted one-time and ongoing federal, state, and local grants, as well as gifts, donations, and fundraiser revenue, including carryover from prior years. These funds are earmarked for specific purposes and cannot be used for general expenses such as employee raises or reducing class sizes.

He explained that it is standard practice to "park" restricted funds under the books and supplies category until principals or administrators determine spending plans. For example, multi-year grants like Prop 28 arts and music funding may remain in books and supplies until funds are allocated, at which point they may move to categories such as certificated salaries when staff are hired.

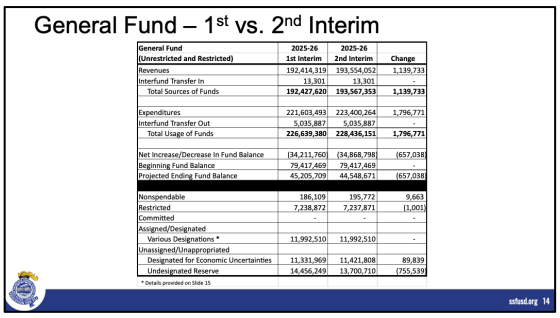
Mr. O also noted that the $39 million shown in the second interim reflects the budgeted amount, not actual expenditures. As of mid-year, approximately $6.7 million has already been spent from this allocation.



EXPENDITURES	2025-2026	PERCENTAGE
Certificated Salaries	$70,045,444	30.66%
Classified Salaries	$28,860,494	12.63%
Benefits	$46,374,927	20.30%
Books & Supplies	$39,259,496	17.19%
Services	$36,904,559	16.16%
Capital Outlay	$1,041,887	0.46%
Other Outgo	$913,458	0.40%
Transfers Out	$5,035,887	2.20%
TOTAL	$228,436,152	100%

Mr. O shared an overview comparison of the first and second interim financial reports:

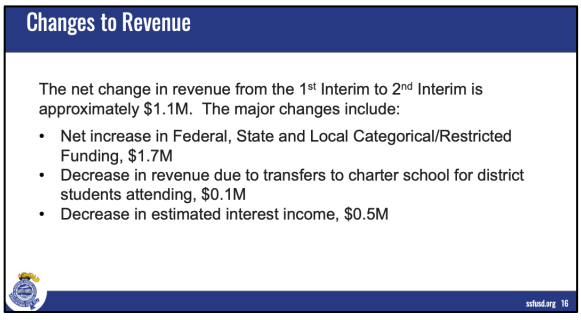
- Net change in revenues: approximately $1.1 million
- Net change in expenditures: approximately $1.8 million
- Projected ending fund balance: expected to decrease by roughly $657,000 from the first interim to the second interim, prior to state-required and district-designated reserves



Mr. O reviewed the total net change in revenue from the first to second interim:

- Overall increase: approximately $1.1 million
- Key contributors:
  - Net increase in federal, state, and local categorical restricted funding: $1.7 million, including:
    - $400,000 from the new one-time Learning Recovery Emergency Block Grant
    - $552,000 increase in the Expanded Learning Opportunity Program grant
- Decreases:
  - Charter school transfers for district students: $100,000
  - Projected interest income due to lower interest rates: $500,000

This explains the primary drivers behind the revenue change.

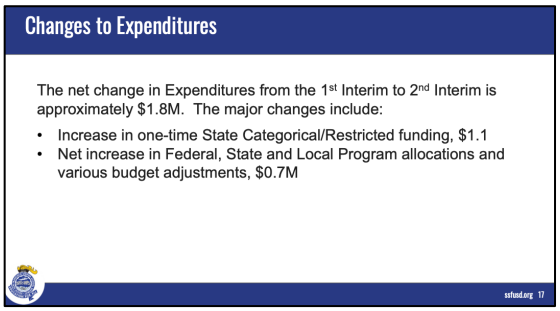


Mr. O reported the net total change in expenditures from the first to second interim:

- Overall increase: approximately $1.8 million
- Key contributors:

- One-time state categorical restricted program budget: $1.1 million
- Net increase in federal, state, and local grant allocations plus various budget adjustments: $700,000

These items account for the primary drivers behind the expenditure change.



Mr. O presented a high-level summary of the district's budget for the current and next two fiscal years:

- Three-year balanced budget requirement: The state requires the district to maintain a balanced budget across all three years.
- Projected net change in fund balance:
  - Next year: deficit spending of approximately $3.5 million
  - Following year: deficit spending of approximately $6.3 million
- Context: Future budget reductions may be necessary to address deficit spending, particularly as staffing and programs currently funded by one-time federal and state stimulus funds expire.
- Potential mitigating factors: Additional property tax revenue or new one-time state grants could reduce required cuts.
- Ending fund balance: Includes state-required and district-designated reserves.

Multi-Year Projection – Actual/Projected Ending Fund Balances

The District's Ending Fund Balance is decreasing as a result of deficit spending, increased employer PERS and STRS contribution and increased District operating expenditures.

Unrestricted and Restricted Funds	Second Interim 2025/26	Proposed Budget 2026/27	Proposed Budget 2027/28
Revenues	$ 193,554,053	$ 195,032,453	$ 201,328,719
Interfund Transfer In	13,301	13,301	13,301
Total Sources of Funds	$ 193,567,354	$ 195,045,754	$ 201,342,020
Expenditures	$ 223,400,265	$ 193,506,460	$ 202,587,044
Interfund Transfer Out	5,035,887	5,073,591	5,098,591
Total Usage of Funds	$ 228,436,152	$ 198,580,051	$ 207,685,635
Net Incr/Decr in Fund Balance	$ (34,868,798)	$ (3,534,297)	$ (6,343,615)
Beginning Fund Balance	79,417,469	44,548,671	41,014,374
Actual/Projected Ending Fund Balance	$ 44,548,671	$ 41,014,374	$ 34,670,759



Mr. O explained that the district's ending fund balance is broken down into several categories.

Ending Fund Balances (Reserves)

GASB Statement No. 54 establishes certain classification that governmental agencies are required to report their fund balances

- Nonspendable
- Restricted
- Committed
- Assigned
- Undesignated/Unassigned



Ending Fund Balance Breakdown:

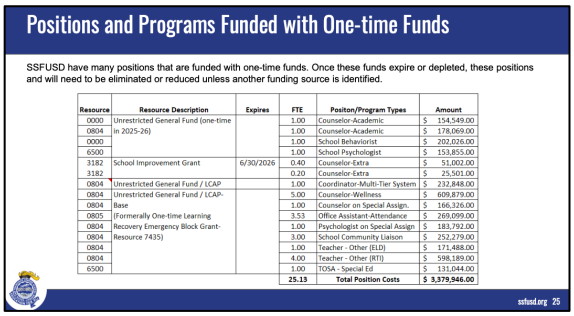
- The ending fund balance is composed of five categories, which include both state-required reserves and district-designated allocations.
- District designations are reported under "assigned/designated" and are planned to help balance the budget over all three years, as required by the state.
- These designations include meeting the state reserve requirements for economic uncertainty, ensuring the district maintains financial stability while planning for future needs.

Ending Fund Balance Designations

Unrestricted and Restricted Funds	Second Interim 2025/26	Proposed Budget 2026/27	Proposed Budget 2027/28
Actual/Projected Ending Fund Balance	***44,548,671***	***41,014,374***	***34,670,759***
Nonspendable			
Revolving Cash	25,100	25,100	25,100
Stores	55,353	55,353	55,353
Prepaid Expenditures	115,319	115,319	115,319
Restricted	7,237,871	7,237,871	7,237,871
Committed	0	0	0
Assigned/Designated			
STRS/PERS Increase: 2028-29	1,146,597	1,146,597	1,146,597
STRS/PERS Increase: 2029-30	2,345,913	2,345,913	2,345,913
Prop Tax Re-Pymt - Litigation (Est.)	8,500,000	8,500,000	8,500,000
Reserve:			
Reserved for Economic Uncertainties	11,421,808	9,929,003	10,384,282
Undesignated Reserve	13,700,710	11,659,218	4,860,324



Mr. O shared positions and programs funded through one-time funds which was already covered in the first interim presentation.



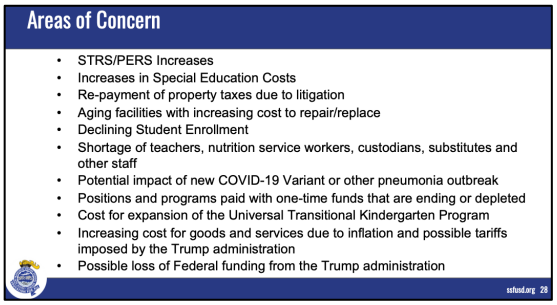
Positions and Programs Funded with One-time Funds

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

Resource	Resource Description	Expires	FTE	Positon/Program Types	Amount
0000	Unrestricted General Fund (one-time		1.00	Counselor-Academic	$ 154,549.00
0804	in 2025-26)		1.00	Counselor-Academic	$ 178,069.00
0000			1.00	School Behaviorist	$ 202,026.00
6500			1.00	School Psychologist	$ 153,855.00
3182	School Improvement Grant	6/30/2026	0.40	Counselor-Extra	$ 51,002.00
3182			0.20	Counselor-Extra	$ 25,501.00
0804	Unrestricted General Fund / LCAP		1.00	Coordinator-Multi-Tier System	$ 232,848.00
0804	Unrestricted General Fund / LCAP-		5.00	Counselor-Wellness	$ 609,879.00
0804	Base		1.00	Counselor on Special Assign.	$ 166,326.00
0805	(Formerally One-time Learning		3.53	Office Assistant-Attendance	$ 269,099.00
0804	Recovery Emergency Block Grant-		1.00	Psychologist on Special Assign	$ 183,792.00
0804	Resource 7435)		3.00	School Community Liaison	$ 252,279.00
0804			1.00	Teacher - Other (ELD)	$ 171,488.00
0804			4.00	Teacher - Other (RTI)	$ 598,189.00
6500			1.00	TOSA - Special Ed	$ 131,044.00
			25.13	Total Position Costs	$ 3,379,946.00

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Mr. O reminded the Board about “Areas of Concern” which was already covered in the first interim presentation.

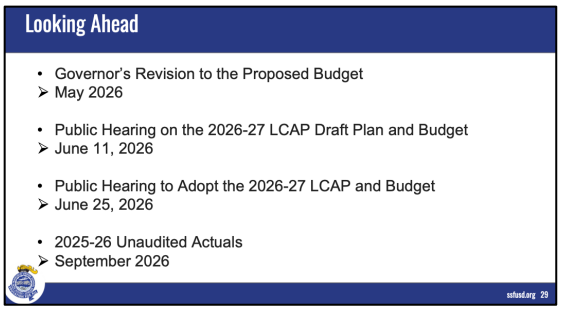


Areas of Concern

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

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Mr. O shared future dates which were already covered in the first interim presentation.



Looking Ahead

- Governor’s Revision to the Proposed Budget
  - May 2026
- Public Hearing on the 2026-27 LCAP Draft Plan and Budget
  - June 11, 2026
- Public Hearing to Adopt the 2026-27 LCAP and Budget
  - June 25, 2026
- 2025-26 Unaudited Actuals
  - September 2026

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Trustee Anthony expressed appreciation for the clarification on the “books and supplies” line in the budget and thanked the Mr. O for delivering a clear and efficient presentation.

Trustee Hsieh thanked Mr. O for the presentation.

President Murray expressed gratitude for the clarity of the presentation.

The Board recessed at 8:28 p.m. and reconvened at 8:38 p.m.

ACTION

3. BUSINESS SERVICES

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

MOTION 181 (Anthony/Hsieh) to approve the 2nd Interim Financial Report and positive certification of financial condition for FY 2025-26, declaring that the SSFUSD will be able to meet its financial obligations for the current year and subsequent two fiscal years. Motion Carried. (Unanimous)

P. CONSENT AGENDA:

MOTION 182 (Lam/Hsieh) to approve 1a. Minutes of the February 12, 2026 Regular Board meeting; 1b. Minutes of the February 20, 2026 Special Board meeting; 1c. Minutes of the February 26, 2026 Regular Board meeting; 2a. Destruction of Obsolete Materials; 3a. Certificated Personnel Assignment Order; 3b. Classified Personnel Assignment Order; 3c. MOU with SFSU for the Multi-Clinical Intern Program; 4a. Gifts to the District, February 2026; 4b. Professional services agreements under $25,000. Motion Carried. (Unanimous)

President Murray noted that Lisa Tucker, SSFHS registrar, is retiring and shared a personal connection, mentioning that Tucker was a parent alongside her at Monte Verde many years ago.

ACTION *(continued)*

1. ADMINISTRATION

a. Resolution No. 26-11 for Trustee Compensation

MOTION 183 (Hsieh/Lam) to adopt Resolution #26 -11 and a waive of the reading: To allow stipend payment for Trustee Richardson who was absent from the February 26, 2026 Board meeting. (AYES: Lam, Murray, Anthony, Hsieh; NOES: None). Motion Carried. (Unanimous)

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

Trustee Lam requested that the board set aside BP 1445, the policy on response to immigration enforcement, for discussion, noting that she had

comments and suggestions to review before any decisions are made.

MOTION 184 (Hsieh/Anthony) to approve the following new and updated District's Board Bylaw and Policies, with the exception of BP 1445 "Response to Immigration Enforcement", and waive a second reading. Motion Carried. (Unanimous)

RECOMMENDED FOR ADOPTION

1. BP 1312.2 - Complaints Concerning Instructional Materials
2. BP 3311- Bids
3. BP 3311.1 - Uniform Public Construction Cost Accounting Procedures
4. BP 3312 - Contracts
5. BP 3516.5 - Emergency Schedules
6. BP 3580 - District Records
7. BP 4151 - Employee Compensation
8. BP 4251 - Employee Compensation
9. BP 4351 - Employee Compensation
10. BP 4158 - Employee Security
11. BP 4258 - Employee Security
12. BP 4358 - Employee Security
13. BP 5141.5 - Mental Health
14. BP 5141.52 - Suicide Prevention
15. BB 9224 - Oath of Affirmation
16. BB 9260 - Legal Protection
17. BP 0450 Comprehensive Safety Plan
18. BP 1340 Access to District Records
19. BP 1445 Response To Immigration Enforcement
20. BP 5125 Student Records
21. BP 5125.1 Release of Directory Information

RECOMMENDED FOR REPEAL/DELETION

22. BP 5145.13 Response to Immigration Enforcement

President Murray asked whether BP 1445 should be pulled for a future meeting. Trustee Lam suggested sharing thoughts first before deciding. Trustee Anthony emphasized that the policy must be adopted by the March 1 deadline per Education Code requirements. She noted that while changes could be considered later, it is important to have the policy officially in place. Trustee Hsieh agreed with this approach.

Trustee Lam stated that the policy is generally solid but emphasized the importance of ensuring alignment between the board policy and the district's existing protocols, which have been developed with guidance from the county. She suggested two additions: including a requirement to report to the California Department of Justice as part of the reporting process, and specifying that district legal counsel and the superintendent be contacted immediately if an immigration enforcement officer arrives.

Dr. Moore responded that while the Board may choose to include these items in the policy, the internal district protocol already incorporates these steps. The protocol specifies timely reporting to the California Department of Justice, notification to the board president and superintendent, and lists the county counsel's contact information. She noted that administrators have been trained on the protocol multiple times this year to ensure consistent implementation.

Trustee Anthony noted that "protocol" differs from "policy" and suggested that these procedures could be addressed in an administrative regulation (AR), which allows more flexibility and can be updated without returning to the Board. She expressed concern that adopting the procedures as policy would require the full board process, potentially slowing responsiveness, especially given pending policies from June 2025. Trustee Hsieh agreed with this approach.

Trustee Anthony moved to adopt the board policy as written, noting that minor refinements could be considered later through the Board Bylaws Committee rather than incorporating the full protocol into the policy at this time.

Trustee Lam seconded the motion, agreeing that it is important to have an updated policy in place promptly and expressing willingness to share notes for potential future refinements.

President Murray commented that she loved having an all-woman Board

MOTION 185 (Anthony/Lam) to approve BP 1445 "Response to Immigration Enforcement", and waive a second reading. Motion Carried. (Unanimous)

2. HUMAN RESOURCES

a. Approval of the MOU with Classified School Employees Association (CSEA) Chapter 197 for the Early Notification Retirement Incentive

Trustee Anthony asked for clarification regarding the updated date. Mr. Hannon confirmed that the district worked with CSEA President Jolene Malfatti and agreed to extend the date to May 1, 2026.

MOTION 186 (Anthony/Hsieh) to approve the MOU with CSEA 197 for the Early Notification Retirement Incentive with the deadline revised to May 1, 2026, effective for the 2025-2026 school year. Motion Carried. (Unanimous)

b. Approval of the MOU with Greenheart International d.b.a. Greenheart Exchange for the Teach USA Program

Trustee Anthony asked if the teachers in question were new J-1 visa holders. Mr. Hannon responded that there are currently a few J-1 visa teachers through the program and that the district is renewing the partnership as part of its recruitment strategy. Trustee Anthony then clarified, noting that some J-1 teachers had applied for O-1 visas, and Mr. Hannon confirmed that this was a separate matter.

MOTION 187 (Hsieh/Anthony) to approve the Teach USA Program MOU with Greenheart International d.b.a. Greenheart Exchange for the 2026–27 school year to support participation in the J-1 Visa Exchange Visitor Program. Motion Carried. (Unanimous)

c. Approval of the Elimination of Classified Positions in the Nutrition Services Department and the Adoption of Resolution No. 26-10

Trustee Lam asked about the impact of the proposed restructuring of the nutrition services department, noting the potential layoff and wanting to understand its effects. She specifically asked if the two nutrition services supervisor positions being eliminated were currently filled. Mr. O explained that one supervisor recently left for a job closer to home, leaving only one position to eliminate, and that the remaining supervisor had been encouraged to apply for a

newly created Nutrition Services Manager position.

Trustee Lam expressed hope that the internal hiring works out, and connected the restructuring to low student participation in the meal program. She asked about the district's capacity to handle future participation changes. Mr. O replied that staffing would be reevaluated if participation increases, likely adding more kitchen staff rather than another supervisor, with potential adjustments based on increased revenue from state reimbursements.

Trustee Lam then asked whether current participation, hovering under 60%, was lower than previous years. Mr. O explained that before the state-funded universal meals program, participation was expected to reach around 80%, but many students still bring meals from home or eat elsewhere, so participation has stayed around 50%, which informed the decision to reduce management staffing. Trustee Lam clarified whether participation had dropped or remained flat, and Mr. O confirmed it has remained roughly the same.

MOTION 188 (Hsieh/Anthony) to approve the elimination of two (2) Supervisor positions in the Nutrition Services department, and adopt Resolution #26-10 – Reduction in Force and a waive of the reading. (AYES: Lam, Murray, Anthony, Hsieh; NOES: None). Motion Carried. (Unanimous)

d. Approval of the Nutrition Services Manager Job Description

MOTION 189 (Hsieh/Lam) to approve the Nutrition Services Manager Job Description. Motion Carried. (Unanimous)

3. BUSINESS SERVICES *(continued)*

b. Approval of Amendment #2 with Rogers Stringer & McClelland, Inc. (RSM) for the El Camino High School Aquatic Design Services

Trustee Anthony commented on the recurring discovery that many district facilities and equipment are outdated and require work to meet compliance standards. She noted that even though the current bond is only about a third

completed, it seems inevitable that another bond will eventually be needed to fund further upgrades.

Mr. O added that when the Division of State Architects (DSA) is involved, additional requirements often arise, which are beyond the district's control. Trustee Anthony gave examples, such as replacing water fountains in the pool area and retiling the pool, suggesting it would not be surprising to revisit these upgrades in the future. President Murray reflected that when she attended El Camino decades ago, the pools were unheated and very cold.

MOTION 190 (Anthony/Hsieh) to approve Amendment No. 2 to the agreement with RSM for additional engineering design services for the El Camino High School Aquatic Center Heating System Replacement Project in the amount of $29,500. Motion Carried. (Unanimous)

c. Approval of Amendment #1 with SIM Architects, Inc. for the Monte Verde Elementary TK Classroom Project

Trustee Lam asked for clarification regarding the playground equipment in the kindergarten yard, specifically whether the existing equipment would need to be removed to make space for separate play areas for TK and kindergarten. Mr. O confirmed that the play structure will need to be relocated to accommodate the new TK modular building. Trustee Lam acknowledged that the area is tight but emphasized the importance of keeping the younger children in the same general play area.

MOTION 191 (Lam/Hsieh) to approve Amendment No. 1 to the agreement with SIM Architects, Inc. for additional design and construction administrative services for the Monte Verde Elementary School TK Classroom Project in the amount of $8,850. Motion Carried. (Unanimous)

d. Approval of Amendment #2 with Hibser Yamauchi (HY) Architects, Inc. for the Skyline Elementary HVAC Replacement Project

MOTION 192 (Hsieh/Lam) to approve Amendment No. 2 to the agreement with HY Architects, Inc. for additional architectural and electrical design services for the Skyline Elementary School HVAC Replacement Project in the

amount of $6,500. Motion Carried. (Unanimous)

REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS – None

March 26, 2026

- Presentation Teaching and Learning – Westborough MS
- Presentation on Structured Literacy Block
- 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 Induction
- Presentation on Counseling
- 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 Teaching and Learning – Special Education
- Presentation on 2026-27 LCAP draft plan
- Public Hearing 2026-27 LCAP draft plan
- 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)

June 11, 2026

- Presentation on 2026-27 Preliminary Budget
- Public Hearing 2026-27 Preliminary Budget
- Adoption of 2026-27 LCAP
- Approval of Local Indicators
- Approval of SMCOE Induction Program agreement for 2026-27
- Approval of updated Board Governance Handbook
- Approval of Board of Trustees Compensation increase for 2026-27
- Approval of supplementary instructional materials
- Approval of the agreement with Newsela for the 2026-27 school year
- Approval of Scoot Education MOU
- Resolution on Budgetary increases and year end transfers

June 25, 2026

- Presentation on Counseling and Safe School Advocates Services and approval for 2026-27
- Presentation on SLO MOU with student data
- Adoption of 2026-27 Preliminary Budget
- Information on Daybreak Mental Health and approval of MOU
- Approval of SMCOE Outdoor Education dates for 2026-27
- Approval of Paper Education Company agreement for 2026-27
- Approval to increase facility use fees for 2026-27
- Approval to increase District rental/leasing rates for 2026-27
- Approval to continue NPS contracts for 2026-27
- Resolution on Education Protection Account Funds

SUMMARY OF BOARD DIRECTIVES – None

GOOD AND WELFARE

Trustee Hsieh shared that she was deeply moved by the two presentations and highlighted two key takeaways: the strong instructional focus across schools, particularly in literacy, math, and academic discourse, and the clear commitment to supporting the whole child through belonging, wellness, and community partnerships. She noted that these efforts bring the district's portrait of a graduate to life. Trustee Hsieh also emphasized the evident trust and collaboration among principals, teachers, staff, and families, recognizing it as a model of leadership for students and the community. She expressed appreciation for the outstanding work of district leadership, especially Dr. Moore, and for the positive energy and relationships demonstrated in the schools.

Trustee Lam expressed admiration for Trustee Hsieh's insights, noting she learns from her observations at every meeting. She then shared recent community experiences, including attending a St. Patrick's Day dinner and a school play that was a re-performance of a movie, praising the students' performances. Trustee Lam also recounted a special experience at the South San Francisco City Council meeting, where Mayor Mark Addiego presented the Women's History Month proclamation and unexpectedly named her as his selection for "Woman of the Year." She acknowledged feeling a bit awkward about the recognition but used her remarks to highlight the district's strong women leadership, including the all-women school board, the superintendent, and other women leaders throughout the district. She also noted previous recipients of the award, including Trustee Anthony and former Trustee Lujan, and concluded by wishing everyone a happy Pi Day.

Trustee Anthony shared her appreciation for the increased focus on career days across the district's schools, noting that in previous years this emphasis wasn't as strong. She emphasized the importance of exposing students to a wide variety of careers, especially within their community, and connected this effort to the district's Portrait of a Graduate initiative. She also gave a special shout-out to Parkway Heights Middle School for pioneering the effort and expressed her gladness that other schools are now implementing similar programs.

President Murray offered congratulations to Trustee Lam, celebrating both her and the collective accomplishments of the board, emphasizing that the district is doing good work

ADJOURNMENT – 9:08 p.m.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

DATE: March 26, 2026

RE: Approval of the 2026-27 Board Meeting Calendar

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The Board meeting calendar for the 2026-27 school year is being submitted for approval. In the month of December there are timing requirements for submitting the First Interim Financial report and a restriction on when the yearly Board reorganization meeting may be held. For this year, the regular December meeting will take place on Thursday, December 10, 2026 and a special meeting for the Board reorganization only will be held on Tuesday, December 15, 2026.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 2026-27 Board meeting calendar.

For approval: 3-26-26

South San Francisco Unified School District
2026-27 Board of Trustees' Meeting Calendar

Agenda items MUST be submitted by 4:00 PM on the scheduled "item due date"

2026 Meeting Dates

- **July 16**
Agenda Items due: July 6

- **August 20**
Agenda Items due: August 10

- **September 10** – *Spruce Elementary*
Agenda Items due: August 31

- **September 24 –** *Martin Elementary*
Agenda Items due: September 14

- **October 8 –** *Ponderosa & Los Cerritos ES*
Agenda Items due: September 28

- **October 22** ***Community Forum***
Agenda Items due TUESDAY October 13

- **November 12 –** *Westborough Middle*
Agenda Items due: November 2

- **December 10 –** *Monte Verde Elementary*
Agenda Items due: November 30

- **December 15** – ***Reorganization Meeting Only***
TUESDAY Special meeting. NO ITEMS!

IMPORTANT DATES TO REMEMBER:
July 3, 2026 – Independence Day Holiday Observed
August 13, 2026 – First Day of Instruction
September 7, 2026 – Labor Day Holiday
October 12, 2026 – Indigenous Peoples' Day
November 11, 2026 – Veterans Day Holiday
November 25, 2026 – School Holiday
November 26 – 27, 2026 – Thanksgiving Holidays
December 21– 23, 2026 – School Holiday
December 24 – 31, 2026 – Winter Break
January 1, 2027 – School Holiday
January 4 – 5, 2027 – Non-Student Day
January 18, 2027 – Dr. Martin Luther King Jr. Holiday
February 5, 2027 – School Holiday (Lunar New Year)
February 15, 2027 – Presidents Day Holiday
March 29 – April 2, 2027 – Spring Break
May 27, 2027 – Last Day of Instruction
May 31, 2027 – Memorial Day Holiday
June 18, 2027 – Juneteenth Holliday Observed

2027 Meeting Dates

- **January 21 –** *El Camino High*
Agenda Items due: January 11

- **February 4 –** *Sunshine Gardens Elementary*
Agenda Items due: January 25

- **February 18 –** *Buri Buri Elementary*
Agenda Items due: February 8

- **March 4 –** *Alta Loma Middle*
Agenda Items due: February 22

- **March 18 –** *Junipero Serra Elementary*
Agenda Items due: March 8

- **April 8 –** *Parkway Heights Middle*
Agenda Items due: March 22

- **April 22 –** *Skyline ES & Children's Ctr.*
Agenda Items due: April 12

- **May 6 –** *South San Francisco High*
Agenda Items due: April 26

- **May 20 –** *Baden/Adult Ed*
Agenda Items due: May 10

- **June 3**
Agenda Items due: May 24

- **June 17**
Agenda Items due: June 7

Notes:
- **1st Interim Financial Report 26-27 –** By December 15, 2026
- **Board Reorganization – Must happen** between December 11 – 26
- **2nd Interim Financial Report 26-27 –** By March 17, 2027

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
James Briano, Principal - El Camino High School

DATE: March 26, 2026

RE: Permission to attend the CIF State Swim Championships in Fresno, CA May 14-16, 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 event, taking place May 14–16, 2026, is for an El Camino High School student on the swim team to compete in the CIF State Swimming and Diving Championships in Fresno. Coach Jeff Vitalie will accompany the student athlete, along with the student's mother. They will be staying at the Hampton Inn & Suites Fresno during the event.

FISCAL IMPLICATIONS:

Travel expenses will be financed by the El Camino Swim Team. There will be no overnight stipend.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve travel for an El Camino High School student athlete on the swim team to compete in the CIF State Swimming and Diving Championships in Fresno, California, on May 14–16, 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: March 26, 2026

RE: District Staff to Attend the 52nd Annual Convention of the Association for Behavior Analysis International (ABAI) May 23-24, 2026, SF, CA

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

Approval is requested for nine (9) Board Certified Behavior Analysts (BCBAs) and two (2) district administrators to attend the 52nd Annual Convention of the Association for Behavior Analysis International (ABAI). The convention will be held May 21–25, 2026, at Moscone Center West in San Francisco. **District staff will attend the main conference sessions on Saturday and Sunday only**.

The ABAI annual convention is an international professional learning event focused on the science and application of behavior analysis. The conference brings together educators, clinicians, researchers, and administrators to explore evidence-based practices that support individuals with diverse learning and behavioral needs across educational, clinical, and community settings.

Conference sessions address topics including functional behavior assessment, positive behavior support systems, data-driven decision making, ethical and legal considerations, culturally responsive practices, and inclusive behavioral support strategies within school environments. Participation in this conference will strengthen the district's capacity to implement effective behavioral supports aligned with students' Individualized Education Programs (IEPs).

The ABAI annual convention rotates locations across major cities throughout the United States and internationally. Recent conventions have been held in Washington, D.C., Philadelphia, Denver, and Boston. The convention was last hosted in San Francisco in 2003, making the 2026 conference the first time in more than two decades that this international event has returned to the Bay Area. Hosting the conference locally provides a unique opportunity for district staff to participate in a world-class professional learning event without the significant travel costs typically associated with national conferences.

Participation by district administrators alongside BCBAs will support cross-disciplinary collaboration, a shared understanding of evidence-based behavioral frameworks, and consistent implementation of districtwide behavioral systems and supports. By attending weekend sessions, staff will be able to participate in high-quality professional learning while minimizing disruption to instructional time during the school week. (Organization Website: ABAI)

FISCAL IMPLICATIONS:

Special Education funds (MGMT: 705) will be utilized to cover the cost of this conference.

Estimated Expenses for 11 Staff Members.

Expense	Cost Details	Estimated Cost
Registration	Estimated $436–$556 per person (early to standard registration)	Estimated $4,796 – $6,116
Meals (Lunch)	$20/day × 2 days × 11 staff	$440
Transportation	Reimbursement Options: ● Mileage .725/mile ● Parking - $50/day OR ● Public Transportation $6.00 one way	estimated $3,000
Total Estimated Cost		**$8,236 – $9,556**

RECOMMENDATION:

It is recommended that the South San Francisco Board of Trustees approve staff to attend the 52nd Annual Convention of the Association for Behavior Analysis International (ABAI) May 23 – 24, 2026 in San Francisco, CA.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Nia Campbell, Ed.D., Assistant Superintendent, Teaching & Learning
Seemaa Prasad, Principal – Alternative Education

DATE: March 26, 2026

RE: Approval for four (4) staff members to attend the CASAS National Summer Institute in Orange County, CA, June 15-18, 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:

South San Francisco Adult Education staff attendance at the CASAS Summer Institute 2026 will support continued compliance with state and federal accountability requirements, strengthen assessment and data reporting practices, and improve instructional alignment with measurable student outcomes. The training provides important updates on the implementation of state-approved assessments, data management through TOPSpro Enterprise, and program improvement strategies that support student persistence, workforce readiness, and overall program effectiveness.

FISCAL IMPLICATIONS:

Funds will be covered using the Adult Education Fund (MGMT: 481).

The estimated cost for Ms. Seemaa Prasad, Susan Cheong, Lani Xiao, and Lidia Lopez to attend the CASAS National Summer Institute is as follows:

Item	Cost per Staff	Number of Staff	Total
Registration (Pre-Conference + General Admission)	*$875	4	$3,500
Transportation (air flight/mileage)	**$400	4	$1,600
Hotel (5 nights)	***$1500	4	$6,000
Food	****$305	4	$1,300
Total Estimated Cost			**$12,400.00**

**This includes registration and an add-on-lab*
***Prices of airfare subject to change based on availability at time of booking (two staff members will fly & two staff members will drive.)*
****We will use conference discount for lodging if available.*
***** An estimated cost since some meals will be provided at the conference*

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees grant permission for Ms. Prasad, Ms. Cheong, Ms. Xiao, and Ms. Lopez to attend the CASAS National Summer Institute from June 15-18, 2026.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

RE: Approval for School Counselor to Attend the 2026 American School Counselor Association (ASCA) Conference in New Orleans, Louisiana July 11-14, 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 2026 American School Counselor Association Annual Conference is July 11-14, 2026, in New Orleans, Louisiana. This conference is the premier national professional development opportunity for school counselors. Attendance at the ASCA Annual Conference would allow Ms. Bridgett Hernandez to participate in four full days of breakout sessions, general sessions, and networking opportunities focused on academic achievement, social-emotional learning, college and career readiness, equity, and data-informed systems of support.

FISCAL IMPLICATIONS:

Estimated costs for one staff member to attend the ASCA Conference in New Orleans, Louisiana

- **Registration:** $499.00
- **Lodging:** 3 nights = $555.85
- **Meals:** $75.00 per day × 4 days = $300.00
- **Transportation:** Round-trip airfare = $515.58

Total Estimated Cost: $1,870.43. Site funds will be utilized to cover the cost of attendance.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the attendance of the South San Francisco High School Counselor, Ms. Bridgett Hernandez, to attend the 2026 American School Counselor Association (ASCA) Conference in New Orleans, Louisiana July 11-14, 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: March 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:

Retirement

Hartwick, Lori - Teacher at Junipero Serra Elementary School Effective 6/1/2026
Houle, Robert - Teacher at Junipero Serra Elementary School Effective 7/24/2026

Resignation

Jimenez, David - Teacher at Alta Loma Middle School Effective 2/26/2026
Quan, Yi - Teacher at Los Cerritos Elementary School Effective 6/1/2026
Alima, Zaldy - Teacher at South San Francisco High School Effective 6/1/2026

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: March 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:

Promotion:

Mayorga, Rustin – Skilled Maintenance Worker, District Office - Facilities, 8 hours per day | Range 48, Step 1 | Effective: March 23, 2026

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: March 26, 2026

RE: Purchase Order Listing January 1, 2026 to January 31, 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 attached report shows the total amount of all Purchase Orders, Change Orders and Printed Instructional Material Orders processed January 1, 2026 to January 31, 2026 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 - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-01798	A BLACK TIE AFFAIR INC.	1/5/26 Professional Learning Breakfast	01-9010-0-1110-1000-4322-090-390	17,801.54
PO26-01632	AAA Fire Protection Services	Remove & Replace Frozen Site Hydrant	01-8150-0-0000-8110-5899-009-741	11,305.28
PO26-01617	Action Sports	Culture Keepers Sweatshirts 2025 - Navy	01-9305-0-1110-1000-5810-025-391	1,383.59
PO26-01693	Advanced Sign Solutions Sign S	Rosters	01-9010-0-1202-1000-5810-032-322	194.21
PO26-01665	All Souls Church All Souls Cat	Reading Intervention & PD Coordinator	01-3010-0-1110-1000-5801-016-301	3,169.85
PO26-01652	Amazon Capital Services	MB Docking Stations	01-0000-0-0000-2424-4320-090-735	1,087.80
PO26-01720	Amazon Capital Services	UPS Backup Batteries	01-0000-0-0000-2424-4320-090-735	1,960.16
PO26-01720	Amazon Capital Services	UPS Backup Batteries	01-0000-0-0000-2424-6415-090-735	4,900.40
PO26-01644	Amazon Capital Services	Nursing Items	01-0000-0-0000-3140-4330-090-507	188.81
PO26-01754	Amazon Capital Services	Office Supplies	01-0000-0-0000-7340-4320-090-717	30.44
PO26-01649	Amazon Capital Services	Office Supplies	01-0000-0-0000-7350-4320-090-717	371.08
PO26-01754	Amazon Capital Services	Office Supplies	01-0000-0-0000-7350-4320-090-717	27.12
PO26-01630	Amazon Capital Services	HR Supplies	01-0000-0-0000-7490-4320-090-715	106.56
PO26-01755	Amazon Capital Services	Scantron for Classified Exams	01-0000-0-0000-7490-4320-090-715	193.39
PO26-01721	Amazon Capital Services	Supplies	01-0000-0-0000-8200-4320-022-759	196.65
PO26-01756	Amazon Capital Services	Student Classroom Supplies	01-0000-0-1110-1000-4200-008-070	47.14
PO26-01623	Amazon Capital Services	Craft Club & Office Supplies	01-0000-0-1110-1000-4320-008-070	66.26
PO26-01756	Amazon Capital Services	Student Classroom Supplies	01-0000-0-1110-1000-4320-008-070	111.08
PO26-01625	Amazon Capital Services	Student Staff Protection - Umbrellas	01-0000-0-1110-1000-4320-008-070	250.41
PO26-01719	Amazon Capital Services	Classroom Supplies	01-0000-0-1110-1000-4320-021-070	718.95
PO26-01721	Amazon Capital Services	Supplies	01-0000-0-1110-1000-4320-022-070	565.64
PO26-01645	Amazon Capital Services	Equipment for Health Office	01-0000-0-1110-1000-4320-032-070	232.37
PO26-01646	Amazon Capital Services	Supplies for Offices	01-0000-0-1110-1000-4320-032-070	81.98
PO26-01716	Amazon Capital Services	Supplies for the General Office and Library	01-0000-0-1110-1000-4320-032-070	68.90
PO26-01716	Amazon Capital Services	Supplies for the General Office and Library	01-0000-0-1110-1000-4320-032-451	24.51
PO26-01723	Amazon Capital Services	8th Grade Parent Night	01-0000-0-1110-1000-4320-033-070	367.07
PO26-01725	Amazon Capital Services	Office/Health/Class Supplies	01-0000-0-1110-1000-4320-033-070	653.64
PO26-01724	Amazon Capital Services	Printer Toner	01-0000-0-1110-1000-4320-033-070	574.26
PO26-01722	Amazon Capital Services	Toner	01-0000-0-1110-1000-4320-033-070	118.35
PO26-01717	Amazon Capital Services	Classroom Supplies	01-0000-0-1255-1000-4320-032-070	55.07
PO26-01721	Amazon Capital Services	Supplies	01-0805-0-4760-1000-4320-022-123	127.62
PO26-01706	Amazon Capital Services	Reading Resource Center Student Books	01-3010-0-1110-1000-4200-008-301	334.67
PO26-01721	Amazon Capital Services	Supplies	01-3010-0-1110-1000-4320-022-301	425.51
PO26-01708	Amazon Capital Services	PBIS & Support Materials for Classroom	01-3010-0-1110-2495-4320-007-301	192.62
PO26-01653	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	2,537.73
PO26-01654	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	1,857.31
PO26-01656	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	1,918.27
PO26-01657	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	1,211.62
PO26-01658	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	4,532.71

PURCHASE ORDER LISTING - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-01705	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	4,877.87
PO26-01707	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	4,513.63
PO26-01710	Amazon Capital Services	Video Arts Supplies	01-6383-0-3800-1000-4320-032-313	1,267.92
PO26-01709	Amazon Capital Services	Video Arts Equipment	01-6383-0-3800-1000-4420-032-313	26,254.05
PO26-01714	Amazon Capital Services	Books and Manipulatives	01-6500-0-5760-1190-4200-090-245	165.57
PO26-01715	Amazon Capital Services	Toileting & Mobility Devices	01-6500-0-5760-1190-4320-090-215	233.34
PO26-01714	Amazon Capital Services	Books and Manipulatives	01-6500-0-5760-1190-4320-090-245	152.81
PO26-01712	Amazon Capital Services	Classroom Supplies	01-6500-0-5760-1190-4320-090-245	287.51
PO26-01711	Amazon Capital Services	Supplies	01-6500-0-5760-1190-4320-090-245	396.24
PO26-01655	Amazon Capital Services	Prop 28 Supplies	01-6770-0-1112-1000-4320-014-186	75.26
PO26-01660	Amazon Capital Services	Materials for Self Care Club	01-7399-0-1110-1000-4200-031-311	20.87
PO26-01761	Amazon Capital Services	Homework Club Snacks (6.2D)	01-7399-0-1110-1000-4320-031-311	1,474.68
PO26-01660	Amazon Capital Services	Materials for Self Care Club	01-7399-0-1110-1000-4320-031-311	358.50
PO26-01758	Amazon Capital Services	4th Grade Classroom Materials	01-9010-0-1110-1000-4200-002-356	37.16
PO26-01763	Amazon Capital Services	Classroom Materials	01-9010-0-1110-1000-4200-002-356	80.20
PO26-01718	Amazon Capital Services	Jog-a-Thon & Other School Supplies	01-9010-0-1110-1000-4200-010-356	9.13
PO26-01758	Amazon Capital Services	4th Grade Classroom Materials	01-9010-0-1110-1000-4320-002-356	691.77
PO26-01757	Amazon Capital Services	Classroom Materials	01-9010-0-1110-1000-4320-002-356	601.03
PO26-01763	Amazon Capital Services	Classroom Materials	01-9010-0-1110-1000-4320-002-356	501.43
PO26-01718	Amazon Capital Services	Jog-a-Thon & Other School Supplies	01-9010-0-1110-1000-4320-010-356	764.85
PO26-01759	Amazon Capital Services	Career Day Supplies	01-9010-0-1110-1000-4320-022-430	400.50
PO26-01667	Amazon Capital Services	Supplies & Tools	01-9010-0-5760-1190-4200-090-350	30.73
PO26-01668	Amazon Capital Services	BCBA Tools	01-9010-0-5760-1190-4320-090-350	427.86
PO26-01669	Amazon Capital Services	Instructional/Sensory Tools	01-9010-0-5760-1190-4320-090-350	359.01
PO26-01667	Amazon Capital Services	Supplies & Tools	01-9010-0-5760-1190-4320-090-350	305.55
PO26-01666	Amazon Capital Services	Tools	01-9010-0-5760-1190-4320-090-350	458.61
PO26-01717	Amazon Capital Services	Classroom Supplies	01-9219-0-1236-1000-4320-032-356	27.53
PO26-01762	Amazon Capital Services	Track Supplies	01-9244-0-1202-1000-4320-032-322	121.69
PO26-01661	Amazon Capital Services	Supplies for Wellness Center	01-9305-0-1110-1000-4320-031-391	1,127.01
PO26-01713	Amazon Capital Services	Tables/Chairs	01-9305-0-1110-1000-4320-033-391	4,252.14
PO26-01624	Amazon.com	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	1,150.59
PO26-01753	Amazon.com	Facilities Supplies	01-8150-0-0000-8110-4320-090-741	252.39
PO26-01659	Amazon.com	Office Furniture	01-9010-0-1110-1000-4320-090-057	119.64
PO26-01760	Amazon.com	Math Supplies	01-9010-0-1110-1000-4320-090-316	360.11
PO26-01764	Amazon.com	Twig Science	01-9044-0-1110-1000-4320-090-062	57.20
PO26-01792	Apple Inc	Apple Keyboards/Mice	01-0000-0-0000-2424-4320-090-735	658.70
PO26-01672	Apple Inc	Student iPads Chargers/ Martin ES	01-0000-0-0000-2424-4320-090-735	1,461.34
PO26-01726	Apple Inc	iPad for the Classroom	01-0000-0-1110-1000-4320-032-070	444.49
PO26-01727	Apple Inc	Device for Student	01-6500-0-5760-1190-4320-090-215	285.62

PURCHASE ORDER LISTING - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-01728	Apple Inc	iPad Air for Student	01-6500-0-5760-1190-4420-090-215	1,096.22
PO26-01778	Arbortech Tree Care Inc	Tree Pruning - JSES	01-8150-0-0000-8110-5899-006-741	10,560.00
PO26-01776	Arbortech Tree Care Inc	Tree Removal	01-8150-0-0000-8110-5899-006-741	7,040.00
PO26-01773	Arturo Rodriguez	Musician for Play	01-9219-0-1208-1000-5899-032-356	500.00
PO26-01610	ASB SPORTS ACQUISITION INC GAM	Sports Uniforms	01-9233-0-1202-1000-4320-032-322	2,765.74
PO26-01765	B & H Photo-Video Inc Remittan	Photo Supplies	01-6387-0-3800-1000-4320-032-394	131.63
PO26-01769	B & H Photo-Video Inc Remittan	Photo Supplies	01-6387-0-3800-1000-4320-032-394	2,372.99
PO26-01642	B & H Photo-Video Inc Remittan	Supplies for Photo	01-6387-0-3800-1000-4320-032-394	695.63
PO26-01768	B & H Photo-Video Inc Remittan	Photo Supplies	01-7339-0-3800-1000-4320-032-332	2,591.48
PO26-01704	Bay Badminton Center SSF Inc.	Shuttlecocks	01-9010-0-1202-1000-4320-033-322	1,626.96
PO26-01688	Bayside Business Forms, Inc.	CTE Handbook Printing	01-6387-0-3800-1000-5810-090-394	2,173.44
PO26-01618	Beglad LLC	BeGlad - Online License	01-6266-0-1110-1000-5813-090-341	8,400.00
PO26-01634	Better Source	Partitions in Rm S-1	01-8150-0-0000-8110-4420-033-741	2,081.63
PO26-01634	Better Source	Partitions in Rm S-1	01-8150-0-0000-8110-5899-090-741	885.00
PO26-01748	Blick Art Materials	Student Supplies	01-3010-0-1110-1000-4320-022-301	1,637.18
PO26-01611	Bright Morning Consulting Inc	The Art of Transformation Coaching	01-6266-0-1110-1000-5210-090-341	1,590.00
PO26-01694	C & L Sporting Goods Attn: Acc	Supplies for Various Sports	01-0000-0-1110-1000-4320-032-322	1,078.80
PO26-01694	C & L Sporting Goods Attn: Acc	Supplies for Various Sports	01-9011-0-1202-1000-4320-032-322	1,811.58
PO26-01694	C & L Sporting Goods Attn: Acc	Supplies for Various Sports	01-9011-0-1202-1000-5810-032-322	1,845.90
PO26-01694	C & L Sporting Goods Attn: Acc	Supplies for Various Sports	01-9011-0-1203-1000-5810-032-322	1,120.73
PO26-01800	CADA Central	2026 CADA State Convention	01-0805-0-1110-1000-5210-032-180	2,630.00
PO26-01801	California School Personnel Co	Annual Association Dues 2025-26	01-0000-0-0000-7490-5300-090-716	700.00
PO26-01612	Californians Dedicated to Educ	Conference - CA All Titles Conference	01-3010-0-1110-1000-5210-090-301	800.00
PO26-01687	Carolina Biological Supply Co	HS Bio/Chem/Physics	01-6300-0-1110-1000-4100-090-307	41,590.40
PO26-01770	Carolina Biological Supply Co	AP Biology Supplies	01-9219-0-1235-1000-4320-032-356	110.00
PO26-01771	Carolina Biological Supply Co	Science Supplies	01-9219-0-1235-1000-4320-032-356	527.11
PO26-01613	CATHOLIC CHARITIES - CYO TRAN	3rd Grade Field Trip Transportation	01-3010-0-1110-1000-5821-008-301	2,563.00
PO26-01614	CATHOLIC CHARITIES - CYO TRAN	Field Trip Transportation	01-3010-0-1110-1000-5821-008-301	1,055.00
PO26-01791	CDW Government Inc	TV/Mount - Buri Buri	01-0000-0-0000-2424-4320-090-735	115.57
PO26-01791	CDW Government Inc	TV/Mount - Buri Buri	01-0000-0-0000-2424-4420-090-735	769.41
PO26-01673	CDW Government Inc	Fax Machine for HR	01-0000-0-0000-7400-4320-090-715	359.48
PO26-01737	Character Strong	Foundations Renewal 2025-2026 - Leadership	01-0805-0-1110-1000-5813-025-180	99.00
PO26-01700	CIF Central Coast Section	CCS-CIF Rule Books	01-9010-0-1202-1000-4320-033-322	30.00
PO26-01744	Clay Planet	Supplies for Ceramics	01-0000-0-1207-1000-4320-032-070	3,015.83
PO26-01650	Clearlite Trophies Borba Recog	Supplies for Retired Employees	01-0000-0-0000-7400-5810-090-715	427.69
PO26-01767	Clifford Ray Lentz Silverspot	Wrestling Custom Gear	01-9247-0-1202-1000-5810-032-322	2,644.78
PO26-01767	Clifford Ray Lentz Silverspot	Wrestling Custom Gear	01-9247-0-1203-1000-5810-032-322	271.19
PO26-01627	Collaborative Education Adviso	Collaborative Ed Agreement CTE	01-6387-0-3800-1000-5801-090-394	25,000.00
PO26-01628	CORE SKILLS INSTITUTE	Aseptic Technique - CTE HS	01-3550-0-3800-3900-5899-090-333	320.00

PURCHASE ORDER LISTING - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-01629	CORE SKILLS INSTITUTE	Metrology CTE HS	01-3550-0-3800-3900-5899-090-333	1,000.00
PO26-01609	Crystal Communications	Portable Kenwood Radios	01-0000-0-1110-1000-4420-033-070	1,548.13
PO26-01697	Crystal Communications	Walkie Talkie Battery & Antenna Replacement	01-0805-0-1110-1000-4320-013-180	733.81
PO26-01779	Decker Equipment dba School fi	Traffic Gate	01-0000-0-0000-8200-4320-033-759	600.50
PO26-01681	Dell Marketing LP C/ODell USA	Dell Slim Pro Plus QBS1250	01-0000-0-0000-2700-4420-025-070	1,476.98
PO26-01732	District 1 San Francisco Socce	Soccer Referee	01-9010-0-1202-1000-5814-033-322	2,176.00
PO26-01684	Document Tracking Services Aar	DTS Translations Delivered from 10/25 to 11/25	01-0000-0-0000-7150-5899-090-714	389.67
PO26-01683	Document Tracking Services Aar	DTS Translations Services	01-0000-0-0000-7150-5899-090-714	478.34
PO26-01685	Document Tracking Services Aar	Translation	01-0000-0-0000-7150-5899-090-714	389.61
PO26-01733	Dovetail Piano Tuning Noah Bla	Piano Tuning	01-0000-0-1110-1000-5600-033-070	480.00
BPO26-00294	E3 Hci Audiomettrics	Audiometer Repair & Calibration	01-0000-0-0000-3140-5600-090-507	3,500.00
PO26-01641	Esposto's Inc	Holiday Luncheon	01-9010-0-1110-1000-4322-025-356	694.25
PO26-01676	Ezol Inc South City Star Smog	Open P.O. - Vehicle Maintenance/Smog Testing	01-0000-0-0000-8200-5899-090-760	1,856.60
PO26-01784	Fagen Friedman & Fulfrost LLP	F3 Law Fall Special Ed Symposium	01-6500-0-5760-1190-5802-090-245	1,260.00
PO26-01766	FloSports Inc. DBA TrackWrestl	Wrestling Match	01-9247-0-1202-1000-5899-032-322	194.80
PO26-01742	Gopher Sport NW5634	PE Supplies	01-0805-0-1110-1000-4320-021-180	998.96
PO26-01786	Gopher Sport NW5634	PE Class Supplies	01-0805-0-1110-1000-4320-022-180	578.61
PO26-01797	Gopher Sport NW5634	PE Materials	01-0805-0-1110-1000-4320-031-180	719.71
PO26-01633	Graymar Environmental Services	Hazardous Waste Removal of Cylinders, Smoke Detect	01-8150-0-0000-8110-5899-090-741	35,615.52
PO26-01789	ifixit	Tech Tools	01-0000-0-0000-2424-4320-090-735	82.37
PO26-01793	Imagine Learning llc	K-2 Mathematics Teacher Materials	01-9010-0-1110-1000-4100-090-316	45,162.69
PO26-01695	INGRAHAM JEWELERS INC. DBA ING	Plaques for Sports	01-9010-0-1202-1000-5810-032-322	1,316.76
PO26-01794	Insect Lore Products Inc.	Classroom Materials	01-9010-0-1110-1000-4320-002-356	70.30
PO26-01750	Isom Advisors A Division Of Ur	Annual Report Prep	01-0000-0-0000-7300-5899-090-717	3,925.00
PO26-01703	Jones School Supply Co	Student Of The Month Lapel Pin	01-9105-0-1110-1000-4320-033-356	195.69
PO26-01775	Jose D Flores Morales Revival	Tree Removal	01-8150-0-0000-8110-5899-032-741	37,150.00
PO26-01631	Jose D Flores Morales Revival	Tree Removal	01-8150-0-0000-8110-5899-033-741	13,800.00
PO26-01615	JUST RIGHT READER INC	Literacy Program Book Library	01-3010-0-1110-1000-4200-007-301	6,091.47
VFS26-00018	Kelly Spicers Facilities Solut	Warehouse Restock - #001811 Copy Paper	01-0000-0- - -9320- -	1,722.29
PO26-01637	Kelly Spicers Stores	Copy Paper	01-0000-0-1110-1000-4320-014-070	1,293.78
PO26-01675	Kelly Spicers Stores	Office Paper	01-0000-0-3200-1000-4320-031-070	503.83
PO26-01675	Kelly Spicers Stores	Office Paper	01-6500-0-5760-1190-4320-041-212	335.89
PO26-01795	Kelly Spicers Stores	Copy Paper	01-9010-0-1110-1000-4320-002-356	1,722.29
PO26-01774	Kyana Orellana	Musician for the Play	01-9219-0-1208-1000-5899-032-356	225.00
PO26-01746	La Morena Restaurant Inc.	OPEN PO - Food for School Events/Meetings	01-9010-0-1110-1000-4322-022-356	500.00
PO26-01746	La Morena Restaurant Inc.	OPEN PO - Food for School Events/Meetings	01-9010-0-1110-1000-4322-022-430	2,000.00
PO26-01638	La Morena Restaurant Inc.	1/5/26 Professional Learning Lunch w/La Morena	01-9010-0-1110-1000-4322-090-390	8,130.00
PO26-01781	Lakeshore	Student Supplies	01-9010-0-5760-1190-4320-090-350	34.11
PO26-01616	Lakeshore Learning Materials,	Phonics Products K-2	01-0805-0-1110-1000-4320-012-180	288.05

PURCHASE ORDER LISTING - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-01740	Lakeshore Learning Materials,	Construction Paper Reorder	01-0805-0-1110-1000-4320-013-180	282.56
PO26-01772	Loren Kylle Barrun	Musician for Play	01-9219-0-1208-1000-5899-032-356	300.00
PO26-01735	Marine Science Institute	Science Assemblies - Marine Science Institute	01-3010-0-1110-1000-5899-007-301	3,066.00
PO26-01741	Music & Arts CA Dept 5295	Music Supplies	01-0805-0-1110-1000-4320-021-180	1,722.50
PO26-01751	Music For Minors Inc.	Student Music Program	01-6770-0-1112-1000-5899-014-186	9,753.07
PO26-01664	National Science Teaching	NSTA Conference 2026	01-9044-0-1110-1000-5210-090-064	6,210.20
BPO26-00296	NEW SPECIALTY'S HOLDINGS INC.	Open PO - Food for Meetings	01-0000-0-1110-1000-4322-090-762	5,000.00
PO26-01702	Nicolas Garcia Solo Soccer Sho	EL Soccer Supplies	01-9025-0-1110-1000-4320-033-356	443.89
PO26-01734	Oakland Zoo	Field Trip Admission	01-3010-0-1110-1000-5815-007-301	1,361.00
PO26-01780	ODC School Making Moves Progra	Hip Hop Dance Classes	01-6770-0-1110-1000-4320-033-186	450.00
PO26-01648	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-7350-4320-090-717	537.55
PO26-01626	ODP Business Solutions LLC	HR Office Supplies	01-0000-0-0000-7400-4320-090-715	963.16
PO26-01730	ODP Business Solutions LLC	Supplies	01-0000-0-0000-8200-4320-022-759	118.10
PO26-01670	ODP Business Solutions LLC	Facial Tissue 01-2026	01-0000-0-0000-8200-4320-025-759	427.71
PO26-01671	ODP Business Solutions LLC	Office Supplies	01-0000-0-0000-8200-4320-090-760	776.43
PO26-01606	ODP Business Solutions LLC	Classroom Supplies	01-0000-0-1110-1000-4320-008-070	146.74
PO26-01662	ODP Business Solutions LLC	Supplies	01-0000-0-1110-1000-4320-009-070	2,787.39
PO26-01730	ODP Business Solutions LLC	Supplies	01-0000-0-1110-1000-4320-022-070	77.83
PO26-01729	ODP Business Solutions LLC	Photo Supplies	01-0000-0-1255-1000-4320-032-070	66.66
PO26-01663	ODP Business Solutions LLC	School Supplies	01-0805-0-1110-1000-4320-010-180	2,219.20
PO26-01730	ODP Business Solutions LLC	Supplies	01-3010-0-1110-1000-4320-022-301	1,081.43
PO26-01607	ODP Business Solutions LLC	Cabinet for Classroom	01-9305-0-1110-1000-4420-031-391	774.58
PO26-01643	Ozark Rivor Holdings LLC	CTE Health Class Sink	01-6383-0-3800-1000-4420-032-312	1,995.81
PO26-01698	Precita Eyes Muralists Associa	Mural for Baden	01-7399-0-1110-1000-5899-031-311	29,990.00
PO26-01749	Progress Glass Company Inc	Furnish Glass	01-8150-0-0000-8110-5899-009-741	193.00
BPO26-00298	RADIATE HOLDINGS LP	District Wide Internet Service '25-'26 YR	01-0000-0-0000-2424-5850-090-735	37,000.00
PO26-01739	School Specialty LLC	Art Supplies	01-0805-0-1110-1000-4320-013-180	160.03
BPO26-00295	Security Contractor Services I	Open PO - Fencing Supplies	01-8150-0-0000-8110-4320-090-741	8,000.00
PO26-01745	Service Press Inc.	Envelopes for ECHS	01-0000-0-1110-1000-5810-032-070	577.81
PO26-01790	Signal Solutions Corporation	Fiber Optic Cabling	01-0000-0-0000-2424-5899-090-735	3,584.35
PO26-01701	Silicon Valley Sports Official	Girls Volleyball Officials	01-9010-0-1202-1000-5814-033-322	343.00
PO26-01787	SMCOE	CRLP How English Works PD	01-0805-0-4760-1000-5210-012-123	1,016.95
PO26-01788	SMCOE	CRLP How English Works PD	01-0805-0-4760-1000-5210-012-123	1,016.95
PO26-01782	Social Thinking	Student Supplies	01-9010-0-5760-1190-4320-090-350	131.03
PO26-01699	Soul Shoppe	Social Enrichment Program	01-9010-0-1110-1000-5899-002-356	8,900.00
PO26-01731	South City Lumber & Supply	Construction Supplies	01-6383-0-3800-1000-4320-033-314	70.43
PO26-01639	South City Lumber & Supply	CTE Construction Supplies	01-6383-0-3800-1000-4320-033-314	7,135.07
BPO26-00297	South City Lumber & Supply	Open PO - Construction Supplies	01-6383-0-3800-1000-4320-033-314	5,000.00
PO26-01736	SPEECH PATHOLOGY GROUP INC,	Independent Education Evaluation IEE	01-6500-0-5760-1190-5899-090-245	4,000.00

PURCHASE ORDER LISTING - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
PO26-01647	Staples Advantage	Office Supplies	01-0000-0-0000-7350-4320-090-717	137.70
PO26-01783	Super Duper Publications	Student Supplies	01-9010-0-5760-1190-4320-090-350	310.06
PO26-01682	Takedown Sportswear Inc.	Wrestling Uniforms	01-9247-0-1202-1000-5810-032-322	2,584.13
PO26-01696	Teacher Synergy LLC DBA Teache	Speech Language Tools	01-9010-0-5001-3150-4320-090-350	230.99
PO26-01692	TURNER, CHARMAINE L.	Gratitude Breakfast	01-9010-0-1110-1000-4322-014-430	475.00
PO26-01747	Uline	Furniture	01-0000-0-1110-2421-4320-022-451	366.60
PO26-01747	Uline	Furniture	01-0805-0-1110-1000-4320-022-180	4,033.68
PO26-01799	United Coach Tours	Charter Bus 2/6/2026 Field Trip	01-0000-0-1110-1000-5821-025-070	1,260.00
PO26-01743	United Coach Tours	Transportation for Career & Counseling Event	01-0000-0-1231-1000-5821-032-070	825.00
PO26-01785	Varitronics LLC	Reprographics Supplies	01-0000-0-0000-7550-4320-090-718	587.52
BPO26-00299	Vortex Industries LLC	Open P.O. - Facilities Supplies	01-8150-0-0000-8110-4320-090-741	5,000.00
PO26-01689	VWR International	Bio - SSFHS	01-9010-0-1110-1000-4320-090-360	1,370.21
PO26-01691	Young Audiences Of Northern Ca	11/25/2025 Performance Ballet Folklorico Mexicano	01-6770-0-1215-1000-5899-025-186	1,560.00
PO26-01738	Young Audiences Of Northern Ca	2/5/2026 Performance Lion Dance	01-6770-0-1215-1000-5899-025-186	1,700.00
	TOTAL FUND 01			**597,450.80**
PO26-01675	Kelly Spicers Stores	Office Paper	11-0000-0-4110-1000-4320-041-480	839.72
	TOTAL FUND 11			**839.72**
PO26-01640	ANTS After School LLC	Sports Enrichment Program	12-6105-0-8510-1000-5899-045-830	21,250.00
PO26-01640	ANTS After School LLC	Sports Enrichment Program	12-9010-0-8530-1000-5899-045-832	44,070.00
PO26-01690	ODP Business Solutions LLC	3-Part Receipt Book	12-9010-0-8530-1000-4320-045-832	377.49
	TOTAL FUND 12			**65,697.49**
PO26-01796	Battery Systems Inc	Battery for Truck	13-5310-0-0000-3700-4320-090-820	669.79
PO26-01608	South San Francisco Tire Servi	Tire Dismount & Remount	13-5310-0-0000-3700-5600-090-820	320.00
	TOTAL FUND 13			**989.79**
PO26-01619	CORNERSTONE EARTH GROUP INC	Geotechnical Services for MVES	21-9010-0-0000-8500-6255-009-743	50,170.00
PO26-01621	CORNERSTONE EARTH GROUP INC	Geological Hazard Evaluation Services for ECHS	21-9010-0-0000-8500-6255-032-743	111,580.00
PO26-01620	Hohbach-lewin Inc	Topographic Services for MVES	21-9010-0-0000-8500-6140-009-743	44,000.00
PO26-01622	Hohbach-lewin Inc	Topographic Services for ECHS	21-9010-0-0000-8500-6140-032-743	59,400.00
	TOTAL FUND 21			**265,150.00**
PO26-01635	RMA Group Certerra RMA Group	Construction Inspection and Testing Services	25-0000-0-0000-8500-6285-006-921	10,490.00
PO26-01636	RMA Group Certerra RMA Group	DSA Special Inspection and Testing Services	25-0000-0-0000-8500-6285-009-921	10,490.00
	TOTAL FUND 25			**20,980.00**
PO26-01679	CUMMING MANAGEMENT GROUP INC	Project & Construction Management Services	40-9010-0-0000-8110-5899-090-902	37,500.00
PO26-01651	Daniel O'Connor O'Connor Pipel	District Office Accessibility Improvement Phase 2	40-9010-0-0000-8500-6270-090-940	100,000.00
PO26-01680	Pionic Unit Construction Inc.	Upper Playground Fence Installment Project at JS	40-9010-0-0000-8500-6170-006-964	73,900.00
PO26-01677	Siemens/Cerberus Div	Fire Alarm Control Panel Repair/Replacement	40-9010-0-0000-8500-6270-006-939	67,534.00
PO26-01678	Siemens/Cerberus Div	Fire Alarm Control Panel Repair/Replacement	40-9010-0-0000-8500-6270-009-939	69,975.00
	TOTAL FUND 40			**348,909.00**

PURCHASE ORDER LISTING - January 1, 2026 to January 31, 2026

P.O.	Vendor	Description	Account	Amount
	TOTAL # OF PURCHASE ORDERS:	**199**	**TOTAL P.O. AMOUNT**	**1,300,016.80**
PURCHASE ORDERS BY FUND:				
1	GENERAL FUND	$ 597,450.80		
11	ADULT EDUCATION FUND	$ 839.72		
12	CHILD DEVELOPMENT FUND	$ 65,697.49		
13	FOOD SERVICE	$ 989.79		
14	DEFERRED MAINTENANCE			
21	BOND	$ 265,150.00		
25	CAPITAL FACILITIES	$ 20,980.00		
35	MODERNIZATION FUND			
40	SPECIAL RESERVE	$ 348,909.00		
73	FOUNDATION TRUST FUND			
	TOTAL PUCHASE ORDERS	**$ 1,300,016.80**		
CHANGE ORDERS:				
BPO26-00110	Acacia Glass Corp	Open P.O. for Glass Supplies	01-8150-0-0000-8110-4320-090-741	13,500.00
PO26-00841	AMAZON.COM	Office Supplies	01-0000-0-0000-7300-4320-090-717	119.76
PO26-00883	Amergis Healthcare Staffing	NPA - Amergis Healthcare: Paraeducators	01-3310-0-5760-1110-5899-090-201	760,000.00
PO26-00332	American Fidelity Assurance Co	Time & Eligibility Monthly Fees	01-0000-0-0000-7350-5899-090-717	15,000.00
BPO26-00149	Discount Fence Supply Inc	Open P.O. for Maintenance Supplies	01-8150-0-0000-8110-4320-090-741	1,000.00
PO26-00184	Experience Janitorial Inc.	Open P.O. Janitorial Services	01-8150-0-0000-8110-5899-090-741	25,000.00
BPO26-00277	NEW SPECIALTY'S HOLDINGS INC.	Open PO - Food for Meetings	01-0000-0-0000-7400-4322-090-715	1,000.00
BPO26-00248	Norman S.H. Kum	Misc. Printer Repair -Various Sites '25-'26	01-0000-0-0000-2424-5600-090-735	1,500.00
PO26-01480	Plushy Feely Corp	25-26 TK Order	01-0000-0-0000-2100-4320-090-762	29.39
PO26-01095	Right at School LLC	ELOP	01-2600-0-0000-8200-5899-090-358	370,000.00
BPO26-00199	Robert Half	HR Temporary Staffing	01-0000-0-0000-7400-5899-090-715	16,000.00
BPO26-00249	T-Mobile USA Inc	T-Mobile Phone Services	01-0000-0-0000-7200-5910-090-715	350.00
PO26-00484	The Education Team	The Education Team Contract	12-9010-0-8530-1000-5899-045-832	65,000.00
PO26-00462	Atlas Technical	Geotechnical Services at Westborough MS	21-9010-0-0000-8500-6255-025-960	62,638.75
PO26-00457	DSK LLP	Assessment Services for Spruce ES	21-9010-0-0000-8500-6210-013-743	1,854,334.00
PO26-00461	MULTISTUDIO INC.	Architectural Services for ECHS Modernization	21-9010-0-0000-8500-6210-032-743	3,736,924.00
PO26-00458	SIM ARCHITECTS INC	Assessment Svs for the MV ES Modernization Project	21-9010-0-0000-8500-6210-009-743	1,334,735.00
PO26-01304	Joseph Cumiskey Cnstrct Corp	Painting of the Maintenance Department Building	40-9010-0-0000-8500-6270-090-920	8,710.00
	TOTAL CHANGE ORDERS			**8,265,840.90**

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: March 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 is unusable, not operable or obsolete. The District has determined each of the items is not under warranty and is not cost effective to repair due to its age.

The South San Francisco Unified School District would like to declare all the items obsolete and/or inoperable. The thirty-two (32) items are detailed on the attached list and the total net book value for all the items is zero dollars ($0).

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Staff recommends that the Board of Trustees declare thirty-two (32) items unusable and obsolete as surplus items with a net book value of zero dollars ($0). 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
N11395	3/1/2019	1	Dell Chromebook 3100	H9DMM33	D.O. / TECHNOLOGY
N20124	3/1/2019	1	Dell Chromebook 3100	dsg1I73	D.O. / TECHNOLOGY
N15969	3/1/2019	1	Dell Chromebook 3100	62S5RF3	D.O. / TECHNOLOGY
N20751	3/1/2019	1	Dell Chromebook 3100	8r3sk73	D.O. / TECHNOLOGY
46207	3/1/2019	1	Dell Chromebook 3100	H47JQV2	D.O. / TECHNOLOGY
N14402	3/1/2019	1	Dell Chromebook 3100	GBIZ943	D.O. / TECHNOLOGY
N17492	3/1/2019	1	Dell Chromebook 3100	j765I73	D.O. / TECHNOLOGY
N10211	3/1/2019	1	Dell Chromebook 3100	B5SMM33	D.O. / TECHNOLOGY
N17134	3/1/2019	1	Dell Chromebook 3100	ddrrk73	D.O. / TECHNOLOGY
N17169	3/1/2019	1	Dell Chromebook 3100	gygtk73	D.O. / TECHNOLOGY
N16338	3/1/2019	1	Dell Chromebook 3100	16zpxf3	D.O. / TECHNOLOGY
N14352	3/1/2019	1	Dell Chromebook 3100	G730B43	D.O. / TECHNOLOGY
43117	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BC871600	I.T. DEPARTMENT
43182	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BD007600	I.T. DEPARTMENT
42304	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BC8B7600	I.T. DEPARTMENT
42658	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BA8F7600	I.T. DEPARTMENT
43133	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BCB876OO	I.T. DEPARTMENT
42628	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BAFE7600	I.T. DEPARTMENT
42689	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BAD776OO	I.T. DEPARTMENT
42789	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117080 BA8B7600	I.T. DEPARTMENT
43191	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117088 BC937600	I.T. DEPARTMENT
42895	3/1/2019	1	ACER R11 CB5-132T	NXG55AA0117072 87F57600	I.T. DEPARTMENT
43097	3/1/2019	1	ACER CHROMEBOOK R11 CB5-132T	NXG55A0117O80B D3176OO	I.T. DEPARTMENT
43315	4/18/2018	1	ACER C731	NXGM8AA00175 1016A27600	I.T. DEPARTMENT
41658	6/23/2017	1	ACER C731	NXGM8AA00170 20AB367600	I.T. DEPARTMENT
43185	3/1/2019	1	ACER CB5-132T	NXG55AA0117O8O BC7276OO	I.T. DEPARTMENT
43154	3/1/2019	1	ACER CB5-132T	NXG55AA00117O8O BCD976OO	I.T. DEPARTMENT
42657	3/1/2019	1	ACER CB5-132T	NXG55AA00117080 BA5F76OO	I.T. DEPARTMENT
42698	3/1/2019	1	ACER CB5-132T	NXG55AAOO117O7 28DG976OO	I.T. DEPARTMENT
43142	3/1/2019	1	ACER CB5-132T	NXG55AAO117O8O BB8176OO	I.T. DEPARTMENT
42158	3/1/2019	1	ACER CB5-132T	NXG55AA01170 8OBC6976OO	I.T. DEPARTMENT
42819	3/1/2019	1	(description left blank)	NXG55AA0117080 BAAE76OO	I.T. DEPARTMENT
	Total Items:	**32**			

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: March 26, 2026

RE: Warrant Register – January 1 to January 31, 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 attached report lists all the Warrants issued by the District from January 1 to January 31, 2026. For the period listed above, the Warrants total $10,277,594.61 across all funds.

FISCAL IMPLICATIONS:

These Warrants represent the amount paid out of District accounts for the period of January 1 to January 31, 2026. Staff has obtained all required authorizations prior to issuing any Warrant.

RECOMMENDATION:

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

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
A BLACK TIE AFFAIR INC.	01/22/2026	744235	01-0000-0-0000-2110-4322-090-762	Open PO - Black Tie Affair	2,581.89
A BLACK TIE AFFAIR INC.	01/26/2026	744987	01-0000-0-0000-2110-4322-090-762	Open PO - Black Tie Affair	456.16
A BLACK TIE AFFAIR INC.	01/28/2026	746392	01-0000-0-0000-2110-4322-090-762	Open PO - Black Tie Affair	1,429.22
A BLACK TIE AFFAIR INC. Total					4,467.27
A+ Live Scan Services	01/05/2026	739917	01-0000-0-0000-7400-5840-090-715	Livescan	64.00
A+ Live Scan Services	01/05/2026	739917	01-0000-0-0000-7400-5841-090-715	Livescan	32.00
A+ Live Scan Services Total					96.00
AAA Fire Protection Services	01/13/2026	742276	01-0000-0-0000-8200-5899-090-760	Open P.O. - Fire Sprinkler Inspections	2,025.00
AAA Fire Protection Services	01/22/2026	744219	01-8150-0-0000-8110-5899-009-741	Remove & Replace Frozen Site Hydrant	11,305.28
AAA Fire Protection Services Total					13,330.28
ABAT, LORI	01/20/2026	743569	01-6500-0-5760-2490-5820-090-245	NOV 2025 MILEAGE	61.32
ABAT, LORI	01/20/2026	743569	01-6500-0-5760-2490-5820-090-245	OCT 2025 MILEAGE	112.42
ABAT, LORI Total					173.74
Achieve Kids	01/13/2026	742244	01-6500-0-5760-1180-5820-090-230		1,833.00
Achieve Kids	01/13/2026	742244	01-6500-0-5760-1180-5870-090-230		1,944.00
Achieve Kids	01/13/2026	742244	01-6500-0-5760-1180-5880-090-230		5,188.30
Achieve Kids	01/13/2026	742244	01-6500-0-5760-1180-5899-090-230		134.42
Achieve Kids	01/15/2026	742921	01-6500-0-5760-1180-5820-090-230		282.00
Achieve Kids	01/15/2026	742921	01-6500-0-5760-1180-5870-090-230		523.96
Achieve Kids	01/15/2026	742921	01-6500-0-5760-1180-5880-090-230		4,789.20
Achieve Kids	01/15/2026	742921	01-6500-0-5760-1180-5899-090-230		20.68
Achieve Kids Total					14,715.56
ADROIT ADVANCED TECHNOLOGIES INC	01/13/2026	742245	01-0000-0-5760-3600-5820-090-781	NPA - Adroit	19,918.40
ADROIT ADVANCED TECHNOLOGIES INC	01/28/2026	746360	01-0000-0-5760-3600-5820-090-781	NPA - Adroit	24,862.56
ADROIT ADVANCED TECHNOLOGIES INC Total					44,780.96
Air Tutors LLC	01/15/2026	742922	01-6762-0-1110-1000-5813-090-384	Air Tutors	10,550.00
Air Tutors LLC	01/28/2026	746361	01-6762-0-1110-1000-5813-090-384	Air Tutors	9,050.00
Air Tutors LLC Total					19,600.00
Airgas USA LLC	01/29/2026	746843	01-8150-0-0000-8110-4320-090-741	Open P.O. - Oxygen, Acetylene	58.78
Airgas USA LLC Total					58.78
Akshaya Inc	01/08/2026	741121	01-0000-0-0000-2424-5899-090-735	Temp Services	5,460.00
Akshaya Inc	01/22/2026	744225	01-0000-0-0000-2424-5899-090-735	temp services	15,693.75
Akshaya Inc Total					21,153.75
Alameda Electrical Distribution Inc	01/13/2026	742286	01-8150-0-0000-8110-4320-090-741	Open P.O. - Electrical Supplies	155.91
Alameda Electrical Distribution Inc	01/28/2026	746433	01-8150-0-0000-8110-4320-090-741	Open P.O. - Electrical Supplies	219.55
Alameda Electrical Distribution Inc Total					375.46
All City Management Services Inc	01/13/2026	742264	01-0000-0-0000-7300-5899-090-717	Crossing Guard Services	8,370.67
All City Management Services Inc	01/15/2026	742933	01-0000-0-0000-7300-5899-090-717	Crossing Guard Services	5,889.80
All City Management Services Inc Total					14,260.47
All Souls Church All Souls Catholic School	01/22/2026	744236	01-3010-0-1110-1000-5801-016-301	Reading Intervention & PD Coordinator	3,169.85
All Souls Church All Souls Catholic School Total					3,169.85
Allison Parks	01/15/2026	742971	01-3010-0-1110-1000-5801-016-301		476.52
Allison Parks Total					476.52
ALMONTE, DIA R	01/22/2026	744253	01-0805-0-1110-1000-4320-021-180	ALU MATERIALS	100.28
ALMONTE, DIA R Total					100.28
Amergis Healthcare Staffing Inc.	01/08/2026	741131	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	17,406.68
Amergis Healthcare Staffing Inc.	01/08/2026	741131	01-3310-0-5760-1110-5899-090-201	NPA - WBMS Paraeducators	50,348.73
Amergis Healthcare Staffing Inc.	01/12/2026	741825	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	1,147.50
Amergis Healthcare Staffing Inc.	01/12/2026	741826	01-6500-0-5760-1180-5899-090-245		9,782.50
Amergis Healthcare Staffing Inc.	01/12/2026	741827	01-6500-0-5760-3140-5899-090-245		16,444.34
Amergis Healthcare Staffing Inc.	01/12/2026	741828	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	7,875.00
Amergis Healthcare Staffing Inc.	01/15/2026	742917	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	86,811.09
Amergis Healthcare Staffing Inc.	01/15/2026	742918	01-6500-0-5760-1180-5899-090-245		3,900.00
Amergis Healthcare Staffing Inc.	01/15/2026	742918	01-6500-0-5760-3120-5899-090-245		15,750.00
Amergis Healthcare Staffing Inc.	01/15/2026	742919	01-6500-0-5760-3140-5899-090-245		6,449.29
Amergis Healthcare Staffing Inc.	01/15/2026	742920	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	3,150.00
Amergis Healthcare Staffing Inc.	01/22/2026	744209	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	7,410.65
Amergis Healthcare Staffing Inc.	01/22/2026	744241	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	7,875.00
Amergis Healthcare Staffing Inc.	01/22/2026	744242	01-6500-0-5760-1180-5899-090-245		9,750.00
Amergis Healthcare Staffing Inc.	01/22/2026	744243	01-6500-0-5760-3120-5899-090-245		7,350.00
Amergis Healthcare Staffing Inc.	01/22/2026	744244	01-6500-0-5760-3140-5899-090-245		17,862.96
Amergis Healthcare Staffing Inc.	01/22/2026	744245	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	787.50
Amergis Healthcare Staffing Inc.	01/26/2026	744990	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	3,937.50
Amergis Healthcare Staffing Inc.	01/26/2026	744991	01-6500-0-5760-1180-5899-090-245		3,900.00

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Amergis Healthcare Staffing Inc.	01/26/2026	744992	01-6500-0-5760-3120-5899-090-245		5,250.00
Amergis Healthcare Staffing Inc.	01/26/2026	744993	01-6500-0-5760-3140-5899-090-245		8,955.03
Amergis Healthcare Staffing Inc.	01/26/2026	744994	01-3310-0-5760-1110-5899-090-201	NPA - Amergis Healthcare: Paraeducators	27,509.13
Amergis Healthcare Staffing Inc.	01/28/2026	746353	01-6500-0-5760-1180-5899-090-245		15,597.76
Amergis Healthcare Staffing Inc.	01/28/2026	746362	01-6500-0-5760-3140-5899-090-245		27,326.00
Amergis Healthcare Staffing Inc.	01/28/2026	746373	01-6500-0-5760-1180-5899-090-245		11,689.60
Amergis Healthcare Staffing Inc.	01/28/2026	746373	01-6500-0-5760-3120-5899-090-245		24,150.00
Amergis Healthcare Staffing Inc.	01/28/2026	746380	01-6500-0-5760-1110-5899-090-201	NPA - Amergis: Special Education Teacher	9,450.00
Amergis Healthcare Staffing Inc.	01/29/2026	746821	01-6500-0-5760-1180-5899-090-245		4,875.00
Amergis Healthcare Staffing Inc. Total					412,741.26
American Fidelity Administrative Services Llc	01/06/2026	740273	01-0000-0-0000-7350-5899-090-717	TIME & ELIGIBILITY	2,057.30
American Fidelity Administrative Services Llc Total					2,057.30
AMS.NET Inc	01/15/2026	742934	01-0000-0-0000-2424-5813-090-735	Cisco Flex Plan Subscription Agreement (Yr 1 of 3)	63,360.00
AMS.NET Inc Total					63,360.00
ANA CRESPIN	01/20/2026	743582	01-9206-0-1110-1000-4320-032-356	LOST JACKET IN COAT CHECK VENUE	281.95
ANA CRESPIN Total					281.95
ANDERSON-ROSSE, JENNIFER L	01/06/2026	740263	01-9044-0-1110-1000-4322-090-062	INNOVATOR COHORT	1,205.42
ANDERSON-ROSSE, JENNIFER L	01/22/2026	744254	01-9044-0-1110-1000-4322-090-062	INNOVATOR LESSON STUDY RELEASE DAY	218.20
ANDERSON-ROSSE, JENNIFER L	01/28/2026	746332	01-9044-0-1110-1000-4322-090-062	INNOVATOR COHORT KICKOFF	12.84
ANDERSON-ROSSE, JENNIFER L Total					1,436.46
Apple Inc	01/15/2026	742973	01-0000-0-0000-2424-4320-090-735	Apple TVs -Classrooms/JS	1,156.28
Apple Inc	01/15/2026	742973	01-0000-0-0000-2424-4320-090-735	iPad Power Adapters	1,461.34
Apple Inc	01/15/2026	742973	01-0000-0-0000-2424-4320-090-735	MacBook Air Power Adapters	2,966.63
Apple Inc	01/15/2026	742973	01-0000-0-0000-7110-4320-090-713	Apple Pencil	75.81
Apple Inc	01/15/2026	742973	01-0000-0-1110-1000-4320-021-070		261.50
Apple Inc	01/15/2026	742973	01-3550-0-3800-1000-4320-033-333	CTE-Photo Supplies	327.43
Apple Inc	01/15/2026	742973	01-3550-0-3800-1000-4320-090-333	replacement keyboards	658.70
Apple Inc	01/15/2026	742973	01-6387-0-3800-1000-4320-033-394	S6 Computer Lab-Replacement Keyboard/Mouse	2,809.28
Apple Inc	01/15/2026	742973	01-6500-0-5760-1190-5813-090-245	VPP Card - Digital	2,500.00
Apple Inc	01/20/2026	743526	01-0000-0-0000-2424-4320-090-735	Student iPad Adapters	49.44
Apple Inc	01/20/2026	743543	01-0000-0-0000-3130-4420-090-503		1,150.78
Apple Inc	01/20/2026	743543	01-0000-0-1110-1000-4320-032-070	Apple TV	578.14
Apple Inc	01/22/2026	744210	01-0000-0-0000-3130-4320-090-503		75.81
Apple Inc	01/22/2026	744237	01-0000-0-1110-1000-4420-021-070		1,372.43
Apple Inc Total					15,443.57
Arise Educational Center Arise Institute Research	01/28/2026	746374	01-6500-0-5760-1180-5870-090-230		139.00
Arise Educational Center Arise Institute Research Total					139.00
Armour Petroleum Service & Equipment Corporation	01/13/2026	742277	01-8150-0-0000-8110-5899-090-741	Open P.O. - Monitoring Fuel Tank	857.94
Armour Petroleum Service & Equipment Corporation	01/28/2026	746434	01-8150-0-0000-8110-5899-090-741	Open P.O. - Monitoring Fuel Tank	210.00
Armour Petroleum Service & Equipment Corporation Total					1,067.94
Art In Action	01/05/2026	739910	01-9010-0-1110-1000-5813-009-356	Art in Action	5,280.00
Art In Action Total					5,280.00
ASB SPORTS ACQUISITION INC GAME ONE	01/28/2026	746393	01-9233-0-1202-1000-4320-032-322	Sports Uniforms	2,765.74
ASB SPORTS ACQUISITION INC GAME ONE Total					2,765.74
ASF CLEAN TEAM	01/13/2026	742278	01-8150-0-0000-8110-5899-090-741	Gutter Cleaning	3,825.00
ASF CLEAN TEAM Total					3,825.00
Astound	01/29/2026	746831	01-0000-0-0000-2424-5850-090-735	Internet Service	4,500.00
Astound Total					4,500.00
AT&T	01/05/2026	739920	01-0000-0-0000-7200-5910-090-760		23,624.06
AT&T	01/05/2026	739920	01-6500-0-5760-2700-5910-090-245		208.93
AT&T	01/20/2026	743529	01-0000-0-0000-7200-5910-090-760	CALNET 3 - Charges Only	23,361.91
AT&T	01/20/2026	743529	01-6500-0-5760-2700-5910-090-245	CALNET 3 - Charges Only	205.85
AT&T	01/20/2026	743542	01-0000-0-0000-7200-5910-090-760	231 371-0063 609 4	360.64
AT&T	01/20/2026	743542	01-0000-0-0000-7200-5910-090-760	231 371-2596 271 5	1,719.97
AT&T	01/20/2026	743542	01-0000-0-0000-7200-5910-090-760	234 341-0882 686 2	1,719.97
AT&T	01/20/2026	743542	01-0000-0-0000-7200-5910-090-760	234 343-0139 137 5	1,719.97
AT&T	01/20/2026	743542	01-0000-0-0000-7200-5910-090-760	650 877-5285 411 6	42.64
AT&T	01/22/2026	744208	01-0000-0-0000-7200-5910-090-760	650 877-5285 411 6	16.59
AT&T Total					52,980.53
Attainment Co. Inc	01/28/2026	746354	01-6500-0-5760-1190-4320-090-245	Curriculum - Print	17,321.09
Attainment Co. Inc Total					17,321.09
AVID TRANSLATION LLC	01/13/2026	742246	01-6500-0-5760-1190-5899-090-245	Interpretation, ASL, Translation Services	13,205.00
AVID TRANSLATION LLC	01/28/2026	746375	01-6500-0-5760-1190-5899-090-245	Interpretation, ASL, Translation Services	7,985.00
AVID TRANSLATION LLC Total					21,190.00

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
AVILA, CHERRY MAE S	01/22/2026	744255	01-0805-0-1110-1000-4320-021-180	GLITTER PENS BLANK CARDS	105.96
AVILA, CHERRY MAE S Total					105.96
B & H Photo-Video Inc Remittance Processing Ctr.	01/28/2026	746399	01-6387-0-3800-1000-4320-032-394	Supplies for Photo	695.63
B & H Photo-Video Inc Remittance Processing Ctr. Total					695.63
B & S Crane & Rigging	01/13/2026	742287	01-0000-0-0000-8200-5899-090-760	Open P.O. for Crane & Erection Services	1,100.00
B & S Crane & Rigging Total					1,100.00
BAL, RAJPAL	01/06/2026	740274	01-0000-0-0000-7350-4322-090-717	ADMIN RETREAT COSTC	114.87
BAL, RAJPAL	01/06/2026	740274	01-0000-0-0000-7350-4322-090-717	ASB WORKSHOP AMENITIES	313.28
BAL, RAJPAL	01/12/2026	741796	01-0000-0-0000-7350-4322-090-717	PLATES, NAPKINS, FORKS, CUPS	30.47
BAL, RAJPAL	01/20/2026	743583	01-0000-0-0000-7350-4322-090-717	ACCTG ADMIN RETREAT LUNCH	295.51
BAL, RAJPAL Total					754.13
BARBOSA, RALPH	01/06/2026	740264	01-0805-0-1110-1000-4320-021-180	STUDENT SNACKS FOR ALU	39.98
BARBOSA, RALPH Total					39.98
Bay Area Systems & Solutions BASS Electric	01/05/2026	739918	01-9010-0-1110-1000-5899-032-322	ECHS Scoreboard Replacement	23,400.00
Bay Area Systems & Solutions BASS Electric Total					23,400.00
Bayside Business Forms, Inc.	01/28/2026	746355	01-6387-0-3800-1000-5810-090-394	CTE Handbook Printing	2,173.44
Bayside Business Forms, Inc. Total					2,173.44
Be GLAD LLC	01/22/2026	744211	01-6266-0-1110-1000-5813-090-341	BeGlad - Online License	8,400.00
Be GLAD LLC Total					8,400.00
Beacon School	01/28/2026	746363	01-6500-0-5760-3120-5870-090-245	NPA - Beacon	102,266.44
Beacon School Total					102,266.44
Blick Art Materials	01/28/2026	746400	01-0000-0-1201-1000-4320-032-070	Supplies for Art	1,080.69
Blick Art Materials	01/29/2026	746822	01-0000-0-1201-1000-4320-032-070	Supplies for Art	1,413.23
Blick Art Materials Total					2,493.92
Blue Line Transfer	01/20/2026	743556	01-0000-0-0000-8200-5540-090-760	Open P.O. - Dump Fees	4,622.26
Blue Line Transfer Total					4,622.26
BORISSOFF, CHIAKI T	01/06/2026	740275	01-0805-0-4760-1000-4320-021-123	ALU SUPPLIESPANCAKES	197.56
BORISSOFF, CHIAKI T Total					197.56
BOYD, AARON	01/29/2026	746838	01-0000-0-1110-1000-5810-033-070	VARSITY GIRLS SOCCER	145.01
BOYD, AARON Total					145.01
Boys & Girls Clubs Of The Peninsula	01/15/2026	742935	01-2600-0-0000-8200-5899-090-358	4 of 10 monthly invoice	129,614.70
Boys & Girls Clubs Of The Peninsula Total					129,614.70
Bright Morning Consulting Inc	01/13/2026	742279	01-6266-0-1110-1000-5210-090-341		1,590.00
Bright Morning Consulting Inc Total					1,590.00
Broadmoor Landscape Supply	01/28/2026	746435	01-8150-0-0000-8110-4320-090-741	Open P.O. - Lumber and Supplies	2,171.02
Broadmoor Landscape Supply Total					2,171.02
BROCKMEYER, JASON W	01/22/2026	744256	01-9010-0-1110-1000-4320-090-057	MATH, SCIENCE, WALKS, MEETS SUPPLIES	706.04
BROCKMEYER, JASON W	01/28/2026	746407	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	158.88
BROCKMEYER, JASON W Total					864.92
Bronstein Music	01/20/2026	743553	01-0000-0-1227-1000-4320-033-070		494.48
Bronstein Music	01/22/2026	744218	01-0000-0-1227-1000-4320-033-070		57.73
Bronstein Music	01/28/2026	746401	01-0000-0-1110-1000-4320-012-322		830.41
Bronstein Music	01/28/2026	746401	01-0000-0-1110-1000-5600-012-322		3,555.00
Bronstein Music Total					4,937.62
BSN Sports LLC	01/28/2026	746394	01-9010-0-1202-1000-5810-033-322	Athletics - Polo	542.10
BSN Sports LLC	01/28/2026	746394	01-9010-0-1202-1000-5810-033-322	Athletics - Team Polos	433.68
BSN Sports LLC	01/29/2026	746823	01-0000-0-1203-1000-5810-033-322	Girls Flag Football Uniforms	1,414.16
BSN Sports LLC Total					2,389.94
C & L Sporting Goods Attn: Accounts Receivable	01/28/2026	746358	01-0000-0-1110-1000-4320-032-322		1,078.80
C & L Sporting Goods Attn: Accounts Receivable	01/28/2026	746358	01-9011-0-1202-1000-4320-032-322		1,811.58
C & L Sporting Goods Attn: Accounts Receivable	01/28/2026	746358	01-9011-0-1202-1000-5810-032-322		1,845.90
C & L Sporting Goods Attn: Accounts Receivable	01/28/2026	746358	01-9011-0-1203-1000-5810-032-322		1,120.73
C & L Sporting Goods Attn: Accounts Receivable Total					5,857.01
California Department Of Tax And Fee Administration	01/28/2026	746451	01-0000-0- - -9580- -	Use tax 10/01 to 12/31/25	3,448.69
California Department Of Tax And Fee Administration Total					3,448.69
California Dept. Of Tax & Fee Administration	01/29/2026	746839	01-0000-0-0000-8200-5899-090-760	UNDERGRD STORAGE TANK FEE	382.00
California Dept. Of Tax & Fee Administration Total					382.00
California Interscholastic Fed	01/13/2026	742265	01-0000-0-0000-3900-5300-090-323	2025-26 CIF Membership & Dues	1,360.80
California Interscholastic Fed Total					1,360.80
California Sport Design	01/13/2026	742266	01-9219-0-1230-1000-4320-032-356	PE Uniforms	1,353.12
California Sport Design Total					1,353.12
California Water Service	01/20/2026	743535	01-0000-0-0000-8200-5530-090-760	utilities	27,294.52
California Water Service Total					27,294.52
Californians Dedicated to Education	01/13/2026	742267	01-3010-0-1110-1000-5210-090-301	ATC26-011172025-2425-2414	800.00

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Californians Dedicated to Education Total					800.00
Calpers Fiscal Services Division	01/22/2026	744216	01-0000-0- - -9564- -	February 26 premiums	1,160,047.60
Calpers Fiscal Services Division	01/22/2026	744216	01-0000-0-0000-7340-5899-090-717	February 26 premiums	928.04
Calpers Fiscal Services Division	01/22/2026	744216	01-0000-0-0000-7600-3701-090-810	February 26 premiums	26,730.00
Calpers Fiscal Services Division	01/22/2026	744216	01-0000-0-0000-7600-3702-090-810	February 26 premiums	36,810.83
Calpers Fiscal Services Division	01/22/2026	744216	01-0000-0-0000-7600-5899-090-810	February 26 premiums	171.19
Calpers Fiscal Services Division	01/28/2026	746381	01-0000-0-0000-7490-5899-090-725	Receivable ID#100000018167070	600.00
Calpers Fiscal Services Division Total					1,225,287.66
Cam Educational Services LLC	01/22/2026	744212	01-2600-0-0000-8200-5899-090-358	ELOP	58,581.82
Cam Educational Services LLC Total					58,581.82
Carolina Biological Supply Co	01/15/2026	742974	01-6300-0-1110-1000-4100-090-307	OpenSciEd HS Bio/Chem	9,730.57
Carolina Biological Supply Co	01/28/2026	746395	01-0000-0-1235-1000-4320-032-070	Supplies	905.71
Carolina Biological Supply Co	01/29/2026	746844	01-6383-0-3800-1000-4320-032-312	Supplies for CTE Health Class	4,415.89
Carolina Biological Supply Co Total					15,052.17
CATIG, TRISHA LOREN C	01/12/2026	741804	01-0000-0-0000-7490-4320-090-715	CASIO CALCULATORS FOR EXAMS	177.25
CATIG, TRISHA LOREN C Total					177.25
CBF Inc.	01/20/2026	743544	01-0000-0-0000-2424-5600-090-735	Data/Electrical Cabling Installs & Repairs, '25-26	2,031.00
CBF Inc. Total					2,031.00
CDW Government Inc	01/05/2026	739911	01-0000-0-0000-2424-4320-090-735	Open PO - Misc. Tech Supplies	47.86
CDW Government Inc	01/20/2026	743545	01-0000-0-0000-2424-4320-090-735	Open PO - Misc. Tech Supplies	361.44
CDW Government Inc	01/20/2026	743545	01-3010-0-1110-1000-4320-008-301		115.58
CDW Government Inc	01/20/2026	743554	01-6770-0-1110-1000-4420-033-186	Handheld Transmitter Mic	675.82
CDW Government Inc	01/22/2026	744238	01-3010-0-1110-1000-4420-008-301		1,002.68
CDW Government Inc	01/22/2026	744238	01-9010-0-1110-1000-4420-090-057	Epson Projector for Classroom ALMS	590.03
CDW Government Inc	01/29/2026	746824	01-0000-0-0000-2424-4320-090-735	Open PO - Misc. Tech Supplies	180.72
CDW Government Inc Total					2,974.13
Certified Languages International LLC	01/13/2026	742247	01-6500-0-5760-1190-5899-090-206	NPA - Certified Languages	285.45
Certified Languages International LLC	01/15/2026	742923	01-6500-0-5760-3140-5899-090-245	Interpretations/Translations	130.35
Certified Languages International LLC	01/28/2026	746376	01-6500-0-5760-1190-5899-090-206	NPA - Certified Languages	653.25
Certified Languages International LLC	01/28/2026	746376	01-6500-0-5760-3140-5899-090-245	Interpretations/Translations	194.70
Certified Languages International LLC Total					1,263.75
CERVANTES, ELIN P	01/12/2026	741805	01-0000-0-0000-3900-5210-090-501	UC COUNSELOR CONFERENCE	50.00
CERVANTES, ELIN P	01/28/2026	746408	01-0000-0-0000-3900-5210-090-501	VIRTUAL CSU COUNSELOR CONFERENCE	143.50
CERVANTES, ELIN P Total					193.50
Character Strong	01/29/2026	746845	01-0805-0-1110-1000-5813-025-180	Foundations Renewal 2025-2026 - Leadership	99.00
Character Strong Total					99.00
Chavez Group	01/13/2026	742268	01-0000-0-0000-7110-5899-090-713	Open PO for Closed Captioning	577.50
Chavez Group Total					577.50
Children's Health Council Esther B Clark School	01/13/2026	742248	01-6500-0-5760-1180-5820-090-230		2,460.00
Children's Health Council Esther B Clark School	01/13/2026	742248	01-6500-0-5760-1180-5870-090-230		5,592.50
Children's Health Council Esther B Clark School	01/13/2026	742248	01-6500-0-5760-1180-5880-090-230		10,650.00
Children's Health Council Esther B Clark School	01/13/2026	742248	01-6500-0-5760-1180-5899-090-230		492.00
Children's Health Council Esther B Clark School	01/28/2026	746377	01-6500-0-5760-1180-5820-090-230		2,460.00
Children's Health Council Esther B Clark School	01/28/2026	746377	01-6500-0-5760-1180-5870-090-230		5,592.50
Children's Health Council Esther B Clark School	01/28/2026	746377	01-6500-0-5760-1180-5880-090-230		9,940.00
Children's Health Council Esther B Clark School	01/28/2026	746377	01-6500-0-5760-1180-5899-090-230		459.20
Children's Health Council Esther B Clark School Total					37,646.20
Christine Katzin	01/20/2026	743570	01-6500-0-5760-2490-5820-090-230	AUG 2025 MILEAGE	316.96
Christine Katzin	01/20/2026	743570	01-6500-0-5760-2490-5820-090-230	NOV 2025 MILEAGE	237.72
Christine Katzin	01/20/2026	743570	01-6500-0-5760-2490-5820-090-230	OCT 2025 MILEAGE	515.06
Christine Katzin	01/20/2026	743570	01-6500-0-5760-2490-5820-090-230	SEP 2025 MILEAGE	673.54
Christine Katzin Total					1,743.28
CHUPO, ARIEL J	01/20/2026	743534	01-0000-0-0000-7350-5220-090-717	DEC 25 0MILEAGE	17.78
CHUPO, ARIEL J Total					17.78
City Auto Supply	01/15/2026	742942	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Vehicle Supplies	21.98
City Auto Supply	01/28/2026	746436	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Vehicle Supplies	488.37
City Auto Supply Total					510.35
City Of Daly City Utility Billing Division	01/28/2026	746437	01-0000-0-0000-8200-5530-090-760	Open P.O. - Water & Sewer Skyline & JS	2,472.38
City Of Daly City Utility Billing Division Total					2,472.38
City Of San Bruno Utility Billing	01/13/2026	742288	01-0000-0-0000-8200-5530-090-760	Open P.O. - Water & Sewer Monte Verde	439.70
City Of San Bruno Utility Billing Total					439.70
Collaborative Education Advisors Fregosa Ventures	01/20/2026	743527	01-6387-0-3800-1000-5801-090-394	1 SSFUSD 25-26 TeachSupp 2	20,000.00
Collaborative Education Advisors Fregosa Ventures Total					20,000.00
Contractors Electrical Distributors	01/28/2026	746438	01-8150-0-0000-8110-4320-090-741		241.73

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Contractors Electrical Distributors Total					241.73
CORE SKILLS INSTITUTE	01/15/2026	742975	01-3550-0-3800-3900-5899-090-333	Aseptic Technique - CTE HS	320.00
CORE SKILLS INSTITUTE	01/15/2026	742975	01-3550-0-3800-3900-5899-090-333	Metrology CTE HS	1,000.00
CORE SKILLS INSTITUTE Total					1,320.00
Corodata Shredding Inc.	01/13/2026	742269	01-0000-0-0000-8200-5899-090-760	Shredding Services - District-Wide	1,158.49
Corodata Shredding Inc.	01/20/2026	743546	01-0000-0-0000-8200-5899-090-760	Shredding Services - District-Wide	842.73
Corodata Shredding Inc. Total					2,001.22
COSGRAVE, SHANNON E	01/22/2026	744257	01-6500-0-5760-2490-5220-090-245	ARMSTRONG, SPECTRUM,CLARK, ST ANTHONY	182.28
COSGRAVE, SHANNON E	01/22/2026	744257	01-6500-0-5760-2490-5220-090-245	CATHEDRAL, CLARK,VALLEY CHRIST, SI, RISE, WEINGAR	227.29
COSGRAVE, SHANNON E	01/22/2026	744257	01-6500-0-5760-2490-5220-090-245	HILLSIDE, SPECTRUM	33.04
COSGRAVE, SHANNON E	01/26/2026	745001	01-6500-0-5760-2490-5220-090-245	HILLSIDE ALL SOULS CATHOLIC	9.80
COSGRAVE, SHANNON E Total					452.41
County Counsel County Of San Mateo	01/20/2026	743547	01-0000-0-0000-7400-5889-090-715		4,864.00
County Counsel County Of San Mateo	01/28/2026	746396	01-0000-0-0000-7150-5889-090-714		22,505.00
County Counsel County Of San Mateo Total					27,369.00
COVACHA, JONATHAN E	01/06/2026	740276	01-0000-0-1110-1000-4320-008-070	AMENITIES & MAT, STAFF MEET	51.03
COVACHA, JONATHAN E	01/06/2026	740276	01-0000-0-1110-1000-4322-008-070	AMENITIES & MAT, STAFF MEET	154.39
COVACHA, JONATHAN E	01/06/2026	740276	01-9010-0-1110-1000-4322-008-430	BAY ED WINTER SHOWCASE	108.00
COVACHA, JONATHAN E	01/12/2026	741797	01-9010-0-1110-1000-4320-008-430	RECOGNITIONOF PARENT SUPPORT	100.00
COVACHA, JONATHAN E	01/12/2026	741797	01-9010-0-1110-1000-4322-008-430	AMENITIES FOR STAFF MEETING	213.15
COVACHA, JONATHAN E Total					626.57
Crystal Communications	01/13/2026	742280	01-0000-0-1110-1000-4320-032-070	Portable Radios	560.85
Crystal Communications	01/20/2026	743555	01-0000-0-0000-8300-4320-033-070		276.73
Crystal Communications	01/28/2026	746356	01-0000-0-1110-1000-4420-033-070	Portable Kenwood Radios	1,548.13
Crystal Communications Total					2,385.71
DANIEL, LUANN J	01/28/2026	746409	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	169.40
DANIEL, LUANN J Total					169.40
Dannis Woliver Kelley	01/05/2026	739898	01-8150-0-0000-8110-5889-090-741	Legal Services	1,185.00
Dannis Woliver Kelley	01/22/2026	744213	01-0000-0-0000-7300-5889-090-717		102.00
Dannis Woliver Kelley Total					1,287.00
DANO, SACHA	01/06/2026	740277	01-0805-0-1110-1000-4320-021-180	ALU SUPPLIES	94.41
DANO, SACHA Total					94.41
Dan's Drilling & Fencing Inc.	01/06/2026	740291	01-8150-0-0000-8110-5899-033-741	9 fence panels SSFHS	3,465.00
Dan's Drilling & Fencing Inc. Total					3,465.00
Dasher Technologies	01/15/2026	742929	01-0000-0-0000-2424-5813-090-735	storage software renewal	33,144.24
Dasher Technologies Total					33,144.24
Dell Marketing LP C/ODell USA LP	01/22/2026	744239	01-0000-0-0000-3130-4420-090-501	Dell Pro 14 Plus Laptop	1,323.04
Dell Marketing LP C/ODell USA LP	01/22/2026	744239	01-0000-0-0000-7400-4420-090-715	Computer for HR	1,340.88
Dell Marketing LP C/ODell USA LP	01/22/2026	744239	01-0000-0-1110-1000-4420-090-762	Dell MASPO Computer	1,252.76
Dell Marketing LP C/ODell USA LP Total					3,916.68
Demco Inc.	01/13/2026	742281	01-0000-0-1110-1000-4320-021-451	Library Supplies	311.57
Demco Inc.	01/13/2026	742281	01-0000-0-1110-2421-4200-013-451	Library Supplies	199.29
Demco Inc. Total					510.86
DEVIL MOUNTAIN WHOLE SALE NURS ERY	01/06/2026	740292	01-8150-0-0000-8110-4320-090-741	supplies	302.35
DEVIL MOUNTAIN WHOLE SALE NURS ERY Total					302.35
Diligent Corporation	01/05/2026	739921	01-0000-0-0000-7110-5813-090-713	Updating Board Meeting Process	5,250.00
Diligent Corporation Total					5,250.00
Dino Skoufis Action Sports	01/13/2026	742270	01-9305-0-1110-1000-5810-025-391	Culture Keepers Sweatshirts 2025 - Navy	1,383.59
Dino Skoufis Action Sports Total					1,383.59
Discount Fence Supply Inc DBA DF Supply Inc.	01/29/2026	746846	01-8150-0-0000-8110-4320-090-741	Open P.O. for Maintenance Supplies	1,124.25
Discount Fence Supply Inc DBA DF Supply Inc. Total					1,124.25
Document Tracking Services Aaron Tarazon, Director	01/28/2026	746402	01-0000-0-0000-7150-5899-090-714		389.67
Document Tracking Services Aaron Tarazon, Director	01/28/2026	746403	01-0000-0-0000-7150-5899-090-714		478.34
Document Tracking Services Aaron Tarazon, Director Total					868.01
Dooley Corporation Attn: David Dooley	01/13/2026	742249	01-6546-0-5760-3120-5870-090-245		3,216.00
Dooley Corporation Attn: David Dooley	01/28/2026	746364	01-6546-0-5760-3120-5870-090-245		4,020.00
Dooley Corporation Attn: David Dooley Total					7,236.00
Dunn-Edwards Corporation	01/05/2026	739916	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	98.83
Dunn-Edwards Corporation	01/13/2026	742289	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	323.94
Dunn-Edwards Corporation	01/28/2026	746439	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	525.96
Dunn-Edwards Corporation	01/29/2026	746825	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	278.09
Dunn-Edwards Corporation Total					1,226.82
E.L. ACHIEVE INC. E.L. ACHIEVE, BUSINESS OFFICE	01/13/2026	742271	01-0805-0-4760-1000-4320-031-123		560.80
E.L. ACHIEVE INC. E.L. ACHIEVE, BUSINESS OFFICE	01/13/2026	742271	01-9010-0-1110-1000-4320-090-316		1,402.01

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
E.L. ACHIEVE INC. E.L. ACHIEVE, BUSINESS OFFICE Total					1,962.81
EFFECTIFF LLC	01/13/2026	742250	01-6500-0-5760-1190-5899-090-206	NPA - Effectiff	1,300.50
EFFECTIFF LLC	01/28/2026	746365	01-6500-0-5760-1190-5899-090-206	NPA - Effectiff	2,218.50
EFFECTIFF LLC Total					3,519.00
Effective School Solutions LLC	01/08/2026	741118	01-9010-0-1110-3900-5899-090-315	Effective School Solutions SY25-26	4,280.49
Effective School Solutions LLC	01/08/2026	741118	01-9305-0-1110-3900-5899-090-503	Effective School Solutions SY25-26	15,219.51
Effective School Solutions LLC	01/20/2026	743549	01-9010-0-1110-3900-5899-090-315		4,280.49
Effective School Solutions LLC	01/20/2026	743549	01-9305-0-1110-3900-5899-090-503		15,219.51
Effective School Solutions LLC Total					39,000.00
EIDE BAILLY LLP	01/15/2026	742976	01-0000-0-0000-7190-5887-090-717	Audit Services	9,000.00
EIDE BAILLY LLP	01/20/2026	743528	01-0000-0-0000-7190-5887-090-717	Audit Services	8,000.00
EIDE BAILLY LLP Total					17,000.00
Employment Development Dept State Of Calif/school Employee	01/28/2026	746342	01-0000-0- - -9565- -	q4 2025 sui	14,066.48
Employment Development Dept State Of Calif/school Employee Total					14,066.48
Esposto's Inc	01/29/2026	746826	01-9010-0-1110-1000-4322-025-356	Holiday Luncheon	694.25
Esposto's Inc Total					694.25
EVANGELATOS, MALIK	01/06/2026	740265	01-3010-0-1110-1000-4320-022-301	SUPPLIES FOR INTERSESSION	51.09
EVANGELATOS, MALIK Total					51.09
EverDriven Technologies LLC ALC Schools LLC	01/13/2026	742251	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	32,499.50
EverDriven Technologies LLC ALC Schools LLC	01/15/2026	742924	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	24,360.50
EverDriven Technologies LLC ALC Schools LLC	01/28/2026	746366	01-0000-0-5760-3600-5820-090-781	NPA - Everdriven	40,781.00
EverDriven Technologies LLC ALC Schools LLC Total					97,641.00
Everyday Speech LLC	01/28/2026	746404	01-6500-0-5760-1190-5813-090-245		8,500.00
Everyday Speech LLC Total					8,500.00
Ewing Irrigation Products Inc	01/28/2026	746440	01-8150-0-0000-8110-4320-090-741	Open P.O. - Irrigation Supplies	1,459.03
Ewing Irrigation Products Inc Total					1,459.03
Fastrak	01/12/2026	741798	01-8150-0-0000-8110-5899-090-741	LIC PLATE CA EJ84B01	8.00
Fastrak	01/20/2026	743585	01-0000-0-1202-1000-5899-032-322	LIC CA 1548468	8.00
Fastrak	01/20/2026	743585	01-0000-0-1202-1000-5899-032-322	LIC CA 1548469	8.00
Fastrak Total					24.00
Fastrak Violation Processing	01/29/2026	746840	01-0000-0-1202-1000-5899-032-322	PENALTY I712532244636	5.00
Fastrak Violation Processing	01/29/2026	746840	01-0000-0-1202-1000-5899-032-322	PENALTY I712532247553	5.00
Fastrak Violation Processing Total					10.00
Ferguson Enterprise, LLC #686	01/20/2026	743557	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing Supplies	171.26
Ferguson Enterprise, LLC #686 Total					171.26
FERGUSON ENTERPRISES LLC #686	01/13/2026	742282	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing Supplies	222.87
FERGUSON ENTERPRISES LLC #686	01/13/2026	742290	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing Supplies	32.12
FERGUSON ENTERPRISES LLC #686 Total					254.99
First Alarm	01/20/2026	743558	01-8150-0-0000-8300-5806-090-741	Open P.O. for Monthly Security Monitoring	1,603.18
First Alarm Total					1,603.18
FIRST STUDENT	01/28/2026	746367	01-0000-0-5760-3600-5820-090-781	NPA - First Student	165,327.50
FIRST STUDENT Total					165,327.50
Flyers Energy LLC	01/05/2026	739899	01-0000-0-0000-8200-4320-090-760	Open P.O. for Fuel & Lubricant Supplies	8,387.16
Flyers Energy LLC Total					8,387.16
Follett Content Solutions	01/20/2026	743550	01-3010-0-1110-1000-4200-007-301		276.97
Follett Content Solutions	01/26/2026	744989	01-3010-0-1110-1000-4200-007-301	Reference Books	28.44
Follett Content Solutions Total					305.41
FRANCE, HALEY	01/26/2026	745002	01-0805-0-1110-1000-4320-021-180	NEEDLES, THREADS, CLOTH	174.52
FRANCE, HALEY Total					174.52
FRED FINCH YOUTH & FAMILY SERVICES	01/28/2026	746378	01-6500-0-5760-1180-5870-090-230		1,392.00
FRED FINCH YOUTH & FAMILY SERVICES	01/28/2026	746378	01-6500-0-5760-1180-5880-090-230		8,599.92
FRED FINCH YOUTH & FAMILY SERVICES Total					9,991.92
Future Chevrolet of Sacramento	01/15/2026	742950	01-8150-0-0000-8500-6450-090-741	Chevrolet Express 2025	47,125.23
Future Chevrolet of Sacramento Total					47,125.23
GARCIA, ANALICIA M	01/22/2026	744258	01-0805-0-1110-1000-4320-021-180	ICING,RICE KRISPIE, COOKIE	66.48
GARCIA, ANALICIA M Total					66.48
GARCIA, TERESA J	01/26/2026	744980	01-0000-0-0000-7600-3702-090-810	Classified Retiree Contribution	144.00
GARCIA, TERESA J Total					144.00
GARDUNO FLETES, ANGELICA	01/06/2026	740266	01-0805-0-1110-1000-4320-013-180	MATS, SUPPLIES, RES	408.73
GARDUNO FLETES, ANGELICA	01/06/2026	740266	01-0805-0-4760-1000-4320-013-123	MATS, SUPPLIES, RES	24.10
GARDUNO FLETES, ANGELICA Total					432.83
GHA Technologies Inc	01/20/2026	743551	01-0000-0-0000-2424-5813-090-735	Veem Software Subscription	14,860.50
GHA Technologies Inc	01/22/2026	744214	01-0000-0-0000-2424-4420-090-735	Lenovo ThinkPads	10,067.01
GHA Technologies Inc	01/28/2026	746344	01-0000-0-0000-2424-5899-090-735	cisco digital network	210,527.39

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
GHA Technologies Inc Total					235,454.90
Gnxcor USA Inc.	01/15/2026	742940	01-0000-0-0000-8200-5899-090-760	Open P.O. for Work Order Program	190.00
Gnxcor USA Inc. Total					190.00
GONZALES, CHARLOTTE C	01/28/2026	746411	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	156.80
GONZALES, CHARLOTTE C Total					156.80
GONZALEZ, ANDREA D	01/15/2026	742980	01-0000-0-0000-3900-5210-090-501	CASC 2025 RIVERSIDE	892.44
GONZALEZ, ANDREA D Total					892.44
GONZALEZ, LETICIA M	01/20/2026	743586	01-9010-0-1110-1000-4320-014-430	STAFF APPRECIATION HOLIDAY LUNCHEON	960.77
GONZALEZ, LETICIA M Total					960.77
Grainger	01/05/2026	739902	01-8150-0-0000-8110-4320-090-741		62.30
Grainger	01/05/2026	739912	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	11.69
Grainger	01/13/2026	742291	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	485.20
Grainger	01/20/2026	743559	01-8150-0-0000-8110-4320-090-741	7135001696 Summary Bill Invoice	76.04
Grainger	01/20/2026	743560	01-8150-0-0000-8110-4320-090-741	7135001696 Summary Bill Invoice	110.96
Grainger	01/20/2026	743561	01-8150-0-0000-8110-4320-090-741	7135001696 Summary Bill Invoice	38.02
Grainger	01/20/2026	743562	01-8150-0-0000-8110-4320-090-741	7135001696 Summary Bill Invoice	16.66
Grainger	01/20/2026	743563	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	193.44
Grainger	01/22/2026	744220	01-8150-0-0000-8110-4320-090-741	7135001696 Summary Bill Invoice	6.21
Grainger	01/28/2026	746441	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	200.69
Grainger	01/29/2026	746847	01-8150-0-0000-8110-4320-090-741	Open P.O. - Industrial Supplies	227.96
Grainger Total					1,429.17
Green Cab Peninsula	01/13/2026	742252	01-0000-0-5760-3600-5820-090-781	NPA - Green Cab	11,250.00
Green Cab Peninsula	01/28/2026	746368	01-0000-0-5760-3600-5820-090-781	NPA - Green Cab	13,500.00
Green Cab Peninsula Total					24,750.00
HAHN, MATTHEW A	01/22/2026	744259	01-0805-0-1110-1000-4320-021-180	DUNGEIONS & DRAGONS STARTER SET	48.33
HAHN, MATTHEW A Total					48.33
Hanna Interpreting Services LLC	01/13/2026	742253	01-6500-0-5760-1190-5899-090-206	NPA - Hanna Interpreting	14,790.00
Hanna Interpreting Services LLC	01/28/2026	746379	01-6500-0-5760-1190-5899-090-206	NPA - Hanna Interpreting	13,702.50
Hanna Interpreting Services LLC Total					28,492.50
Health Connected	01/28/2026	746369	01-6500-0-5760-1190-5899-090-245		8,840.00
Health Connected Total					8,840.00
HEMMERLA, KARL M	01/22/2026	744260	01-6500-0-5760-1190-4320-041-212	COFFEE CART RESUPPLY	192.90
HEMMERLA, KARL M Total					192.90
HERFF JONES LLC	01/15/2026	742936	01-0000-0-1110-1000-4320-033-070	Graduation Supplies	11.32
HERFF JONES LLC Total					11.32
Hillyard	01/22/2026	744240	01-0000-0- - -9320- -	Stores Replenishment - Gloves Med & Lrg	2,193.10
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-002-759	Open PO - Custodial Supplies	637.16
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-006-759	Open PO - Custodial Supplies	2,532.61
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-008-759	Custodial Supplies	3,596.25
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-010-759	Custodial Supplies	772.02
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-012-759	Paper Towels & Toilet Paper	2,947.03
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-014-759	Janitorial Supplies	1,498.98
Hillyard	01/22/2026	744240	01-0000-0-0000-8200-4320-022-759	Open PO - Custodial Supplies	2,644.98
Hillyard	01/22/2026	744240	01-2600-0-0000-8200-4320-002-328	Open PO - Custodial Supplies	1,655.82
Hillyard	01/22/2026	744240	01-2600-0-0000-8200-4320-008-328	Custodial Supplies	497.39
Hillyard	01/22/2026	744240	01-2600-0-0000-8200-4320-010-328	Custodial Supplies	106.98
Hillyard	01/22/2026	744240	01-2600-0-0000-8200-4320-012-328	Paper Towels & Toilet Paper	407.01
Hillyard	01/22/2026	744240	01-2600-0-0000-8200-4320-022-328	Open PO - Custodial Supplies	326.91
Hillyard	01/29/2026	746827	01-0000-0-0000-8200-4320-031-759	Open PO - Custodial Supplies	467.48
Hillyard	01/29/2026	746827	01-6500-0-5760-1190-4320-041-212	Open PO - Custodial Supplies	311.65
Hillyard Total					20,595.37
Home Depot Credit Services	01/13/2026	742292	01-0000-0-0000-8200-4320-090-760	Open P.O. for Misc Supplies and Tools	51.43
Home Depot Credit Services	01/13/2026	742292	01-8150-0-0000-8110-4320-090-741	Open P.O. for Misc Supplies and Tools	937.58
Home Depot Credit Services	01/28/2026	746442	01-0000-0-0000-8200-4320-090-760	Open P.O. for Misc Supplies and Tools	115.20
Home Depot Credit Services	01/28/2026	746442	01-8150-0-0000-8110-4320-090-741	Open P.O. for Misc Supplies and Tools	2,100.09
Home Depot Credit Services Total					3,204.30
HOPSKIPDRIVE INC	01/13/2026	742272	01-0805-0-1110-3600-5820-090-122		2,299.21
HOPSKIPDRIVE INC Total					2,299.21
Howies Hockey Inc DBA Howies Athletic Tape	01/29/2026	746828	01-0000-0-1202-1000-4320-033-070	Athletic Trainer Supplies	522.57
Howies Hockey Inc DBA Howies Athletic Tape Total					522.57
HSIEH, CHIA-LIN	01/12/2026	741806	01-0000-0-0000-7110-5210-090-713	CSBA ANNUAL CONFERENCE	160.23
HSIEH, CHIA-LIN Total					160.23
INGRAHAM JEWELERS INC. DBA INGRAHAM TROPHIES	01/28/2026	746359	01-9010-0-1202-1000-5810-032-322	Plaques for Sports	1,316.76
INGRAHAM JEWELERS INC. DBA INGRAHAM TROPHIES Total					1,316.76

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
INTAL-DE LEON, TIFFANY CLAIRE	01/26/2026	745003	01-0000-0-0000-7602-5888-090-726	NOV 2025 MATHANASIUM	678.00
INTAL-DE LEON, TIFFANY CLAIRE Total					678.00
Interstate Traffic Control Products Inc.	01/13/2026	742283	01-8150-0-0000-8110-4320-090-741	Open P.O. - Safety Signs & Products	805.00
Interstate Traffic Control Products Inc. Total					805.00
ISLA, NATHAN C	01/12/2026	741807	01-0000-0-0000-2700-5220-090-714	MILEAGE SETUP & SUPPLIES	43.75
ISLA, NATHAN C Total					43.75
ISOM ADVISORS, A DIVISION OF URBAN FUTURES, INC	01/29/2026	746832	01-0000-0-0000-7300-5899-090-717	annual report preparation	3,925.00
ISOM ADVISORS, A DIVISION OF URBAN FUTURES, INC Total					3,925.00
JACKSON, CLARE R	01/06/2026	740267	01-3010-0-1110-1000-4320-031-301	LUNCH PBIS FIELDTRIP	283.67
JACKSON, CLARE R Total					283.67
JACUINDE-LOSNO, SONIA	01/12/2026	741808	01-0000-0-0000-2110-5220-090-762	MILEAGE SETUP & DELIVERY	66.78
JACUINDE-LOSNO, SONIA Total					66.78
JEANETTE ALVAREZ	01/20/2026	743587	01-0000-0-1110-2421-4200-008-451	REF LIBRARY BOOK	16.00
JEANETTE ALVAREZ Total					16.00
JIMENEZ, DAVID J	01/20/2026	743588	01-0805-0-1110-1000-4320-021-180	GOLF TRAINING MAT	111.69
JIMENEZ, DAVID J Total					111.69
JOHNSON, JULIET M	01/06/2026	740268	01-3010-0-1110-1000-4320-031-301	PIZZA, PBIS TOP CR EARNERS	135.77
JOHNSON, JULIET M Total					135.77
Johnstone Supply	01/05/2026	739900	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing/HVAC Supplies	228.87
Johnstone Supply	01/28/2026	746443	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing/HVAC Supplies	113.69
Johnstone Supply Total					342.56
Judy Ann Pardini A+ Live Scan Services	01/29/2026	746829	01-0000-0-0000-7400-5840-090-715		256.00
Judy Ann Pardini A+ Live Scan Services Total					256.00
KBA Document Solutions LLC	01/13/2026	742274	01-0000-0-1110-1000-5600-090-722	B/W Overage & Color Copies / Maintenance	5,430.60
KBA Document Solutions LLC	01/28/2026	746405	01-0000-0-1110-1000-5600-090-722	B/W Overage & Color Copies / Maintenance	8,889.24
KBA Document Solutions LLC Total					14,319.84
Keller Supply Company	01/13/2026	742284	01-8150-0-0000-8110-4320-090-741	Open P.O. - Plumbing Supplies	539.73
Keller Supply Company Total					539.73
Kelly Spicers Stores	01/28/2026	746357	01-0000-0-3200-1000-4320-031-070	Office Paper	503.83
Kelly Spicers Stores	01/28/2026	746357	01-6500-0-5760-1190-4320-041-212	Office Paper	335.89
Kelly Spicers Stores	01/28/2026	746406	01-0000-0- - -9320- -	Warehouse Restock - #001811 Copy Paper	1,722.29
Kelly Spicers Stores	01/28/2026	746406	01-0000-0-1110-1000-4320-032-070	Paper Supplies	3,436.34
Kelly Spicers Stores	01/29/2026	746848	01-0000-0-1110-1000-4320-022-070	Blanket PO - Paper	1,626.15
Kelly Spicers Stores Total					7,624.50
K-log Inc.	01/05/2026	739901	01-3182-0-1110-1000-4320-031-387	Furniture	319.98
K-log Inc.	01/05/2026	739901	01-3182-0-1110-1000-4420-031-387	Furniture	5,603.99
K-log Inc.	01/05/2026	739901	01-3182-0-1110-1000-6410-031-387	Furniture	9,942.84
K-log Inc. Total					15,866.81
KREISMAN, DEBORAH A	01/28/2026	746412	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	167.30
KREISMAN, DEBORAH A Total					167.30
KRUG, FRANCES S	01/26/2026	744981	01-0000-0-0000-7600-3701-090-810	Certificated Retiree Contribution	1,695.00
KRUG, FRANCES S Total					1,695.00
La Morena Restaurant Inc.	01/06/2026	740278	01-0000-0-1110-1000-4322-090-762	LA MORENA LUNCH TACO	1,176.62
La Morena Restaurant Inc.	01/13/2026	742306	01-9010-0-1110-1000-4322-090-390	catering	8,130.00
La Morena Restaurant Inc. Total					9,306.62
Lakeshore Learning Materials, Llc	01/22/2026	744247	01-0805-0-1110-1000-4320-012-180	supplies	288.05
Lakeshore Learning Materials, Llc Total					288.05
LAM, AMY	01/12/2026	741809	01-0000-0-0000-7110-5210-090-713	CSBA ANNUAL CONFERENCE	371.31
LAM, AMY Total					371.31
LAMPE, SARINA	01/22/2026	744261	01-0805-0-1110-1000-4320-021-180	HOT CHOCO SUPP, CREAM, TOPPINNGS	98.57
LAMPE, SARINA Total					98.57
Lasertorium Office Systems Norman S.H. Kum	01/22/2026	744226	01-0000-0-0000-2424-5600-090-735	repairing services	135.00
Lasertorium Office Systems Norman S.H. Kum	01/28/2026	746423	01-0000-0-0000-2424-5600-090-735	printer repair	547.05
Lasertorium Office Systems Norman S.H. Kum Total					682.05
Lawson Products Inc	01/20/2026	743566	01-8150-0-0000-8110-4320-090-741	SUPPLIES	346.00
Lawson Products Inc	01/22/2026	744222	01-8150-0-0000-8110-4320-090-741	SUPPLIES	30.62
Lawson Products Inc Total					376.62
Leader Services Attn: Accounting Department	01/06/2026	740281	01-9010-0-5001-3900-5899-090-350	Medical	958.79
Leader Services Attn: Accounting Department Total					958.79
LEARNER-CENTERED COLLABORATIVE	01/22/2026	744227	01-9010-0-1110-1000-5899-090-390	professional learning system	110,000.00
LEARNER-CENTERED COLLABORATIVE Total					110,000.00
LEDFORD, GABRIELA LIMA L	01/28/2026	746333	01-6383-0-3800-1000-5210-033-336	WORLDS OF FLAVOR	198.79
LEDFORD, GABRIELA LIMA L Total					198.79
Legarza Sports	01/05/2026	739919	01-6762-0-1110-1000-5899-090-384	PE PROGRAM 25/26	200,244.75

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Legarza Sports Total					200,244.75
Lincoln Aquatics	01/20/2026	743567	01-8150-0-0000-8110-4320-090-741	SUPPLIES	1,077.87
Lincoln Aquatics Total					1,077.87
Literacy Resources LLC	01/28/2026	746398	01-0000-0-0000-2100-4200-090-762	REMIT	976.22
Literacy Resources LLC Total					976.22
LOPEZ, JHONATAN	01/20/2026	743589	01-0805-0-1110-1000-4320-021-180	CANDIES COASTER TIMER ALU	96.36
LOPEZ, JHONATAN Total					96.36
LOPEZ-RIVAS, ALBERTO M	01/06/2026	740269	01-3010-0-1110-1000-4320-022-301	SHURE MICROPHONE	108.78
LOPEZ-RIVAS, ALBERTO M Total					108.78
LOW, CORINNA	01/26/2026	745004	01-0805-0-1110-1000-4320-025-180	SNACKS FOR ORIENTATION	31.35
LOW, CORINNA Total					31.35
LOWES BUSINESS ACCT/SYNCB	01/15/2026	742991	01-0000-0-0000-8200-4320-090-760	supplies	24.38
LOWES BUSINESS ACCT/SYNCB	01/15/2026	742991	01-8150-0-0000-8110-4320-090-741	supplies	4,559.44
LOWES BUSINESS ACCT/SYNCB Total					4,583.82
LUAULU, ELIZABETH R	01/22/2026	744229	01-0000-0-1110-1000-4320-090-762	ZIPLOCK FREEZER BAG	7.64
LUAULU, ELIZABETH R Total					7.64
Lucia Coria Vega	01/15/2026	742986	01-6500-0-5760-2490-5820-090-230	NOV 2025 MILEAGE	384.16
Lucia Coria Vega	01/15/2026	742986	01-6500-0-5760-2490-5820-090-230	OCT 2025 MILEAGE	192.08
Lucia Coria Vega Total					576.24
Macmillan Holding LLC MPS	01/28/2026	746446	01-6300-0-1110-1000-4100-090-307	digital ap am history	6,825.00
Macmillan Holding LLC MPS Total					6,825.00
MANALANG, SHARIMAR B	01/12/2026	741799	01-0000-0-1110-1000-4322-033-070	FACULTY MEETING SNACKS	179.60
MANALANG, SHARIMAR B Total					179.60
MANGLICMOT, JENNIFER	01/12/2026	741810	01-3010-0-1110-1000-5210-008-301	NAME 2025 CONFE NEW ORLEANS	2,361.38
MANGLICMOT, JENNIFER	01/12/2026	741810	01-9305-0-1110-1000-5210-090-503	2025 CA PBIS CONFERENCE	1,597.66
MANGLICMOT, JENNIFER Total					3,959.04
Maria Veronica Moscoso Veromundo	01/28/2026	746346	01-0000-0-1110-2421-4200-032-451	spanish books	635.67
Maria Veronica Moscoso Veromundo Total					635.67
MARTINEZ, LEILAHNIE C	01/28/2026	746414	01-0000-0-0000-2700-5220-032-070	DECEMBER MILEAGE	8.40
MARTINEZ, LEILAHNIE C Total					8.40
Maxx Metals	01/06/2026	740282	01-8150-0-0000-8110-4320-090-741	parts	452.89
Maxx Metals	01/28/2026	746444	01-8150-0-0000-8110-4320-090-741	Open PO - for Metal Products	243.00
Maxx Metals Total					695.89
MCCLOSKEY, LIAM JOSEPH	01/12/2026	741800	01-8150-0-0000-8110-4320-090-741	SALT FOR ORGANIC WEED KILLER	58.93
MCCLOSKEY, LIAM JOSEPH Total					58.93
McMaster-Carr Supply Company	01/28/2026	746336	01-8150-0-0000-8110-4320-090-741	supplies	194.35
McMaster-Carr Supply Company Total					194.35
Medco Supply Company	01/13/2026	742258	01-0000-0-1230-1000-4320-032-070	supplies	377.62
Medco Supply Company Total					377.62
MetLife Insurance Company MetLife Small Business Center	01/22/2026	744217	01-0000-0- - -9573- -	Feb26 Basic Life Premium	10,037.93
MetLife Insurance Company MetLife Small Business Center	01/22/2026	744217	01-0000-0-0000-7600-3701-090-810	Feb26 Basic Life Premium	13.79
MetLife Insurance Company MetLife Small Business Center Total					10,051.72
MEYERS, MADELINE C	01/28/2026	746415	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	171.50
MEYERS, MADELINE C Total					171.50
MILLIKEN, MICHAEL P	01/13/2026	742259	01-0000-0-0000-7150-5801-090-714	coaching svcs	3,000.00
MILLIKEN, MICHAEL P Total					3,000.00
MOSS, KIMBERLY A	01/15/2026	742981	01-9010-0-1110-1000-5210-090-056	CA MATH COUNCIL	20.00
MOSS, KIMBERLY A Total					20.00
MRC	01/22/2026	744248	01-0000-0-0000-7350-5600-090-717	copies	192.90
MRC	01/22/2026	744248	01-0000-0-0000-7550-5600-090-718	copies	189.92
MRC Total					382.82
MULLASSERY, KARIE L	01/06/2026	740279	01-9010-0-1110-1000-4322-090-056	SNACKS FOR CONFERENCE	83.43
MULLASSERY, KARIE L	01/08/2026	741120	01-9010-0-1110-1000-4322-090-056	FOOD FOR CONFERENCE	15.27
MULLASSERY, KARIE L	01/12/2026	741801	01-9010-0-1110-1000-4322-090-057	PIZZA FOR MEETING DEBRIEF	125.81
MULLASSERY, KARIE L	01/15/2026	742987	01-9010-0-1110-1000-5210-090-056	CA MATH COUNCIL	445.40
MULLASSERY, KARIE L Total					669.91
Music & Arts CA Dept 5295	01/05/2026	739909	01-3010-0-1110-1000-4320-022-301	music supplies	51.64
Music & Arts CA Dept 5295 Total					51.64
Music For Minors Inc.	01/15/2026	742930	01-0000-0-1110-1000-5899-013-070	music classes	2,250.00
Music For Minors Inc.	01/15/2026	742930	01-9010-0-1110-1000-5899-013-356	music classes	5,723.63
Music For Minors Inc. Total					7,973.63
NATOLI, LISA C	01/15/2026	742988	01-3010-0-1110-1000-4320-022-301	FOOD, CELLOPHANE, RIBBONS	70.51
NATOLI, LISA C Total					70.51
NAVARRO, CHRISTIAN D	01/15/2026	742989	01-0000-0-0000-3900-5210-090-501	CASC 2025	799.41

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
NAVARRO, CHRISTIAN D Total					799.41
Network Craze Technologies Inc	01/28/2026	746447	01-0000-0-0000-2424-4320-090-735	cords	61.60
Network Craze Technologies Inc Total					61.60
NG, MELANIE J	01/28/2026	746334	01-3010-0-1110-1000-4320-022-301	INTERSESSION SUPPLIES	48.27
NG, MELANIE J Total					48.27
NG, TIFFANY R	01/12/2026	741811	01-9305-0-1110-1000-5210-090-503	2025 CA PBIS CONFERENCE	1,565.28
NG, TIFFANY R	01/29/2026	746841	01-0000-0-1110-1000-4322-033-070	ELAC MEETING PIZZA & SALAD	73.31
NG, TIFFANY R Total					1,638.59
North Carolina State Univ. Accounts Receivable	01/29/2026	746833	01-9010-0-1110-1000-5899-090-360	Phage Sequencing/Assembly	323.00
North Carolina State Univ. Accounts Receivable Total					323.00
Oakland Zoo	01/29/2026	746834	01-3010-0-1110-1000-5815-007-301	field trip	1,361.00
Oakland Zoo Total					1,361.00
Occupational Health Centers of CA, A Medical Corp.	01/15/2026	742955	01-0000-0-0000-7400-5899-090-715	health services	70.00
Occupational Health Centers of CA, A Medical Corp.	01/15/2026	742955	01-0000-0-0000-7400-5899-090-716	health services	70.00
Occupational Health Centers of CA, A Medical Corp. Total					140.00
ODP Business Solutions LLC	01/15/2026	742954	01-0000-0-0000-2424-4320-090-735	supplies	50.16
ODP Business Solutions LLC	01/15/2026	742954	01-0000-0-0000-7110-4320-090-713	supplies	26.13
ODP Business Solutions LLC	01/15/2026	742954	01-0000-0-0000-7150-4320-090-714	supplies	259.85
ODP Business Solutions LLC	01/15/2026	742954	01-0000-0-0000-7400-4320-090-715	supplies	183.14
ODP Business Solutions LLC	01/15/2026	742954	01-0000-0-1110-1000-4320-007-070	supplies	559.69
ODP Business Solutions LLC	01/15/2026	742954	01-0000-0-1110-1000-4320-032-070	supplies	172.36
ODP Business Solutions LLC	01/15/2026	742954	01-3010-0-1110-1000-4320-007-301	supplies	535.07
ODP Business Solutions LLC	01/15/2026	742979	01-0000-0-1110-1000-4320-012-070	supplies	780.19
ODP Business Solutions LLC	01/15/2026	742979	01-0805-0-1110-1000-4320-031-180	supplies	342.88
ODP Business Solutions LLC	01/15/2026	742979	01-9010-0-1110-1000-4320-090-057	supplies	253.01
ODP Business Solutions LLC	01/20/2026	743518	01-0000-0-0000-7110-4320-090-713	supplies	0.87
ODP Business Solutions LLC	01/20/2026	743518	01-0000-0-0000-7150-4320-090-714	supplies	8.60
ODP Business Solutions LLC	01/20/2026	743532	01-0805-0-1110-1000-4320-031-180	supplies	30.54
ODP Business Solutions LLC Total					3,202.49
OES Global Inc.	01/13/2026	742260	01-9010-0-1202-1000-4320-033-322	logo paper cups	359.17
OES Global Inc. Total					359.17
OH, JOONSUNG D	01/28/2026	746416	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	149.10
OH, JOONSUNG D Total					149.10
OLDS, BARBARA F	01/26/2026	744982	01-0000-0-0000-7600-3701-090-810	Certificated Retiree Contribution	1,680.33
OLDS, BARBARA F Total					1,680.33
OLIVA, CATHERINE	01/20/2026	743571	01-6500-0-5760-2490-5820-090-245	NOV 2025 MILEAGE	15.19
OLIVA, CATHERINE	01/20/2026	743571	01-6500-0-5760-2490-5820-090-245	OCT 2025 MILEAGE	13.72
OLIVA, CATHERINE	01/22/2026	744224	01-6500-0-5760-2490-5820-090-245	OCT 2025 MILEAGE	6.86
OLIVA, CATHERINE Total					35.77
OLSON, LAURA A	01/28/2026	746417	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	103.25
OLSON, LAURA A Total					103.25
Open Architects Inc.	01/22/2026	744228	01-0000-0-0000-7150-5899-090-714	dash board system	19,900.00
Open Architects Inc. Total					19,900.00
Orlando Duarte	01/15/2026	742990	01-6500-0-5760-2490-5820-090-230	SEP 2025 MILEAGE	115.50
Orlando Duarte Total					115.50
Otis Elevator Company	01/20/2026	743568	01-0000-0-0000-8200-5600-090-760	maintenance	2,002.40
Otis Elevator Company	01/28/2026	746337	01-0000-0-0000-8200-5600-090-760	maintenance	2,002.40
Otis Elevator Company Total					4,004.80
Outdoor Supply Hardware	01/13/2026	742296	01-8150-0-0000-8110-4320-090-741	supplies	188.67
Outdoor Supply Hardware Total					188.67
P G & E	01/20/2026	743536	01-0000-0-0000-8200-5510-090-760	utilities	83,497.03
P G & E Total					83,497.03
PHILLIPS, KATHLEEN M	01/12/2026	741812	01-9010-0-1110-1000-5210-090-056	CMC N MATH CONFERENCE	156.80
PHILLIPS, KATHLEEN M Total					156.80
PIANSAY, JAYDEN PRINCETON E	01/22/2026	744262	01-9010-0-1110-1000-5899-032-356	SPROUTS CHEF TRAINING PAY	960.00
PIANSAY, JAYDEN PRINCETON E Total					960.00
Pionic Unit Construction Inc.	01/05/2026	739907	01-8150-0-0000-8110-5899-021-741	fire sprinker repairs alms	9,360.00
Pionic Unit Construction Inc.	01/20/2026	743573	01-8150-0-0000-8110-5899-012-741	door repairs	14,260.00
Pionic Unit Construction Inc. Total					23,620.00
Plushy Feely Corp Kimochis	01/13/2026	742275	01-0000-0-0000-3130-4320-090-503	MTSS Curriculum	3,666.95
Plushy Feely Corp Kimochis Total					3,666.95
Precita Eyes Muralists Association Inc	01/22/2026	744249	01-7399-0-1110-1000-5899-031-311	mural project	9,990.00
Precita Eyes Muralists Association Inc Total					9,990.00
PRIMO BRANDS BLUE TRITON BRANDS, INC	01/20/2026	743574	01-0000-0-1110-1000-4322-032-070	water	208.67

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
PRIMO BRANDS BLUE TRITON BRANDS, INC Total					208.67
Progress Glass Company Inc	01/06/2026	740283	01-8150-0-0000-8110-5899-090-741	window replacement	726.00
Progress Glass Company Inc	01/06/2026	740293	01-8150-0-0000-8110-5899-032-741	glass replacement	1,320.00
Progress Glass Company Inc	01/13/2026	742297	01-8150-0-0000-8110-5899-009-741	replace clas	1,167.00
Progress Glass Company Inc	01/13/2026	742297	01-8150-0-0000-8110-5899-033-741	replace clas	1,092.00
Progress Glass Company Inc	01/28/2026	746424	01-8150-0-0000-8110-5899-090-741	glase instalation	9,300.00
Progress Glass Company Inc Total					13,605.00
QBS LLC	01/28/2026	746384	01-6500-0-5760-1190-5899-090-245	certification fee	24.00
QBS LLC Total					24.00
QUIJANO, REVITCHE	01/06/2026	740270	01-9219-0-1237-1000-4322-032-356	BOWLING, PIZZA, TJ	108.11
QUIJANO, REVITCHE	01/06/2026	740270	01-9219-0-1237-1000-5899-032-356	BOWLING, PIZZA, TJ	70.00
QUIJANO, REVITCHE Total					178.11
QUINN, KELLY A	01/20/2026	743590	01-0805-0-1110-1000-4320-021-180	ALU SUPPLIES-BUILD BOWL RAMEN	113.32
QUINN, KELLY A Total					113.32
R & H Wholesale Supply Inc	01/05/2026	739914	01-8150-0-0000-8110-4320-090-741	supplies	134.45
R & H Wholesale Supply Inc	01/13/2026	742298	01-8150-0-0000-8110-4320-090-741	supplies	2,009.45
R & H Wholesale Supply Inc	01/28/2026	746338	01-8150-0-0000-8110-4320-090-741	Supplies	5,365.51
R & H Wholesale Supply Inc Total					7,509.41
Raposo Engineering Inc	01/28/2026	746339	01-8150-0-0000-8110-5899-021-741	Altal Loma MS project	2,300.00
Raposo Engineering Inc Total					2,300.00
Refrigeration Supplies Distributor	01/28/2026	746340	01-8150-0-0000-8110-4320-090-741	Supplies	168.56
Refrigeration Supplies Distributor	01/28/2026	746425	01-8150-0-0000-8110-4320-090-741	supplies	144.25
Refrigeration Supplies Distributor Total					312.81
RESIDEO LLC, DBA ADI	01/13/2026	742293	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Electrical Supplies	119.67
RESIDEO LLC, DBA ADI	01/20/2026	743564	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Electrical Supplies	219.68
RESIDEO LLC, DBA ADI	01/22/2026	744232	01-8150-0-0000-8110-4320-090-741	PARTS	239.20
RESIDEO LLC, DBA ADI	01/29/2026	746849	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc. Electrical Supplies	101.06
RESIDEO LLC, DBA ADI Total					679.61
Resource Solutions Of Sf Group	01/06/2026	740284	01-0000-0-0000-0000-9320-000-	supplies	7,373.10
Resource Solutions Of Sf Group	01/15/2026	742956	01-0000-0-0000-0000-9320-000-	liners	2,252.96
Resource Solutions Of Sf Group Total					9,626.06
Restaurant Supply LLC	01/05/2026	739905	01-7032-0-0000-3700-4320-090-820	lift gate/ wire basket	49,284.43
Restaurant Supply LLC Total					49,284.43
REYES, RAY A	01/28/2026	746335	01-9247-0-1202-1000-5899-032-322	AWARDS, MAT, TOUR FEE	1,079.90
REYES, RAY A	01/28/2026	746335	01-9247-0-1203-1000-5899-032-322	TOUR FEE @CASTRO VALLEY	200.00
REYES, RAY A	01/28/2026	746418	01-9247-0-1202-1000-5899-032-322	GIRLS' WRESTLING	360.00
REYES, RAY A Total					1,639.90
RHEE, GRACE H	01/22/2026	744263	01-0805-0-1110-1000-4320-021-180	MUFFIN, COOKIE, MOCHI	84.52
RHEE, GRACE H Total					84.52
RICHARDSON, GUILLERMINA A	01/12/2026	741813	01-0000-0-0000-7110-5210-090-713	CSBA ANNUAL CONFERENCE	386.34
RICHARDSON, GUILLERMINA A Total					386.34
RIGG, RICHARD J	01/26/2026	744983	01-0000-0-0000-7600-3701-090-810	Certificated Retiree Contribution	584.49
RIGG, RICHARD J Total					584.49
Right at School LLC	01/08/2026	741122	01-2600-0-0000-8200-5899-090-358	elop	134,545.44
Right at School LLC	01/28/2026	746347	01-2600-0-0000-8200-5899-090-358	elop	67,272.72
Right at School LLC Total					201,818.16
Ro Health	01/15/2026	742965	01-6500-0-5760-3140-5899-090-245	NPA	7,543.58
Ro Health	01/20/2026	743522	01-6500-0-5760-3140-5899-090-245	NPA	6,825.86
Ro Health	01/28/2026	746385	01-6500-0-5760-3140-5899-090-245	NPA	22,308.04
Ro Health Total					36,677.48
Robert Half	01/06/2026	740285	01-0000-0-0000-3900-5899-090-503	temp services	4,075.85
Robert Half	01/13/2026	742261	01-0000-0-0000-3900-5899-090-503	temp svc	7,366.27
Robert Half	01/15/2026	742993	01-0000-0-0000-7400-5899-090-715	temp services	2,068.13
Robert Half	01/20/2026	743575	01-0000-0-0000-3900-5899-090-503	temp services	2,046.63
Robert Half	01/29/2026	746835	01-0000-0-0000-7400-5899-090-715	TEMP SERVICES	1,959.30
Robert Half Total					17,516.18
ROBERTS, MASUMI A	01/22/2026	744264	01-0805-0-1110-1000-4320-021-180	POPCORN, MAKER, SPICES,	145.24
ROBERTS, MASUMI A Total					145.24
ROBLE, VERONIKA	01/28/2026	746419	01-0000-0-0000-7400-5210-090-715	CREDENTIAL COUNSELORS & ANALYSTS	75.27
ROBLE, VERONIKA Total					75.27
Royal Pin Donuts Inc Royal Donuts	01/15/2026	742994	01-0000-0-0000-3110-4322-090-503	refreshments	216.55
Royal Pin Donuts Inc Royal Donuts	01/28/2026	746348	01-0000-0-0000-7150-4322-090-714	refreshments	145.10
Royal Pin Donuts Inc Royal Donuts Total					361.65
ROZSA, ALIA B	01/28/2026	746420	01-9305-0-1110-1000-4320-033-391	LED LIGHT PANEL, THERAPY	165.48

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
ROZSA, ALIA B Total					165.48
SAELAW, ANGELA J	01/26/2026	745005	01-0805-0-1110-1000-4320-025-180	SNACKS FOR ORIENTATION	11.97
SAELAW, ANGELA J Total					11.97
Safety-Kleen Systems Inc.	01/13/2026	742299	01-0000-0-0000-8200-5860-090-760	supplies	421.40
Safety-Kleen Systems Inc. Total					421.40
San Francisco Window & Door Co	01/06/2026	740286	01-8150-0-0000-8110-4320-090-741	supplies	742.75
San Francisco Window & Door Co Total					742.75
San Jose Sterilized Wiping Rags Inc.	01/13/2026	742294	01-8150-0-0000-8110-4320-090-741	Open P.O. - Paint Supplies	663.03
San Jose Sterilized Wiping Rags Inc. Total					663.03
San Mateo County Behavioral Health & Recovery	01/15/2026	742966	01-6500-0-5760-3120-5870-090-245	NPA	31,860.00
San Mateo County Behavioral Health & Recovery	01/28/2026	746386	01-6500-0-5760-3120-5870-090-245	NPA	26,165.00
San Mateo County Behavioral Health & Recovery Total					58,025.00
SANGCO, CARLA	01/15/2026	742982	01-0000-0-0000-3900-5210-090-501	CASC 2025 RIVERSIDE	976.88
SANGCO, CARLA Total					976.88
SAUNDERS, ELIZABETH Y	01/15/2026	742983	01-9305-0-1110-1000-5210-090-503	PBIS SACRAMENTO	254.03
SAUNDERS, ELIZABETH Y Total					254.03
School Safety Solutions LLC Ronald Dean Mansfield	01/08/2026	741125	01-0000-0-0000-8200-5899-090-760	hazardous waste services	6,637.50
School Safety Solutions LLC Ronald Dean Mansfield	01/13/2026	Cancelled	01-0000-0-0000-8200-5860-090-760		-
School Safety Solutions LLC Ronald Dean Mansfield	01/20/2026	743576	01-0000-0-0000-8200-5899-090-760	waste removal	3,468.75
School Safety Solutions LLC Ronald Dean Mansfield	01/28/2026	746427	01-0000-0-0000-8200-5899-090-760	waste removal	3,108.75
School Safety Solutions LLC Ronald Dean Mansfield Total					13,215.00
Scoot Education Inc.	01/08/2026	741135	01-0000-0-0000-7400-5899-090-720	temp services	43,186.78
Scoot Education Inc.	01/08/2026	741144	01-0000-0-0000-7400-5899-090-720	temp services	68,112.31
Scoot Education Inc.	01/12/2026	741793	01-0000-0-0000-7400-5899-090-720	temp services	6,559.10
Scoot Education Inc.	01/12/2026	741795	01-0000-0-0000-7400-5899-090-720	temp services	18,613.86
Scoot Education Inc.	01/12/2026	741829	01-0000-0-0000-7400-5899-090-720	temp services	113,054.24
Scoot Education Inc.	01/13/2026	742243	01-0000-0-0000-7400-5899-090-720	temp services	38,736.90
Scoot Education Inc.	01/13/2026	742255	01-0000-0-0000-7400-5899-090-720	temp services	94,189.26
Scoot Education Inc.	01/13/2026	742256	01-0000-0-0000-7400-5899-090-720	Temp services	43,144.14
Scoot Education Inc.	01/13/2026	742257	01-0000-0-0000-7400-5899-090-720	temp services	116,484.48
Scoot Education Inc.	01/13/2026	742285	01-0000-0-0000-7400-5899-090-720	Temp services	110,295.38
Scoot Education Inc.	01/13/2026	742304	01-0000-0-0000-7400-5899-090-720	Temp Services	121,640.39
Scoot Education Inc.	01/15/2026	742926	01-0000-0-0000-7400-5899-090-720	temp services	34,045.74
Scoot Education Inc.	01/15/2026	742927	01-0000-0-0000-7400-5899-090-720	Temp services	6,876.16
Scoot Education Inc.	01/15/2026	742928	01-0000-0-0000-7400-5899-090-720	temp services	35,711.17
Scoot Education Inc.	01/15/2026	742941	01-0000-0-0000-7400-5899-090-720	Temp services	26,831.37
Scoot Education Inc.	01/15/2026	742946	01-0000-0-0000-7400-5899-090-720	Temp Services	17,518.10
Scoot Education Inc.	01/15/2026	742957	01-0000-0-0000-7400-5899-090-720	temp services	42.00
Scoot Education Inc. Total					895,041.38
Sehi Computer Products Inc	01/15/2026	742958	01-0000-0-1110-1000-4320-090-762	HP Laserjet	471.46
Sehi Computer Products Inc Total					471.46
SEIGEL, SATHYA D	01/20/2026	743533	01-9010-0-1110-1000-5210-090-056	CA MATH COUNCIL	20.00
SEIGEL, SATHYA D Total					20.00
Shi International Corp	01/15/2026	742944	01-0000-0-0000-2424-5899-090-735	subscription renewal	30,535.59
Shi International Corp Total					30,535.59
SHIHADEH, SAHAR R	01/26/2026	744984	01-0000-0-0000-7600-3702-090-810	Classified Retiree Contribution	144.00
SHIHADEH, SAHAR R Total					144.00
Sign Solutions Inc.	01/28/2026	746349	01-9010-0-1202-1000-5810-032-322	roster stgrips	195.46
Sign Solutions Inc. Total					195.46
Silicon Valley Mathematics Initiative	01/29/2026	746836	01-3182-0-1110-1000-5899-031-387	Professional Learning	3,060.00
Silicon Valley Mathematics Initiative Total					3,060.00
SKAINES, MELISSA H	01/22/2026	744265	01-3010-0-1110-1000-4320-022-301	FUSE BEAD KEYCHAINS	101.02
SKAINES, MELISSA H Total					101.02
SMALLWOOD, RACHEL J	01/15/2026	742984	01-9010-0-1110-1000-5210-090-056	CA MATH COUNCIL	119.70
SMALLWOOD, RACHEL J Total					119.70
SMCOE County School Service Fund	01/28/2026	746350	01-0000-0-1110-1000-5899-090-764	balance due outdoor Ed	2,000.00
SMCOE County School Service Fund Total					2,000.00
SMITH, JENNIFER A	01/20/2026	743591	01-0000-0-0000-7400-5300-090-715	REF FR ASSOC OF CA SCHOOL ADMINISTRATORS	57.61
SMITH, JENNIFER A Total					57.61
Softchoice Corp.	01/13/2026	742303	01-0000-0-0000-2424-5813-090-735	office 365 renewal	41,755.68
Softchoice Corp.	01/15/2026	742945	01-0000-0-0000-2424-5813-090-735	Win Security	552.00
Softchoice Corp. Total					42,307.68
Sonitrol/pacific West Security	01/05/2026	739908	01-8150-0-0000-8300-5806-090-129	security services	10,693.00
Sonitrol/pacific West Security	01/26/2026	744985	01-8150-0-0000-8300-5806-090-129	SECURITY	10,693.00

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Sonitrol/pacific West Security Total					21,386.00
South City Lumber & Supply	01/15/2026	742977	01-6383-0-3800-1000-4320-033-314	supplies	1,104.64
South City Lumber & Supply	01/15/2026	742977	01-8150-0-0000-8110-4320-090-741	supplies	605.49
South City Lumber & Supply	01/20/2026	743530	01-6383-0-3800-1000-4320-033-314	supplies	5,915.65
South City Lumber & Supply	01/20/2026	743530	01-8150-0-0000-8110-4320-090-741	supplies	8.12
South City Lumber & Supply Total					7,633.90
South San Francisco Scavenger	01/22/2026	744223	01-0000-0-0000-8200-5540-090-760	garbage	11,154.34
South San Francisco Scavenger Total					11,154.34
South San Francisco Tire Service Inc.	01/13/2026	742301	01-8150-0-0000-8110-4320-090-741	tires	1,292.80
South San Francisco Tire Service Inc. Total					1,292.80
SPECIALTY'S CAFE & BAKERY	01/15/2026	742959	01-0000-0-0000-7400-4322-090-715	catering svc.	1,302.90
SPECIALTY'S CAFE & BAKERY	01/22/2026	744233	01-0000-0-1110-1000-4322-090-762	CATERING	813.25
SPECIALTY'S CAFE & BAKERY	01/22/2026	744250	01-0000-0-1110-1000-4322-090-762	catering	12.95
SPECIALTY'S CAFE & BAKERY	01/26/2026	744995	01-0000-0-1110-1000-4322-090-762	catering	5.49
SPECIALTY'S CAFE & BAKERY	01/28/2026	746351	01-0000-0-1110-1000-4322-090-762	catering	546.81
SPECIALTY'S CAFE & BAKERY	01/28/2026	746428	01-0000-0-0000-7400-4322-090-715	catering	573.35
SPECIALTY'S CAFE & BAKERY	01/28/2026	746428	01-0000-0-1110-1000-4322-090-762	catering	115.98
SPECIALTY'S CAFE & BAKERY Total					3,370.73
Spectrum Center Inc.	01/15/2026	742967	01-6500-0-5760-1180-5870-090-230	NPS	1,996.05
Spectrum Center Inc.	01/15/2026	742967	01-6500-0-5760-1180-5880-090-230	NPS	2,003.40
Spectrum Center Inc.	01/15/2026	742967	01-6500-0-5760-1180-5899-090-230	NPS	179.40
Spectrum Center Inc.	01/20/2026	743523	01-6500-0-5760-1180-5820-090-230	NPS	3,480.75
Spectrum Center Inc.	01/20/2026	743523	01-6500-0-5760-1180-5870-090-230	NPS	27,554.63
Spectrum Center Inc.	01/20/2026	743523	01-6500-0-5760-1180-5880-090-230	NPS	47,413.80
Spectrum Center Inc.	01/20/2026	743523	01-6500-0-5760-1180-5899-090-230	NPS	1,973.40
Spectrum Center Inc.	01/28/2026	746387	01-6500-0-5760-1180-5820-090-230	NPS	4,606.95
Spectrum Center Inc.	01/28/2026	746387	01-6500-0-5760-1180-5870-090-230	NPS	35,776.65
Spectrum Center Inc.	01/28/2026	746387	01-6500-0-5760-1180-5880-090-230	NPS	55,761.30
Spectrum Center Inc.	01/28/2026	746387	01-6500-0-5760-1180-5899-090-230	NPS	2,470.20
Spectrum Center Inc. Total					183,216.53
SPEECH CORNER	01/15/2026	742960	01-9010-0-5760-1190-4320-090-350	supplies	113.15
SPEECH CORNER	01/20/2026	743519	01-9010-0-5760-1190-4320-090-350	supplies	8.99
SPEECH CORNER Total					122.14
SSFUSD - DEDAP	01/20/2026	743552	01-2600-0-0000-8200-5899-090-358	ELOP	515.00
SSFUSD - DEDAP	01/22/2026	744215	01-2600-0-0000-8200-5899-090-358	ELOP	17,075.00
SSFUSD - DEDAP Total					17,590.00
Staples Advantage	01/13/2026	742307	01-0000-0-1110-1000-4320-022-070	supplies	1,796.45
Staples Advantage	01/15/2026	742931	01-0000-0-1110-1000-4320-014-070	supplies	197.45
Staples Advantage	01/15/2026	742952	01-0000-0-1110-1000-4320-022-070	supplies	175.33
Staples Advantage	01/28/2026	746429	01-0000-0-0000-7350-4320-090-717	supplies	137.70
Staples Advantage Total					2,306.93
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit	01/20/2026	743577	01-0000-0-0000-7400-5840-090-715	fingerprinting	4,371.00
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit	01/20/2026	743577	01-0000-0-0000-7400-5841-090-715	fingerprinting	767.00
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit	01/28/2026	746352	01-0000-0-0000-7400-5840-090-715	fingerprinting	1,076.00
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit	01/28/2026	746352	01-0000-0-0000-7400-5841-090-715	fingerprinting	2,679.00
State Of Ca Dept Of Justice Acctg Office, Cashiering Unit Total					8,893.00
STEPPING STONES GROUP LLC, THE	01/08/2026	741123	01-3310-0-5760-1110-5899-090-201	npa	27,120.63
STEPPING STONES GROUP LLC, THE Total					27,120.63
Stewart Chevrlet	01/06/2026	740287	01-8150-0-0000-8110-4320-090-741	parts	192.33
Stewart Chevrlet	01/22/2026	744234	01-8150-0-0000-8110-4320-090-741	PARTS	248.55
Stewart Chevrlet Total					440.88
STILLMAN, ALEXANDER M	01/15/2026	742985	01-9305-0-1110-1000-5210-090-503	PBIS SACRAMENTO	862.01
STILLMAN, ALEXANDER M Total					862.01
SULLIVAN, TIMOTHY	01/26/2026	745006	01-6770-0-1208-1000-4320-032-186	FALL MUSICAL SUPPLIES	4,293.54
SULLIVAN, TIMOTHY	01/28/2026	746421	01-6770-0-1208-1000-4320-032-186	FALL MUSICAL - COSTUMES	551.25
SULLIVAN, TIMOTHY Total					4,844.79
Sunbelt Staffing	01/15/2026	742961	01-0000-0-0000-7400-5899-090-715	Counselor services	9,225.90
Sunbelt Staffing Total					9,225.90
SUNDARAM, RANGANATHAN M	01/12/2026	741802	01-0000-0-0000-2424-4320-090-735	THERMALSCANNER UGREEN NAS	284.36
SUNDARAM, RANGANATHAN M	01/12/2026	741802	01-0000-0-0000-2424-4420-090-735	MAC STUDIO /16C CPU/40C GPU 64GB/1TB	2,860.12
SUNDARAM, RANGANATHAN M	01/12/2026	741802	01-0000-0-0000-2424-4420-090-735	THERMALSCANNER UGREEN NAS	612.49
SUNDARAM, RANGANATHAN M Total					3,756.97
Suping Yang	01/20/2026	743572	01-6500-0-5760-2490-5820-090-245	NOV 2025 MILEAGE	75.60
Suping Yang Total					75.60

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Sylvia Katherine Eldredge 3 KINGS SERVICES	01/29/2026	746850	01-0000-0-0000-2110-5899-090-762	3 King Svcs for T & L Newsletter	2,000.00
Sylvia Katherine Eldredge 3 KINGS SERVICES Total					2,000.00
T&B Sports Inc.	01/28/2026	746430	01-9234-0-1203-1000-5810-032-322	jerseys	2,197.07
T&B Sports Inc. Total					2,197.07
TAM, HELEN	01/08/2026	741119	01-3010-0-1110-1000-4320-022-301	NEWTON'S LAW LAB SUPPLIES	19.22
TAM, HELEN	01/22/2026	744266	01-3010-0-1110-1000-4320-022-301	TOTE BAG PAINTING	105.51
TAM, HELEN Total					124.73
TAPIA, ELVIRA	01/12/2026	741814	01-0000-0-0000-2110-5220-090-762	MILEAGE CAT MEETS	30.03
TAPIA, ELVIRA Total					30.03
The Adam-hill Company	01/13/2026	742295	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc Supplies	45.87
The Adam-hill Company	01/28/2026	746445	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc Supplies	1,079.86
The Adam-hill Company	01/29/2026	746851	01-8150-0-0000-8110-4320-090-741	Open P.O. - Misc Supplies	244.90
The Adam-hill Company Total					1,370.63
The Avalon Academy	01/13/2026	742254	01-6500-0-5760-1180-5870-090-230		7,181.83
The Avalon Academy	01/13/2026	742254	01-6500-0-5760-1180-5880-090-230		5,788.00
The Avalon Academy	01/15/2026	742925	01-6500-0-5760-1180-5870-090-230		9,303.00
The Avalon Academy	01/15/2026	742925	01-6500-0-5760-1180-5880-090-230		5,788.00
The Avalon Academy Total					28,060.83
The Stepping Stones Group	01/15/2026	742962	01-3310-0-5760-1110-5899-090-201	para - npa	40,642.52
The Stepping Stones Group	01/15/2026	742968	01-6500-0-5760-3120-5899-090-245	NPA	9,975.00
The Stepping Stones Group	01/20/2026	743520	01-3310-0-5760-1110-5899-090-201	para - npa	72,498.70
The Stepping Stones Group	01/28/2026	746388	01-6500-0-5760-3120-5899-090-245	NPA	22,975.75
The Stepping Stones Group Total					146,091.97
THOMPSON, BRUCE	01/15/2026	742963	01-0000-0-0000-7150-5801-090-714	coach leadership	4,000.00
THOMPSON, BRUCE Total					4,000.00
TINDALL, PAMELA	01/06/2026	740271	01-0805-0-1110-1000-4320-021-180	COLORING PAGES ALU	100.00
TINDALL, PAMELA Total					100.00
T-mobile	01/26/2026	744978	01-0000-0-0000-2700-5910-033-480	cell/emergency/hotspots	61.72
T-mobile	01/26/2026	744978	01-0000-0-0000-2700-5910-090-735	cell/emergency/hotspots	2,647.85
T-mobile	01/26/2026	744978	01-0000-0-0000-2700-5910-090-762	cell/emergency/hotspots	96.17
T-mobile	01/26/2026	744978	01-0000-0-0000-3130-5910-090-503	cell/emergency/hotspots	61.72
T-mobile	01/26/2026	744978	01-0000-0-0000-7200-5910-090-714	cell/emergency/hotspots	71.82
T-mobile	01/26/2026	744978	01-0000-0-0000-7200-5910-090-715	cell/emergency/hotspots	56.67
T-mobile	01/26/2026	744978	01-0000-0-0000-7200-5910-090-760	cell/emergency/hotspots	199.60
T-mobile	01/26/2026	744978	01-6500-0-5760-2700-5910-090-245	cell/emergency/hotspots	35.91
T-mobile Total					3,231.46
TOM, MICHAEL G	01/12/2026	741815	01-0805-0-1110-1000-4320-021-180	ALU ART MATERIALS	105.44
TOM, MICHAEL G Total					105.44
TouchMath	01/15/2026	742964	01-6762-0-1110-1000-5899-090-384	onsite training	7,500.00
TouchMath Total					7,500.00
TPC HARDING PARK	01/13/2026	742262	01-0000-0-1202-1000-4320-032-322	golf fees	794.00
TPC HARDING PARK Total					794.00
Tpx Communications Co.	01/05/2026	739915	01-0000-0-0000-2424-5899-090-735	voice conversion upgrade	5,006.37
Tpx Communications Co.	01/26/2026	744996	01-0000-0-0000-2424-5899-090-735	voice conversion	5,001.03
Tpx Communications Co. Total					10,007.40
TURNER, CHARMAINE L.	01/20/2026	743578	01-9010-0-1110-1000-4322-014-430	catering	475.00
TURNER, CHARMAINE L. Total					475.00
Uline	01/06/2026	740294	01-8150-0-0000-8110-4320-090-741	supplies	4,219.90
Uline	01/08/2026	741126	01-8150-0-0000-8110-4320-090-741	supplies	166.44
Uline	01/28/2026	746449	01-8150-0-0000-8110-4320-090-741	supplies	322.76
Uline	01/29/2026	746837	01-8150-0-0000-8110-4320-090-741	supplies	57.28
Uline Total					4,766.38
United Coach Tours	01/20/2026	743521	01-0000-0-1202-1000-5821-032-322	transportation	6,825.00
United Coach Tours	01/20/2026	743579	01-0802-0-1110-1000-5821-032-197	transportation	2,129.00
United Coach Tours Total					8,954.00
United Rentals (north America) Inc	01/15/2026	742943	01-8150-0-0000-8110-5600-090-741	rentals	29.67
United Rentals (north America) Inc Total					29.67
United Site Services	01/06/2026	740289	01-0000-0-0000-8200-5600-090-760	rental	105.15
United Site Services	01/06/2026	740295	01-0000-0-0000-8200-5600-090-760	temp services	1,615.44
United Site Services	01/20/2026	743580	01-0000-0-0000-8200-5600-090-760	rental	782.26
United Site Services	01/26/2026	744986	01-0000-0-0000-8200-5600-090-760	RENTAL	105.15
United Site Services	01/28/2026	746341	01-0000-0-0000-8200-5600-090-760	rentals	1,615.44
United Site Services Total					4,223.44
VALENZUELA, JUDY	01/20/2026	743592	01-6500-0-5760-1190-4322-090-245	SPED MEETING 11/19 SNACKS	97.92

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
VALENZUELA, JUDY	01/20/2026	743592	01-6500-0-5760-1190-5920-090-245	POSTAGE FEE CK REIMBURSEMENT	33.40
VALENZUELA, JUDY Total					131.32
Verizon	01/13/2026	742302	01-8150-0-0000-8110-5899-090-741	tracking services	909.60
Verizon Total					909.60
Vertiv Operating Company Veritiv - Tracy	01/20/2026	743537	01-0000-0-0000-0000-9320-000-	FUEL SURCHARGE	8.24
Vertiv Operating Company Veritiv - Tracy Total					8.24
WEBER, RACHEL	01/06/2026	740272	01-0805-0-1110-1000-4320-021-180	ALU GAME OF LIFE MONEY MAD	87.95
WEBER, RACHEL Total					87.95
Weingarten Children's Center	01/15/2026	742969	01-6500-0-5760-1180-5870-090-230	NPS	1,439.15
Weingarten Children's Center	01/15/2026	742969	01-6500-0-5760-1180-5880-090-230	NPS	5,937.00
Weingarten Children's Center Total					7,376.15
Welldom Inc	01/15/2026	742970	01-3310-0-5760-1110-5899-090-201	NPA	9,438.00
Welldom Inc	01/15/2026	742970	01-6500-0-5760-1190-5899-090-245	NPA	19,756.00
Welldom Inc	01/20/2026	743524	01-6500-0-5760-1110-5899-090-201	NPA	37,818.00
Welldom Inc	01/20/2026	743524	01-6500-0-5760-1190-5899-090-245	NPA	24,464.00
Welldom Inc	01/28/2026	746389	01-3310-0-5760-1110-5899-090-201	NPA	6,864.00
Welldom Inc	01/28/2026	746389	01-6500-0-5760-1110-5899-090-201	NPA	27,504.00
Welldom Inc	01/28/2026	746389	01-6500-0-5760-1190-5899-090-245	NPA	17,792.00
Welldom Inc Total					143,636.00
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-2424-5813-090-735	RECURRING MO.FOR IT	284.18
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-2424-5813-090-735	SUBSCRIPTION	358.00
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-2700-5910-090-735	Renew Emergency Phone Svc	301.49
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7110-4322-090-713	BOARD MEETING	351.03
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7110-4322-090-713	CABINET MEETING	147.21
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7110-5210-090-713	CSBA CONF. HOTEL	4,314.58
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7110-5210-090-713	CSBA CONF. MEALS	620.47
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7110-5810-090-713	BOARD MEMBER PLAQUE	135.70
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7150-4322-090-714	CABINET MEETING	97.13
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7150-4322-090-714	PANDA EXPRESS CREDIT	(3.89)
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7150-4322-090-714	PRINCIPAL OPPS MTG	542.54
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7150-5210-090-714	CSBA CONF. HOTEL	986.20
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7300-5813-090-717	RECURRING MO.FOR BUS SVCS	20.00
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7400-5811-090-715	JOB POSTING PACKAGE	395.00
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-0000-7410-5899-090-418	SAFETY TRAINING	980.00
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4200-090-762	BOOK FOR EL TOSA	58.23
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4320-090-762	CAT HOLIDAY DECORATIONS	53.84
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4320-090-762	HIGH 5 MTNG DECOR	24.37
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4320-090-762	PREP MATERIAL	595.22
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4322-090-762	CAT LUNCH	241.65
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4322-090-762	T & L RETREAT	1,758.17
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-4322-090-762	WORKING LUNCH	62.74
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1110-1000-5210-090-340	CA INDUCTION CONF.	1,013.02
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-0000-0-1219-1000-4320-033-070	CULINARY CLASS	265.24
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-8150-0-0000-8110-4320-090-741	DEVICE LOOP CARD	445.72
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-8150-0-0000-8110-4320-090-741	INDUCER BLOWER	389.24
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-8150-0-0000-8110-4320-090-741	SUPPLIES	556.46
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-8150-0-0000-8110-4420-090-741	COMUSTION BLOWER	1,096.22
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-8150-0-0000-8110-4420-090-741	INTERRA PANELS	2,966.63
Wells Fargo Elite Card Payment Center	01/20/2026	743565	01-8150-0-0000-8110-4420-090-741	POWER POLE	879.00
Wells Fargo Elite Card Payment Center	01/22/2026	744221	01-0000-0-0000-2424-5813-090-735	RECURRING MO.FOR IT	20.00
Wells Fargo Elite Card Payment Center	01/22/2026	744221	01-0000-0-0000-7150-4320-090-714	SCREEN PROTECTOR	16.47
Wells Fargo Elite Card Payment Center	01/22/2026	744221	01-0000-0-1110-1000-4320-090-762	HIGH 5 MTNG DECOR	12.36
Wells Fargo Elite Card Payment Center Total					19,984.22
Wells Fargo Vendor Fin Serv	01/13/2026	742263	01-0000-0-1110-1000-5600-090-722	leasing	2,084.93
Wells Fargo Vendor Fin Serv Total					2,084.93
Westborough Water District	01/22/2026	744251	01-0000-0-0000-8200-5530-090-760	utilities	2,813.74
Westborough Water District Total					2,813.74
WILEY, ODESSA J	01/05/2026	739922	01-9010-0-1110-1000-5210-090-056	WESTORANGE-ASILOMAR, MONTEREY MILEAGE	166.44
WILEY, ODESSA J Total					166.44
WILL, REBEKAH MARIE DBA REBEKAH WILL AUDIOLOGY PC	01/28/2026	746390	01-6500-0-5760-1190-5899-090-245	Audiology services	1,400.00
WILL, REBEKAH MARIE DBA REBEKAH WILL AUDIOLOGY PC Total					1,400.00
Wings Learning Center	01/20/2026	743525	01-6500-0-5760-1180-5870-090-230	NPS	5,631.74
Wings Learning Center	01/20/2026	743525	01-6500-0-5760-1180-5880-090-230	NPS	5,082.00
Wings Learning Center	01/20/2026	743525	01-6500-0-5760-1180-5899-090-230	NPS	164.00

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Wings Learning Center	01/28/2026	746391	01-6500-0-5760-1180-5870-090-230	nps	5,151.09
Wings Learning Center	01/28/2026	746391	01-6500-0-5760-1180-5880-090-230	nps	5,082.00
Wings Learning Center	01/28/2026	746391	01-6500-0-5760-1180-5899-090-230	nps	153.75
Wings Learning Center Total					21,264.58
WOLF, JORDANA H	01/22/2026	744267	01-0805-0-1110-1000-4320-021-180	SOUR CREAM, APPLE,, PANCAKE	105.54
WOLF, JORDANA H Total					105.54
WONG, NATALIE Y	01/05/2026	739903	01-9044-0-1110-1000-4320-090-063	SCIENCE LAB SUPP-STARCHES	17.54
WONG, NATALIE Y	01/22/2026	744268	01-9044-0-1110-1000-4320-090-063	COCONUT & OLIVE OILS-ZERO WASTE LAB	60.97
WONG, NATALIE Y Total					78.51
WONG, RICK T	01/12/2026	741803	01-3010-0-1110-1000-4320-022-301	DISSECTION CHICKEN FEET	25.51
WONG, RICK T Total					25.51
WRIGHT, CRYSTAL L	01/26/2026	745007	01-3010-0-1110-1000-4320-022-301	EPSOM SALTS,ESSENTIAL OILS	155.50
WRIGHT, CRYSTAL L Total					155.50
XC Container LLC Xcaliber Container	01/15/2026	742953	01-8150-0-0000-8110-6410-090-741	deposit - storage container	7,150.50
XC Container LLC Xcaliber Container Total					7,150.50
Xerox Financial Services	01/06/2026	740290	01-0000-0-0000-7350-5600-090-717	leasing	35.40
Xerox Financial Services	01/06/2026	740290	01-0000-0-0000-7550-5600-090-718	leasing	472.03
Xerox Financial Services	01/22/2026	744252	01-0000-0-0000-7350-5600-090-717	leasing	35.40
Xerox Financial Services	01/22/2026	744252	01-0000-0-0000-7550-5600-090-718	leasing	472.03
Xerox Financial Services Total					1,014.86
YACOUB, SABRINA	01/12/2026	741816	01-6500-0-5760-1190-4322-090-245	WORKING LEAD MEETING	209.10
YACOUB, SABRINA Total					209.10
Yamaha Golf Cars Of Ca Inc	01/28/2026	746431	01-8150-0-0000-8110-4320-090-741	supplies	81.76
Yamaha Golf Cars Of Ca Inc Total					81.76
YEE, ELAINE E	01/28/2026	746422	01-9010-0-1110-1000-5210-090-056	CMC NORTH ASILOMAR CONFERENCE	164.50
YEE, ELAINE E Total					164.50
Young Audiences Of Northern California	01/20/2026	743581	01-6770-0-1215-1000-5899-025-186	performance	1,560.00
Young Audiences Of Northern California Total					1,560.00
Youth Services Bureaus Of The Ymca	01/15/2026	742932	01-6762-0-1110-1000-5899-090-384	Oct-Dec25 services	121,430.75
Youth Services Bureaus Of The Ymca Total					121,430.75
			Fund 01	**Subtotal**	**$ 6,099,524.04**
AT&T	01/05/2026	739920	11-0000-0-4110-2700-5910-041-480		63.33
AT&T	01/20/2026	743529	11-0000-0-4110-2700-5910-041-480	CALNET 3 - Charges Only	62.21
AT&T Total					125.54
California Water Service	01/20/2026	743535	11-0000-0-0000-8200-5530-041-760	utilities	1,341.95
California Water Service Total					1,341.95
Dell Marketing LP C/ODell USA LP	01/26/2026	744988	11-0000-0-4110-1000-4420-041-481	CODE	49,995.43
Dell Marketing LP C/ODell USA LP	01/26/2026	744988	11-6391-0-4110-1000-4420-041-481	CODE	27,543.54
Dell Marketing LP C/ODell USA LP Total					77,538.97
Hillyard	01/29/2026	746827	11-0000-0-0000-8200-4320-041-760	Open PO - Custodial Supplies	779.12
Hillyard Total					779.12
IXL Learning	01/13/2026	742273	11-6391-0-4110-2490-5813-041-481	Quia Subscription	198.00
IXL Learning Total					198.00
Kelly Spicers Stores	01/28/2026	746357	11-0000-0-4110-1000-4320-041-480	Office Paper	839.72
Kelly Spicers Stores Total					839.72
ODP Business Solutions LLC	01/15/2026	742954	11-6391-0-4110-2700-4320-041-480	supplies	161.99
ODP Business Solutions LLC Total					161.99
P G & E	01/20/2026	743536	11-0000-0-0000-8200-5510-041-760	utilities	1,014.33
P G & E Total					1,014.33
PSI Services LLC - ETS Digital	01/15/2026	742992	11-6391-0-4151-1000-5817-041-151	exam fees	318.00
PSI Services LLC - ETS Digital Total					318.00
			Fund 11	**Subtotal**	**$ 82,317.62**
ANTS After School LLC	01/15/2026	742972	12-6105-0-8510-1000-5899-045-830		10,250.00
ANTS After School LLC	01/15/2026	742972	12-9010-0-8530-1000-5899-045-832		20,500.00
ANTS After School LLC Total					30,750.00
AT&T	01/05/2026	739920	12-6105-0-8510-2700-5910-045-830		63.35
AT&T	01/20/2026	743529	12-6105-0-8510-2700-5910-045-830	CALNET 3 - Charges Only	62.21
AT&T Total					125.56
California Department Of Tax And Fee Administration	01/28/2026	746451	12-0000-0- - -9580- -	Use tax 10/01 to 12/31/25	0.40
California Department Of Tax And Fee Administration Total					0.40
California Water Service	01/20/2026	743535	12-6105-0-8510-8200-5530-045-830	utilities	102.49
California Water Service	01/20/2026	743535	12-6105-0-8535-8200-5530-045-835	utilities	140.99
California Water Service	01/20/2026	743535	12-9010-0-8533-8200-5530-045-833	utilities	140.99
California Water Service Total					384.47

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Childcare Careers	01/12/2026	741817	12-6105-0-8535-1000-5899-045-835	Children's Center	4,370.75
Childcare Careers	01/12/2026	741817	12-9010-0-8533-1000-5899-045-833	Children's Center	4,370.75
Childcare Careers	01/12/2026	741817	12-9010-0-8533-1000-5899-045-833	Hillside Child Dev't Ctr.	7,170.70
Childcare Careers	01/12/2026	741819	12-6105-0-8535-1000-5899-045-835	Children's Center	4,429.38
Childcare Careers	01/12/2026	741819	12-9010-0-8533-1000-5899-045-833	Children's Center	4,429.37
Childcare Careers	01/12/2026	741819	12-9010-0-8533-1000-5899-045-833	Hillside Child Dev't Ctr.	7,330.00
Childcare Careers Total					32,100.95
Discount School Supply	01/28/2026	746397	12-9010-0-8533-1000-4420-045-833		728.41
Discount School Supply Total					728.41
Lakeshore Learning Materials, Llc	01/28/2026	746345	12-9010-0-8533-1000-4320-045-833	sandtimers	89.54
Lakeshore Learning Materials, Llc Total					89.54
LEDEZMA, ALEJANDRA	01/28/2026	746413	12-9010-0-8530-1000-5220-045-832	NOV-DEC2R MILEAGE	3.64
LEDEZMA, ALEJANDRA Total					3.64
ODP Business Solutions LLC	01/05/2026	739906	12-9010-0-8533-1000-4320-045-833	supplies	21.45
ODP Business Solutions LLC	01/15/2026	742954	12-6105-0-8535-1000-4320-045-835	supplies	209.24
ODP Business Solutions LLC	01/15/2026	742954	12-9010-0-8533-1000-4320-045-833	supplies	209.25
ODP Business Solutions LLC Total					439.94
P G & E	01/20/2026	743536	12-6105-0-8510-8200-5510-045-830	utilities	670.44
P G & E	01/20/2026	743536	12-6105-0-8535-8200-5510-045-835	utilities	1,293.41
P G & E	01/20/2026	743536	12-9010-0-8533-8200-5510-045-833	utilities	1,293.41
P G & E Total					3,257.26
San Mateo County Environmental	01/12/2026	Cancelled	12-9010-0-8530-1000-5899-045-832		-
San Mateo County Environmental Total					-
The Education Team	01/12/2026	741818	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	4,769.81
The Education Team	01/12/2026	741820	12-9010-0-8530-1000-5899-045-832	Buri Buri Child Dev't Ctr	6,301.30
The Education Team	01/12/2026	741820	12-9010-0-8530-1000-5899-045-832	Skyline ES	552.00
The Education Team Total					11,623.11
Uline	01/06/2026	740288	12-9010-0-8533-1000-4320-045-833	first aid kit	92.44
Uline	01/08/2026	741124	12-9010-0-8533-1000-4320-045-833	first aid kit	17.17
Uline Total					109.61
			Fund 12	**Subtotal**	**$ 79,612.89**
Advanced Integrated Pest Mgmt	01/08/2026	741136	13-5310-0-0000-3700-5807-090-820	pest control	166.00
Advanced Integrated Pest Mgmt	01/20/2026	743539	13-5310-0-0000-3700-5807-090-820	Pest Control & Related Services 2025/2026	166.00
Advanced Integrated Pest Mgmt Total					332.00
Amazon Capital Services	01/08/2026	741137	13-5310-0-0000-3700-4320-090-820	food processor	118.52
Amazon Capital Services Total					118.52
AT&T	01/05/2026	739920	13-5310-0-0000-3700-5910-090-820		52.21
AT&T	01/20/2026	743529	13-5310-0-0000-3700-5910-090-820	CALNET 3 - Charges Only	51.51
AT&T Total					103.72
California Department Of Tax And Fee Administration	01/28/2026	746451	13-0000-0- - -9580- -	Use tax 10/01 to 12/31/25	60.91
California Department Of Tax And Fee Administration Total					60.91
California Dept. Of Tax And Fee Administration	01/28/2026	746450	13-5310-0-0000-0000-8638-090-820	Use Tax 020-602564 10/01 - 12/31/25	33.00
California Dept. Of Tax And Fee Administration Total					33.00
CLARISSA GONZALEZ AMAYA	01/20/2026	743584	13-5310-0-0000-0000-8634-090-820	CHRIS & JIMMY GONZALES LUNCH REIM	18.45
CLARISSA GONZALEZ AMAYA Total					18.45
Daylight Foods Inc	01/05/2026	739913	13-5310-0-0000-3700-4700-090-820	Food Products	120.75
Daylight Foods Inc	01/08/2026	741138	13-5310-0-0000-3700-4700-090-820	food	677.83
Daylight Foods Inc	01/20/2026	743540	13-5310-0-0000-3700-4700-090-820	Food Products	8,469.53
Daylight Foods Inc	01/22/2026	744206	13-5310-0-0000-3700-4700-090-820	Food Products	80.44
Daylight Foods Inc	01/28/2026	746370	13-5310-0-0000-3700-4700-090-820	Food Products	3,741.45
Daylight Foods Inc	01/29/2026	746830	13-5310-0-0000-3700-4700-090-820	Food Products	6,663.43
Daylight Foods Inc Total					19,753.43
ESPINOZA, GEORGINA	01/28/2026	746410	13-5310-0-0000-3700-5220-090-820	DECEMBER MILEAGE	35.70
ESPINOZA, GEORGINA Total					35.70
Freezing Point LLC	01/08/2026	741139	13-5310-0-0000-3700-4700-090-820	food	1,547.00
Freezing Point LLC Total					1,547.00
Gold Star Foods	01/08/2026	741140	13-5310-0-0000-3700-4700-090-820	food	13,032.61
Gold Star Foods	01/12/2026	741794	13-5310-0-0000-3700-4700-090-820	food	7,802.35
Gold Star Foods	01/20/2026	743541	13-5310-0-0000-3700-4700-090-820	Food Products	4,767.04
Gold Star Foods	01/22/2026	744207	13-5310-0-0000-3700-4700-090-820	Food Products	171.30
Gold Star Foods	01/26/2026	744979	13-5310-0-0000-3700-4700-090-820	Food Products	8,917.72
Gold Star Foods	01/28/2026	746371	13-5310-0-0000-3700-4700-090-820	Food Products	13,513.49
Gold Star Foods	01/29/2026	746842	13-5310-0-0000-3700-4700-090-820	Food Products	4,603.40
Gold Star Foods Total					52,807.91

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
Imperial Dade	01/08/2026	741141	13-5310-0-0000-3700-4340-090-820	supplies	264.86
Imperial Dade	01/28/2026	746372	13-5310-0-0000-3700-4340-090-820	Open PO - Supplies	2,352.90
Imperial Dade Total					2,617.76
Individual FoodService	01/08/2026	741142	13-5310-0-0000-3700-4340-090-820	supplies	579.93
Individual FoodService	01/08/2026	741142	13-5310-0-0000-3700-4340-090-820	tray food	3,838.40
Individual FoodService Total					4,418.33
Producers Dairy Foods Inc.	01/05/2026	739904	13-5310-0-0000-3700-4700-090-820	food	14.95
Producers Dairy Foods Inc.	01/08/2026	741143	13-5310-0-0000-3700-4700-090-820	food	3,432.81
Producers Dairy Foods Inc.	01/15/2026	742978	13-5310-0-0000-3700-4700-090-820	food	7,024.82
Producers Dairy Foods Inc.	01/20/2026	743531	13-5310-0-0000-3700-4700-090-820	food	751.43
Producers Dairy Foods Inc.	01/28/2026	746382	13-5310-0-0000-3700-4700-090-820	FOOD	6,802.34
Producers Dairy Foods Inc. Total					18,026.35
South San Francisco Tire Service Inc.	01/20/2026	743538	13-5310-0-0000-3700-5600-090-820	auto service	320.00
South San Francisco Tire Service Inc. Total					320.00
STOOKEY, MELISSA CLAIRE	01/06/2026	740280	13-5310-0-0000-3700-4320-090-820	FORK TRAIN, LICENSE, FOOD SUPPLIES	129.39
STOOKEY, MELISSA CLAIRE	01/06/2026	740280	13-5310-0-0000-3700-4700-090-820	FORK TRAIN, LICENSE, FOOD SUPPLIES	154.64
STOOKEY, MELISSA CLAIRE	01/06/2026	740280	13-5310-0-0000-3700-5899-090-820	FORK TRAIN, LICENSE, FOOD SUPPLIES	199.90
STOOKEY, MELISSA CLAIRE Total					483.93
Sysco Food Services of SF	01/15/2026	742995	13-5310-0-0000-3700-4340-090-820	food	18.45
Sysco Food Services of SF	01/15/2026	742995	13-5310-0-0000-3700-4700-090-820	food	1,467.09
Sysco Food Services of SF Total					1,485.54
T-mobile	01/26/2026	744978	13-5310-0-0000-3700-5910-090-820	cell/emergency/hotspots	61.72
T-mobile Total					61.72
			Fund 13	**Subtotal**	**$ 102,224.27**
ALTEN CONSTRUCTION LLC	01/08/2026	741127	21-9010-0-0000-8500-6270-032-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	642,902.37
ALTEN CONSTRUCTION LLC	01/08/2026	741127	21-9010-0-0000-8500-6270-098-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	459,555.76
ALTEN CONSTRUCTION LLC	01/08/2026	741128	21-9010-0-0000-8500-6270-032-926	Escrow Account for El Camino HS CKC	33,836.96
ALTEN CONSTRUCTION LLC	01/08/2026	741128	21-9010-0-0000-8500-6270-098-926	Escrow Account for El Camino HS CKC	24,187.15
ALTEN CONSTRUCTION LLC	01/13/2026	742240	21-9010-0-0000-8500-6270-032-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	4,709.51
ALTEN CONSTRUCTION LLC	01/13/2026	742240	21-9010-0-0000-8500-6270-098-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	558,243.38
ALTEN CONSTRUCTION LLC	01/13/2026	742241	21-9010-0-0000-8500-6270-032-926	Escrow Account for El Camino HS CKC	247.88
ALTEN CONSTRUCTION LLC	01/13/2026	742241	21-9010-0-0000-8500-6270-098-926	Escrow Account for El Camino HS CKC	29,381.22
ALTEN CONSTRUCTION LLC	01/26/2026	744997	21-9010-0-0000-8500-6270-032-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	681,489.61
ALTEN CONSTRUCTION LLC	01/26/2026	744997	21-9010-0-0000-8500-6270-098-926	Lease Lease- Back ECHS Central Kitchen & Cafeteria	300,315.58
ALTEN CONSTRUCTION LLC	01/26/2026	744998	21-9010-0-0000-8500-6270-032-926	Escrow Account for El Camino HS CKC	35,867.88
ALTEN CONSTRUCTION LLC	01/26/2026	744998	21-9010-0-0000-8500-6270-098-926	Escrow Account for El Camino HS CKC	15,806.08
ALTEN CONSTRUCTION LLC Total					2,786,543.38
Anchor Relocation Services Inc	01/12/2026	741822	21-9010-0-0000-8500-5809-032-926	Moving Services for ECHS Kitchen & Cafe	1,554.14
Anchor Relocation Services Inc Total					1,554.14
Atlas Technical Consultants LLC	01/15/2026	742937	21-9010-0-0000-8500-6255-025-960	Geotechnical Services at Westborough MS	8,242.50
Atlas Technical Consultants LLC Total					8,242.50
CA Financial Investments Inc. DBA Key Analytics	01/12/2026	741823	21-9010-0-0000-8500-5813-090-902	Measure T Cost Accounting & Tracking Program Svcs.	10,875.00
CA Financial Investments Inc. DBA Key Analytics Total					10,875.00
California Newspaper Partnership	01/15/2026	742938	21-9010-0-0000-8500-5811-090-902	Open PO - Advertising	540.64
California Newspaper Partnership Total					540.64
CAW Architects Inc	01/05/2026	739925	21-9010-0-0000-8500-6210-033-743	Assessment Svs for SSFHS Modernization Project	7,245.00
CAW Architects Inc Total					7,245.00
Dannis Woliver Kelley	01/20/2026	743548	21-9010-0-0000-8200-5889-090-902		1,580.00
Dannis Woliver Kelley Total					1,580.00
DODGE CONSTRUCTION NETWORK LLC Dodge Data & Analytics	01/08/2026	741132	21-9010-0-0000-8500-5811-090-902	Open PO - Advertising	300.00
DODGE CONSTRUCTION NETWORK LLC Dodge Data & Analytics Total					300.00
DSK LLP DBA DSK Architects	01/26/2026	744999	21-9010-0-0000-8500-6210-013-743	Assessment Services for Spruce ES	18,151.25
DSK LLP DBA DSK Architects Total					18,151.25
EICHLER ASSOCIATES INC.	01/08/2026	741129	21-9010-0-0000-8500-6290-032-926	Commissioning Services-ECHS Central Kitchen & Cafe	287.50
EICHLER ASSOCIATES INC.	01/08/2026	741129	21-9010-0-0000-8500-6290-098-926	Commissioning Services-ECHS Central Kitchen & Cafe	287.50
EICHLER ASSOCIATES INC. Total					575.00
Hamilton & Aitken Architects	01/12/2026	741791	21-9010-0-0000-8500-6210-098-926	Architect for the ECHS Central Kitchen - Phase 3	11,531.52
Hamilton & Aitken Architects Total					11,531.52
ISI Inspection Services Inc.	01/06/2026	740262	21-9010-0-0000-8500-6273-098-926	Inspection Svcs for the ECHS Central & WMS Field	7,234.70
ISI Inspection Services Inc.	01/06/2026	740296	21-9010-0-0000-8500-6273-032-926	Inspection Svcs for the ECHS Central & WMS Field	2,456.30
ISI Inspection Services Inc.	01/08/2026	741134	21-9010-0-0000-8500-6273-025-960	Inspection Svcs for the ECHS Central & WMS Field	5,934.50
ISI Inspection Services Inc.	01/12/2026	741792	21-9010-0-0000-8500-6273-025-960	Inspection Svcs for the ECHS Central & WMS Field	192.50
ISI Inspection Services Inc.	01/28/2026	746330	21-9010-0-0000-8500-6273-098-926	Inspection Svcs for the ECHS Central & WMS Field	4,986.30
ISI Inspection Services Inc. Total					20,804.30

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/08/2026	741130	21-9010-0-0000-8500-6205-098-900	Kitchell-CEM Inc. - Project Management Agreement	134,603.50
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/08/2026	741130	21-9010-0-0000-8500-6272-025-960	Kitchell-CEM Inc. - Project Management Agreement	24,010.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/08/2026	741130	21-9010-0-0000-8500-6272-032-926	Kitchell-CEM Inc. - Project Management Agreement	22,712.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/08/2026	741130	21-9010-0-0000-8500-6272-098-926	Kitchell-CEM Inc. - Project Management Agreement	22,542.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/28/2026	746383	21-9010-0-0000-8500-6205-098-900	Kitchell-CEM Inc. - Project Management Agreement	85,733.14
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/28/2026	746383	21-9010-0-0000-8500-6272-025-960	Kitchell-CEM Inc. - Project Management Agreement	14,617.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/28/2026	746383	21-9010-0-0000-8500-6272-032-926	Kitchell-CEM Inc. - Project Management Agreement	13,942.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc.	01/28/2026	746383	21-9010-0-0000-8500-6272-098-926	Kitchell-CEM Inc. - Project Management Agreement	13,857.00
KITCHELL CORPORATION DBA Kitchell/CEM Inc. Total					332,016.64
Ninyo & Moore Geotechnical And environmental Sciences	01/15/2026	742939	21-9010-0-0000-8500-6255-014-743	Geotechnical Services for Sunshine Gardens	35,250.00
Ninyo & Moore Geotechnical And environmental Sciences Total					35,250.00
Noll & Tam Architects	01/12/2026	741824	21-9010-0-0000-8500-6210-014-743	Architectural Services for Sunshine Gardens	87,367.36
Noll & Tam Architects Total					87,367.36
PINELLI CONSTRUCTION INSPECTION INC.	01/08/2026	741133	21-9010-0-0000-8500-6290-025-960	Inspector Record Services	2,080.00
PINELLI CONSTRUCTION INSPECTION INC.	01/08/2026	741133	21-9010-0-0000-8500-6290-032-926	Inspector Record Services	10,400.00
PINELLI CONSTRUCTION INSPECTION INC.	01/08/2026	741133	21-9010-0-0000-8500-6290-098-926	Inspector Record Services	7,800.00
PINELLI CONSTRUCTION INSPECTION INC. Total					20,280.00
Rozzi's Reproduction & Supply	01/05/2026	739923	21-9010-0-0000-8500-6260-098-902	Open PO - Bond Document Solution	417.14
Rozzi's Reproduction & Supply Total					417.14
The Bank Of New York Mellon	01/05/2026	739924	21-0000-0-0000-8500-6260-098-902	Annual Payment - Paying Agent Fee	750.00
The Bank Of New York Mellon Total					750.00
T-mobile	01/26/2026	744978	21-9010-0-0000-8200-5910-090-902	cell/emergency/hotspots	51.62
T-mobile Total					51.62
Verde Design Inc.	01/06/2026	740297	21-9010-0-0000-8500-6210-025-960	Landscape Services at Westborough MS	7,302.87
Verde Design Inc.	01/26/2026	745000	21-9010-0-0000-8500-6210-025-960	Landscape Services at Westborough MS	5,500.00
Verde Design Inc. Total					12,802.87
Wells Fargo Vendor Fin Serv	01/13/2026	742242	21-9010-0-0000-8200-5600-098-902	Lease Agreement for Bond Copier	122.32
Wells Fargo Vendor Fin Serv Total					122.32
			Fund 21	**Subtotal**	**$ 3,357,000.68**
Gelfand Partners Architects	01/15/2026	742948	25-0000-0-0000-8500-6210-006-921	Project No. 2516.00	27,355.22
Gelfand Partners Architects Total					27,355.22
School Facility Consultants	01/28/2026	746426	25-0000-0-0000-8100-5899-090-717	professional services	158.75
School Facility Consultants Total					158.75
SIM ARCHITECTS INC	01/28/2026	746448	25-0000-0-0000-8500-6210-009-921	Monte Verde ES project	44,200.00
SIM ARCHITECTS INC Total					44,200.00
			Fund 25	**Subtotal**	**$ 71,713.97**
19six Architects	01/15/2026	742947	40-9010-0-0000-8500-6210-033-946	Project No. 024411.01	7,410.00
19six Architects Total					7,410.00
Casey Construction Inc.	01/22/2026	744230	40-9010-0-0000-8500-6270-021-931	storm drain replacement	117,515.00
Casey Construction Inc. Total					117,515.00
Cumiskey Construction	01/22/2026	744246	40-9010-0-0000-8500-6270-090-920	Change Order	8,710.00
Cumiskey Construction Total					8,710.00
Cumiskey Construction Corporation	01/22/2026	744231	40-9010-0-0000-8500-6270-090-920	painting Maintenance bldg	65,790.00
Cumiskey Construction Corporation Total					65,790.00
CWS CONSTRUCTION GROUP INC	01/28/2026	746432	40-9010-0-0000-8500-6170-013-964	Spruce ES:Security Gates	172,035.72
CWS CONSTRUCTION GROUP INC Total					172,035.72
Hibser Yamauchi Architects Inc	01/13/2026	742305	40-9010-0-0000-8500-6170-012-945	Project No. 6241.000	4,094.00
Hibser Yamauchi Architects Inc Total					4,094.00
Kris Gilbert KG Inspection	01/20/2026	743517	40-9010-0-0000-8110-5899-090-902	DSA Inspector of Record - Close Out	2,500.00
Kris Gilbert KG Inspection Total					2,500.00
Pionic Unit Construction Inc.	01/28/2026	746343	40-9010-0-0000-8500-6170-006-964	fence installation JSerra ES	73,900.00
Pionic Unit Construction Inc. Total					73,900.00
Project Support Services Inc.	01/28/2026	746331	40-9010-0-0000-8110-5899-090-902	DSA Close-Out Services	4,875.00
Project Support Services Inc. Total					4,875.00
Signal Solutions Corporation	01/15/2026	742951	40-9010-0-0000-8110-5899-022-741	cable installation svc.	12,850.00
Signal Solutions Corporation Total					12,850.00
Underwood & Rosenblum Inc	01/15/2026	742949	40-9010-0-0000-8500-6100-021-931	Project No. j25033	1,350.00
Underwood & Rosenblum Inc Total					1,350.00
Wells Fargo Elite Card Payment Center	01/20/2026	743565	40-9010-0-0000-8110-5899-090-902	DSA FILING FEE #01-122855	411.42
Wells Fargo Elite Card Payment Center	01/22/2026	744221	40-9010-0-0000-8110-5899-090-902	DSA FILING FEE #01-122855	13,760.00
Wells Fargo Elite Card Payment Center Total					14,171.42
			Fund 40	**Subtotal**	**$ 485,201.14**
Grand Total					**$ 10,277,594.61**

Description/ Vendor Name	Effective Date	Warrant/ EFT #	Fu-Rs-Y-Goal-Func-Obj-Sch-Mgmt	Invoice Comment	Amount
WARRANTS BY FUND SUMMARY					
		01	GENERAL FUND		6,099,524.04
		11	ADULT EDUCATION FUND		82,317.62
		12	CHILD DEVELOPMENT FUND		79,612.89
		13	NUTRITION SERVICES FUND		102,224.27
		14	DEFERRED MAINTENANCE		-
		21	BUILIDING FUND (BOND)		3,357,000.68
		25	CAPITAL FACILITES FUND		71,713.97
		40	SPECIAL RESERVE FUND		485,201.14
		73	FOUNDATION TRUST FUND		-
TOTAL WARRANT REGISTER					**$ 10,277,594.61**
SCHOOLS BY SITE CODE					
		000	UNDEFINED		
		002	BURI-BURI		
		004	COMMUNITY DAY SCHOOL		
		005	HILLSIDE		
		006	JUNIPERO SERRA		
		007	LOS CERRITOS		
		008	MARTIN		
		009	MONTE VERDE		
		010	PONDEROSA		
		011	SERRA VISTA		
		012	SKYLINE		
		013	SPRUCE		
		014	SUNSHINE GARDENS		
		016	ALL SOULS		
		018	ST. VERONICA		
		021	ALTA LOMA		
		022	PARKWAY HEIGHTS		
		025	WESTBOROUGH		
		031	BADEN		
		032	EL CAMINO		
		033	SOUTH SAN FRANCISCO		
		041	ADULT SCHOOL		
		045	CHILDREN'S CENTER		
		047	FOXRIDGE		
		090	DISTRICT OFFICE		
		098	DISTRICT WIDE		

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: March 26, 2026

RE: Cash Receipts Summary – January 1 to January 31, 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 System
☒ **N/A:** Not Applicable

BACKGROUND:

The attached list is a Cash Receipts Summary Report for the period of January 1 to January 31, 2026. The report is shown by Fund.

FISCAL IMPLICATIONS:

The Cash Receipts Summary Report represents revenues received by the District for the period of January 1 to January 31, 2026.

RECOMMENDATION:

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

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 01 GENERAL FUND					
Revenue					
8011	REV LIMIT ST AID CURR YR	3,356,626.00	1,846,142.00	1,510,484.00	0.5
8012	EPA ENTITLEMENT	1,488,676.00	737,473.00	751,203.00	0.5
8019	REV LIMIT ST AID PRI YRS	-	-	-	1.0
8021	HOMEOWNERS' EXEMPTION	367,579.00	184,811.26	182,767.74	0.5
8029	OTHR SUBVENT/IN-LIEU TAX	5,594.00	-	5,594.00	1.0
8041	SECURED ROLLS TAX	103,583,363.00	61,964,857.26	41,618,505.74	0.4
8042	UNSECURED ROLL TAXES	5,641,846.00	5,754,100.17	(112,254.17)	-
8043	PRIOR YEARS' TAXES	242,999.00	243,011.99	(12.99)	-
8047	COMM REDEVLPMNT FUNDS	41,361,682.00	24,154,039.46	17,207,642.54	0.4
8091	REVENUE LIMIT TRANSFERS	(2,342,944.00)	-	(2,342,944.00)	1.0
8096	TRSF-CHARTER SCH/LIEU-PROP TAX	(132,782.00)	(79,348.00)	(53,434.00)	0.4
8097	PROPERTY TAXES TRANSFERS	6,500,140.30	3,577,037.54	2,923,102.76	0.4
8181	SP ED ENTITL PER UDC	1,826,412.69	-	1,826,412.69	1.0
8182	SP ED DISCRETNARY GRANTS	159,840.98	-	159,840.98	1.0
8285	INTAGENCY CONTR BETW LEAS	19,224.00	-	19,224.00	1.0
8290	ALL OTHER FEDERAL REVENUE	2,944,084.13	804,062.56	2,140,021.57	0.7
8319	OTHER ST APPORTNMNT-PR YR	21,734.00	197,134.90	(175,400.90)	-
8550	MANDATED COST REIMBURSE	369,206.46	369,206.00	0.46	0.0
8560	STATE LOTTERY REVENUE	2,068,113.00	582,067.04	1,486,045.96	0.7
8590	ALL OTHER STATE REVENUES	16,364,036.00	6,399,960.86	9,964,075.14	0.6
8625	COM REDEVEL FUND NOT SUBJ	4,923,591.00	2,393,648.72	2,529,942.28	0.5
8631	SALE OF EQUIP & SUPPLIES	11,600.00	35,118.00	(23,518.00)	-
8650	LEASES AND RENTALS	830,879.24	514,609.90	316,269.34	0.4
8660	INTEREST/FY21 INTEREST INCOME	2,148,543.60	1,198,543.69	949,999.91	0.4
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8699	ALL OTHER LOCAL REVENUE	1,794,007.72	1,166,378.64	627,629.08	0.3
8919	OTH AUTH INTRFND XFERS IN	13,301.00	-	13,301.00	1.0
8974	PROCEEDS FRM SBITAS	-	200,073.55	(200,073.55)	1.0
8980	CONTRIB FROM UNRESTR REV	-	-	-	1.0
Total Revenue		193,567,353.12	112,242,928.54	81,324,424.58	
Total Fund 01 GENERAL FUND		193,567,353.12	112,242,928.54	81,324,424.58	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 11 ADULT EDUCATION FUND					
Revenue					
8290	ALL OTHER FEDERAL REVENUE	161,989.00	-	161,989.00	1.0
8590	ALL OTHER STATE REVENUES	1,388,948.00	810,218.00	578,730.00	0.4
8631	SALE OF EQUIP & SUPPLIES	300.00	-	300.00	1.0
8660	INTEREST/FY21 INTEREST INCOME	58,889.25	36,877.43	22,011.82	0.4
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8671	ADULT EDUCATION FEES	2,940.00	-	2,940.00	1.0
8699	ALL OTHER LOCAL REVENUE	25,800.00	-	25,800.00	1.0
Total Revenue		1,638,866.25	847,095.43	791,770.82	
Total Fund 11 ADULT EDUCATION FUND		1,638,866.25	847,095.43	791,770.82	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 12 CHILD DEVELOPMENT FUND					
Revenue					
8290	ALL OTHER FEDERAL REVENUE	287,865.32	142,578.22	145,287.10	0.5
8590	ALL OTHER STATE REVENUES	2,755,772.00	1,900,230.37	855,541.63	0.3
8660	INTEREST/FY21 INTEREST INCOME	64,450.00	45,775.06	18,674.94	0.3
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8673	CHILDREN'S CENTERS FEES	1,086.26	1,099.47	(13.21)	-
8689	ALL OTHR FEES & CONTRACTS	400,715.00	145,869.30	254,845.70	0.6
8699	ALL OTHER LOCAL REVENUE	1,501,277.52	130,342.25	1,370,935.27	0.9
8911	FROM GENERAL TO CHILD DEV	112,296.29	-	112,296.29	1.0
8990	CONTRIB FROM RESTR REV	-	-	-	1.0
Total Revenue		5,123,462.39	2,365,894.67	2,757,567.72	
Total Fund 12 CHILD DEVELOPMENT FUND		5,123,462.39	2,365,894.67	2,757,567.72	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 13 CAFETERIA FUND					
Revenue					
8222	CHILD NUTRITION-FEDERAL REIMB	1,733,880.96	525,359.68	1,208,521.28	0.7
8227	FED.REIMB.-CHILD CARE	85,448.80	35,863.73	49,585.07	0.6
8522	CHILD NUTRITION-STATE REIMB	2,958,256.00	922,338.00	2,035,918.00	0.7
8523	STATE REIMB.-CHILD CARE	14,000.00	985.58	13,014.42	0.9
8634	CHILD NUTRITION-DAILY SALES	81,667.00	17,070.86	64,596.14	0.8
8637	CHILD NUTRITION-STDNT CATERING	160,000.00	21,418.14	138,581.86	0.9
8638	CHILD NUTRITION-ADULT CATERING	297.00	(85.00)	382.00	1.3
8660	INTEREST/FY21 INTEREST INCOME	60,000.00	26,100.25	33,899.75	0.6
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		5,093,549.76	1,549,051.24	3,544,498.52	
Total Fund 13 CAFETERIA FUND		5,093,549.76	1,549,051.24	3,544,498.52	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 14 DEFERRED MAINTENANCE FUND					
Revenue					
8091	REVENUE LIMIT TRANSFERS	2,342,944.00	-	2,342,944.00	1.0
8660	INTEREST/FY21 INTEREST INCOME	524,000.00	272,791.32	251,208.68	0.5
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		2,866,944.00	272,791.32	2,594,152.68	
Total Fund 14 DEFERRED MAINTENANCE FUND		2,866,944.00	272,791.32	2,594,152.68	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 17 SP RESRV FD(OT CPTL OTLY PROJ)					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	670,000.00	349,259.01	320,740.99	0.5
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		670,000.00	349,259.01	320,740.99	
Total Fund 17 SP RESRV FD(OT CPTL OTLY PROJ		670,000.00	349,259.01	320,740.99	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 21 BUILDING FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	4,350,000.00	3,077,734.46	1,272,265.54	0.3
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8951	PROCEEDS FRM SALE OF BOND	-	-	-	1.0
Total Revenue		4,350,000.00	3,077,734.46	1,272,265.54	
Total Fund 21 BUILDING FUND		4,350,000.00	3,077,734.46	1,272,265.54	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 25 CAPITAL FACILITIES FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	350,000.00	224,570.76	125,429.24	0.4
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8681	MITIGATION/DEVELOPER FEES	550,000.00	117,120.95	432,879.05	0.8
Total Revenue		900,000.00	341,691.71	558,308.29	
Total Fund 25 CAPITAL FACILITIES FUND		900,000.00	341,691.71	558,308.29	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 35 CO SCHOOL FACILITIES FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	2.00	0.68	1.32	0.7
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
Total Revenue		2.00	0.68	1.32	
Total Fund 35 CO SCHOOL FACILITIES FUND		2.00	0.68	1.32	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 40 SPECIAL RESERVE FUND CAP					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	90,000.00	75,717.75	14,282.25	0.2
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8912	BTW GENERAL & SP RESERVE	4,923,591.00	-	4,923,591.00	1.0
Total Revenue		5,013,591.00	75,717.75	4,937,873.25	
Total Fund 40 SPECIAL RESERVE FUND CAP		5,013,591.00	75,717.75	4,937,873.25	

SAN MATEO COUNTY OFFICE OF EDUCATION
40 - South San Francisco Unified School District
Budget Summary Report - Summary (From: 01/01/2026 To: 01/31/2026)
Board Cash Receipts Monthly Report

Object	Object Description	Revised Budget	Current Activity	Account Balance	% Remaining
Fund 73 FOUNDATION TRUST FUND					
Revenue					
8660	INTEREST/FY21 INTEREST INCOME	14,000.00	12,607.47	1,392.53	0.1
8662	GAINS/LOSSES ON INVSTMNTS	-	-	-	1.0
8699	ALL OTHER LOCAL REVENUE	150.00	-	150.00	1.0
Total Revenue		14,150.00	12,607.47	1,542.53	
Total Fund 73 FOUNDATION TRUST FUND		14,150.00	12,607.47	1,542.53	

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: March 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 March 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 MARCH 2026.

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

$430.25 from Reading for Education to Martin Elementary School in support of staff and student 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: March 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:

El Camino High School

Interact Club	Concessions Sale – Selling a variety of snacks, including boba drinks, during the Track Meet/Senior Night event. Commencing April 14, 2026.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Ted O, Assistant Superintendent – Business Services

DATE: March 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 – Business Services

$20,700	PQBids - Providing an automated web-based system for contractor prequalification, including financial review, license verification, and compliance monitoring. The platform also supports online bidding and contractor management for district construction projects. Commencing April 2026 through April 2027.

District Office – Teaching & Learning

$2,600	Plushy Feely Corp – Providing a 3-hour in-person Early Childhood workshop to support implementation of the Kimochi's curriculum through Social Emotional Learning (SEL) training. Commencing August 8 – 10, 2026.
$24,975	National SAM Innovation Project - SAM Process services including use of the TimeTrack system, training, and coaching support for five Principal/SAM teams, with

complimentary services for the Assistant Superintendent. Commencing March 2026 through June 2027.

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 #26-12

IN SUPPORT OF NATIONAL CHILD ABUSE PREVENTION MONTH

WHEREAS, April has been recognized as **National Child Abuse Prevention Month** in the United States since 1983 as an annual observance dedicated to raising awareness and preventing child abuse and neglect; and

WHEREAS, child abuse and neglect are critical societal concerns that can have lasting effects on the physical, emotional, and psychological well-being of children and the adults they become; and

WHEREAS, safe, stable, and nurturing relationships and communities are essential to promoting healthy child development and preventing abuse and maltreatment; and

WHEREAS, preventing child abuse and promoting the well-being of children and families require a coordinated and comprehensive response among schools, families, law enforcement, healthcare providers, community organizations, and other partners who serve children and youth; and

WHEREAS, all children deserve to grow and learn in environments that are safe, supportive, and free from abuse, neglect, and exploitation; and

WHEREAS, under **California's Child Abuse and Neglect Reporting Act**, school employees are mandated reporters and are required to report suspected child abuse or neglect to the appropriate authorities; and

WHEREAS, the South San Francisco Unified School District is committed to promoting student safety, supporting families, and strengthening community partnerships that protect the well-being of all children.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes and supports April as National Child Abuse Prevention Month and encourages staff, families, and community partners to work together to ensure the safety, well-being, and healthy development of all children.

REGULARLY PASSED AND ADOPTED this 26th day of March, 2026.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____
Secretary/Clerk of the Board

_____

_____ _____
Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #26-13

AUTISM AWARENESS MONTH

WHEREAS, the Autism Society of America, founded in 1965, works to promote lifelong access and opportunities for individuals within the autism community through advocacy, education, information and referral, support, and community programming; and

WHEREAS, legislation such as the Americans with Disabilities Act has strengthened protections and expanded opportunities for individuals with disabilities, including those with autism spectrum disorder (ASD); and

WHEREAS, World Autism Awareness Day, observed annually on April 2, was established by the United Nations to raise public awareness and improve the quality of life for individuals diagnosed with autism spectrum disorder, empowering them to lead full and meaningful lives as valued members of society; and

WHEREAS, autism presents in diverse ways, and individuals with ASD have unique strengths, experiences, and support needs; and

WHEREAS, increased awareness, education, and self-advocacy efforts have contributed to greater understanding, acceptance, and inclusion of individuals with autism in schools and communities; and

WHEREAS, the Centers for Disease Control and Prevention estimates that approximately 1 in 36 children in the United States is identified with autism spectrum disorder; and

WHEREAS, the South San Francisco Unified School District is committed to providing inclusive educational environments and supporting students with diverse learning needs so that all students can succeed.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees hereby recognizes April as Autism Awareness Month and reaffirms its commitment to supporting students with autism and promoting inclusive practices throughout the district.

REGULARLY PASSED AND ADOPTED this 26th day of March, 2026.

AYES in Favor of Said Resolution

_____ ATTEST:

_____ _____

Secretary/Clerk of the Board

_____

_____

Superintendent of Schools

_____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Resolution #26-15

Trustee Compensation

WHEREAS, California Education Code Section 35120 (a) (9) (c) states:

"A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting, he or she is performing services outside the meeting for the school district or districts, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board."

WHEREAS, Trustee Mina Richardson was absent from the regular Board meeting on March 12, 2026, due to illness.

NOW, THEREFORE, BE IT RESOLVED that the South San Francisco Unified School District Board of Trustees adopts Resolution #26-15 and approves payment for absence at the following Board of Trustees' meeting in accordance with California Education Code Section 35120 (a) (9) (c) to:

Trustee Mina Richardson	March 12, 2026 Regular Board Meeting

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

AYES in Favor of Resolution	NOES Against Resolution
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

_____
Clerk/Secretary of the Board

_____
Superintendent of Schools

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

RE: Approval of Three -Year Extension of Impact Social Science Instructional Materials Grades 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 currently concluding year six of the Impact Social Science instructional materials adoption for grades 6-12. Impact Social Science, published by McGraw-Hill, provides standards-aligned instructional materials and digital resources designed to support the teaching of history and social science across middle and high school.

The Impact Social Science program is aligned to the California History Social Science Framework and reflects the instructional shifts emphasized in the framework, including inquiry-based learning, analysis of primary and secondary sources, and the integration of literacy and civic reasoning in social science instruction. The program was adopted by the California State Board of Education as part of the statewide History Social Science instructional materials adoption process for grades K-8 and is widely used by districts across California.

Administration is recommending a three-year extension of the current instructional materials to maintain continuity of instruction while the District prioritizes other major curriculum initiatives, including the continued implementation of Illustrative Mathematics and OpenSciEd science, and the upcoming ELA instructional materials adoption process.

Extending the current materials will allow the District to continue supporting teachers and students with consistent instructional resources while providing time to thoughtfully plan and prepare for a future social science adoption aligned to the California History Social Science Framework.

FISCAL IMPLICATIONS:

The total cost for the three-year extension of the Impact Social Science instructional materials for grades 6-12 is $360,652.50.

The District is requesting an extended payment plan with McGraw-Hill that allows the cost to be distributed over 24 months.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the three-year extension of the Impact Social Science instructional materials for grades 6-12 in the amount of $360,652.50 and authorize the Superintendent or designee to execute the agreement with McGraw-Hill.

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

March 12, 2026

To Whom It May Concern:

On behalf of the South San Francisco Unified School District, we request approval of an extended payment plan for the Three-Year Extension of Impact Social Science Instructional Materials, Grades 6-12. The total purchase amount is $360,652.50.

Due to current budget planning cycles and to support responsible fiscal management, the District is requesting a three-payment extended plan over twenty-four months.

The District proposes the following payment schedule:

Payment 1 FY- 2026-27: $120,217.50 due with the order
Payment 2 FY- 2027-28: $120,217.50 due twelve months after the order date
Payment 3 FY- 2028-29: $120,217.50 due twenty-four months after the order date

Total Order Amount: $360,652.50

This payment structure will allow the District to move forward with the purchase while aligning the payments with our multi-year budgeting process.

Please let us know if any additional documentation is required to complete this request. We appreciate your consideration and look forward to working together to finalize the purchase.

Sincerely,

Mr. Ted O

Assistant Superintendent of Business Services

South San Francisco Unified School District

Board of Trustees
Amanda Anthony · Patricia A. Murray · Mina A. Richardson · Chialin Hsieh · Amy Lam

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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 Impact, 3-Year	$159,610.50	($8,190.00)	$151,420.50
PRODUCT TOTAL*	$159,610.50	($8,190.00)	$151,420.50
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$0.00
GRAND TOTAL*			$151,420.50

* 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:

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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-12022025011640-001 ACCOUNT #: 247823 PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA Impact, 3-Year					
Grade 6					
IMPACT CA G6 OSE 3 YEAR SUBSCRIPTION WORLD HISTORY AND GEOGRAPHY ANCIENT TIMES	978-1-26-625222-8	575	$69.15	$0.00	$39,761.25
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	575	$18.63	$0.00	$10,712.25
IMPACT CA G6 OTE 3 YEAR SUBSCRIPTION WORLD HISTORY AND GEOGRAPHY ANCIENT TIMES	978-1-26-627112-0	15	$210.00	$3,150.00	*Free Materials
			Grade 6 Subtotal:	**$3,150.00**	**$50,473.50**
Grade 7					
IMPACT CA G7 OSE 3Y SUB WH AND GEOGRAPHY MEDIEVAL AND EARLY MODERN TIMES	978-1-26-644397-8	575	$69.15	$0.00	$39,761.25
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	575	$18.63	$0.00	$10,712.25
IMPACT CA G7 OTE 3Y SUB WH AND GEOGRAPHY MEDIEVAL AND EARLY MODERN TIMES	978-1-26-635298-0	14	$210.00	$2,940.00	*Free Materials
			Grade 7 Subtotal:	**$2,940.00**	**$50,473.50**
Grade 8					
IMPACT CA G8 ONLINE STUDENT CENTER 3Y SUB USH AND GEOGRAPHY GROWTH AND CONFLICT	978-1-26-692204-6	575	$69.15	$0.00	$39,761.25
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	575	$18.63	$0.00	$10,712.25
IMPACT CA G8 ONLINE TEACHER CENTER 3Y SUB USH AND GEOGRAPHY GROWTH AND CONFLICT	978-1-26-565566-2	10	$210.00	$2,100.00	*Free Materials
			Grade 8 Subtotal:	**$2,100.00**	**$50,473.50**
			CA Impact, 3-Year Subtotal:	**$8,190.00**	**$151,420.50**

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398 B ST
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ACCOUNT NUMBER: 247823

CONTACT:

VALUE OF ALL MATERIALS	$159,610.50
FREE MATERIALS	($8,190.00)
PRODUCT TOTAL*	**$151,420.50**
ESTIMATED SHIPPING & HANDLING**	$0.00
ESTIMATED TAX**	$0.00
GRAND TOTAL	**$151,420.50**

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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CONTACT:

SALES REP INFORMATION:

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

Section Summary	Value of All Materials	Free Materials	Product Subtotal
CA IMPACT Grade 10 - World History, Culture, & Geography: The Modern World	$55,878.00	($3,570.00)	$52,308.00
CA IMPACT Grade 11 - United States History & Geography: Continuity & Change	$55,878.00	($3,570.00)	$52,308.00
CA IMPACT Grade 12 - Principles of Economics	$54,828.00	($2,520.00)	$52,308.00
CA IMPACT Grade 12 - Principles of American Democracy	$53,358.00	($1,050.00)	$52,308.00
PRODUCT TOTAL*	$219,942.00	($10,710.00)	$209,232.00
ESTIMATED S&H**			$0.00
ESTIMATED TAX**			$0.00
GRAND TOTAL*			$209,232.00

* 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-12022025020848-001 ACCOUNT #: 247823 PAGE #: 1

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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
CA IMPACT Grade 10 - World History, Culture, & Geography: The Modern World					
IMPACT CA G10 OSE 3Y SUB WORLD HISTORY CULTURE AND GEOGRAPHY THE MODERN WORLD	978-1-26-557550-2	600	$68.55	$0.00	$41,130.00
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	600	$18.63	$0.00	$11,178.00
IMPACT CA G10 OTE 3Y SUB WORLD HISTORY CULTURE AND GEOGRAPHY THE MODERN WORLD	978-1-26-626029-2	17	$210.00	$3,570.00	*Free Materials
CA IMPACT Grade 10 - World History, Culture, & Geography: The Modern World Subtotal:				**$3,570.00**	**$52,308.00**
CA IMPACT Grade 11 - United States History & Geography: Continuity & Change					
IMPACT CA G11 OSE 3Y SUB US HISTORY AND GEOGRAPHY CONTINUITY AND CHANGE	978-1-26-640915-8	600	$68.55	$0.00	$41,130.00
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	600	$18.63	$0.00	$11,178.00
IMPACT CA G11 OTE 3Y SUB US HISTORY AND GEOGRAPHY CONTINUITY AND CHANGE	978-1-26-618196-2	17	$210.00	$3,570.00	*Free Materials
CA IMPACT Grade 11 - United States History & Geography: Continuity & Change Subtotal:				**$3,570.00**	**$52,308.00**
CA IMPACT Grade 12 - Principles of Economics					
IMPACT CA G12 OSE 3Y SUB PRINCIPLES OF AMERICAN DEMOCRACY	978-1-26-644097-7	600	$68.55	$0.00	$41,130.00
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	600	$18.63	$0.00	$11,178.00
IMPACT CA G12 OTE 3Y SUB PRINCIPLES OF ECONOMICS	978-1-26-531416-3	12	$210.00	$2,520.00	*Free Materials
CA IMPACT Grade 12 - Principles of Economics Subtotal:				**$2,520.00**	**$52,308.00**
CA IMPACT Grade 12 - Principles of American Democracy					
IMPACT CA G12 OSE 3Y SUB PRINCIPLES OF ECONOMICS	978-1-26-525252-6	600	$68.55	$0.00	$41,130.00
ACTIVELY LEARN SOCIAL STUDIES 3YR ADD ON PRODUCT	ALSSBD.3	600	$18.63	$0.00	$11,178.00
IMPACT CA G12 OTE 3Y SUB PRINCIPLES OF AMERICAN DEMOCRACY	978-1-26-686206-9	5	$210.00	$1,050.00	*Free Materials
CA IMPACT Grade 12 - Principles of American Democracy Subtotal:				**$1,050.00**	**$52,308.00**

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ACCOUNT NUMBER: 247823

CONTACT:

VALUE OF ALL MATERIALS	$219,942.00
FREE MATERIALS	($10,710.00)
PRODUCT TOTAL*	**$209,232.00**
ESTIMATED SHIPPING & HANDLING**	$0.00
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School Purchase Order Number: _____

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

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QUOTE NUMBER: JMCCO-12022025020848-001 ACCOUNT #: 247823 PAGE #: 3

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: March 26, 2026

RE: Approval of New Course for 2026-27 - Tagalog 2 (Filipino)

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 course is being submitted to the Board of Trustees for consideration and approval for implementation for the 2026-2027 school year:

- Tagalog 2 (Filipino) (new) at SSFUSD High Schools, beginning at ECHS

The primary driver for this course is the demographic composition of the South San Francisco Unified School community. Given our large Filipino student population, there is a significant and expressed desire for a curriculum that reflects the heritage and linguistic backgrounds of our families. While South San Francisco High Schools currently offer multiple levels of Spanish and French, the addition of Tagalog provides a necessary expansion of our World Language department. Providing this new option will benefit the student body by offering a more diverse selection of courses that align with the specific interests of our community. This course will not only attract heritage learners looking to formalize their speaking and writing skills but also non-heritage students interested in the rich history and language of the Philippines, thereby fostering a more inclusive and culturally responsive campus climate.

Tagalog (Filipino) 2 (SSFUSD)
Filipino 2 builds on foundational language structures introduced in Filipino 1 and emphasizes creating with language beyond memorized phrases. Students engage in paragraph-level speaking and writing while interpreting short authentic texts and media. Instruction integrates Communication, Cultures, Connections, Comparisons, and Communities strands of the CA World Language Standards. Cultural study moves beyond practices to examining underlying perspectives within Filipino society.

The development of this course is a direct response to the demographic makeup of South San Francisco Unified School District, where the Filipino community represents a significant and vibrant portion of our student population. The need was determined through a student interest survey conducted by the World Language Department, identifying a clear demand for heritage language representation alongside our existing Spanish, French, and Italian offerings. The writing team consulted community members and experts for guidance on building a culturally sustaining world language program. The overarching goal is to launch Tagalog 1 and 2 for the 2026–2027 school year and subsequently expand the program to include Tagalog Levels 3 and 4 in the following years. This phased implementation ensures a sustainable pathway for students to achieve advanced linguistic proficiency and cultural competency throughout their high school careers.

Additionally, this course addresses the specific needs of our student body by providing a diverse option for World Language acquisition. For heritage learners, Tagalog offers a unique opportunity to build literacy in a language they may already encounter at home, bridging the gap between conversational Tagalog and formal academic proficiency. For beginning learners, the curriculum is designed to scaffold functional, linguistic, and comprehension skills through multimodal instruction. By offering a language that is highly relevant to the local South San Francisco community, we differentiate our elective offerings to meet the social and cognitive needs of students who may feel underrepresented in traditional European language courses.

FISCAL IMPLICATIONS:

Initial plans are to allocate 1 section (up to 32 students) the students will be made up of 10th - 12th grade students eligible for Tagalog 2. While there will be some need to purchase a text for each student, *Tagalog for Beginners: An Introduction to Filipino, the National Language of the Philippines*. The cost of this purchase is estimated to be $3,500.

Potential Impact:
The Tagalog 2 course will serve as a rigorous pathway for students to fulfill the Language Other Than English requirement for high school graduation. Furthermore, it aligns with the University of California (UC) and California State University (CSU) "E" subject requirement. Providing Tagalog ensures that our students have equitable access to diverse ways of meeting these benchmarks, ensuring compliance with state standards while expanding the portfolio of courses that lead to college readiness.

Monitoring Progress and Effectiveness:
The viability of the program will be monitored with both quantitative and qualitative data including course enrollments and completions, grades, UC/CSU a-g rate, California Dashboard College and Career Readiness rates, and student and teacher feedback.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approves the following new course for implementation beginning in the 2026-2027 school year:

- Tagalog (Filipino) 2 - SSFUSD

New Course Proposal Form

Author ***Jerell Maneja & Chris Laveglia***	*Date March 26, 2026*

Course Title	Tagalog (Filipino) 2				
Course Description	Filipino 2 builds on foundational skills by expanding students' ability to communicate using paragraph-length discourse across familiar topics. Students develop control of verb aspects (completed, incompleted, contemplated), expand descriptive language, and begin to narrate in present and past time frames. Emphasis is placed on sustained interpersonal communication, interpretive reading of short authentic texts, and culturally appropriate expression. By the end of the course, students approach Novice High proficiency and can create with language beyond memorized phrases.				
Length of Course	❑ Semester	❑ Year	❑ Other		
Grade Level	❑ 9-12	❑ 9	❑ 10	❑ 11	❑ *12*
Department	❑ English	❑ Mathematics	❑ Science	❑ Social Science	❑ *World Language*
	❑ Physical Education	❑ Visual & Performing Arts	❑ Career Technical Education*	❑ Other	
	*If CTE, indicate the Industry Sector and Pathway:				
Prerequisite	**Previous Language Course or teacher recommendation**				
Corequisite	**N/A**				
Is Course A-G	☐ No	☐ Yes. If yes indicate the A-G category ❑ A- History ❑ B- English ❑ C- Math ❑ D- Science (lab) ❑ E- World Language ❑ F- Fine Art (cannot be taught online) ❑ G- Elective ❑ History/Social Science ❑ English ❑ ELD ❑ Math ❑ Math/Computer ❑ Lab Science Biology/ Life Science ❑ Physical Science ❑ Integrated Science ❑ Language other than English ❑ Visual and Performing Arts ❑ Interdisciplinary			

Honors Credit?	☑ No	☐ Yes You can only write for honors credit if an existing course with the same title has been approved for College Prep credit.
Is the course Online, Hybrid, or Classroom Based?	**This course is classroom based.**	

Please answer the questions below:

1. **Rationale for Course: Please describe the need for this course/change. (Considerations might include graduation requirements, student interest, differentiation for student need, compliance issues)**

Student Interest and Engagement

The primary driver for this course and pathway is the demographic composition of the South San Francisco Unified School community. Given our large Filipino student population, there is a significant and expressed desire for a curriculum that reflects the heritage and linguistic backgrounds of our families. While South San Francisco High Schools currently offer multiple levels of Spanish, French, and Italian, the addition of Tagalog provides a necessary expansion of our World Language department. Providing this new option will benefit the student body by offering a more diverse selection of courses that align with the specific interests of our community. This course will not only attract heritage learners looking to formalize their speaking and writing skills but also non-heritage students interested in the rich history and language of the Philippines, thereby fostering a more inclusive and culturally responsive campus climate.

Differentiation for Student Needs

This course addresses the specific needs of our student body by providing a diverse option for World Language acquisition. For heritage learners, Tagalog offers a unique opportunity to build literacy in a language they may already encounter at home, bridging the gap between conversational Tagalog and formal academic proficiency. For beginning learners, the curriculum is designed to scaffold functional, linguistic, and comprehension skills through multimodal instruction. By offering a language that is highly relevant to the local South San Francisco community, we differentiate our elective offerings to meet the social and cognitive needs of students who may feel underrepresented in traditional European language courses.

Compliance and Graduation Requirements

A Tagalog 2 course will serve as a rigorous pathway for students to fulfill the Language Other Than English requirement for high school graduation. Furthermore, it aligns with the University of California (UC) and California State University (CSU) "E" subject requirement. Providing a Tagalog pathway ensures that our students have equitable access to diverse ways of meeting these benchmarks, ensuring compliance with state standards while expanding the portfolio of courses that lead to college readiness.

Alignment with District Goals

The implementation of this course directly supports the District's commitment to equity, inclusion, and the "Portrait of an Educator" and "Portrait of a Graduate" frameworks. By validating the linguistic

assets of our Filipino community, the district demonstrates a commitment to cultural competency. This course promotes global citizenship and communication skills, preparing students to engage effectively in a multicultural society. Furthermore, it strengthens the partnership between the school and the South San Francisco community by recognizing and celebrating the local cultural capital.

2. **Do you have sufficient highly qualified staff to teach this course?**

This course will be taught by a California credentialed teacher with experience in teaching the course.

3. **Do you have the necessary facilities, equipment, and materials?**

El Camino High School has all necessary equipment and facilities needed.

4. **What is the anticipated enrollment in this course?**

The anticipated pool of students are four sections of up to 32 students, per section. The students will be made up of 9th-12th graders.

5. **Funding**

Items Needed	**Estimate Cost (if known)**
Textbooks	$ 3,500
Supplementary materials	N/A
Staffing	N/A
Technology	N/A
Other	N/A

COURSE OVERVIEW

In 3 - 5 sentences, describes overarching content and goals of the course
Filipino 2 builds on foundational language structures introduced in Filipino 1 and emphasizes creating with

language beyond memorized phrases. Students engage in paragraph-level speaking and writing while interpreting short authentic texts and media. Instruction integrates Communication, Cultures, Connections, Comparisons, and Communities strands of the CA World Language Standards. Cultural study moves beyond practices to examining underlying perspectives within Filipino society.

HISTORY OF COURSE DEVELOPMENT

Describe the background for course development, including how the need for the course was determined, who was involved, and timeline.

The development of this course is a direct response to the demographic makeup of South San Francisco Unified School District, where the Filipino community represents a significant and vibrant portion of our student population. The need was determined through a student interest survey conducted by the World Language Department, identifying a clear demand for heritage language representation alongside our existing Spanish, French, and Italian offerings. The writing team consulted community members and experts for guidance on building a culturally sustaining world language program. The overarching goal is to launch Tagalog 1 and 2 for the 2026–2027 school year and subsequently expand the program to include Tagalog Levels 3 and 4 in the following years. This phased implementation ensures a sustainable pathway for students to achieve advanced linguistic proficiency and cultural competency throughout their high school careers.

COURSE CONTENT [DUPLICATE THE TABLE FOR EACH UNIT]

Number of Units __6__ (minimum of 5 for a yearlong course; 4 for a semester course)

Unit 1: Daily Life & Time Frames (Pang-araw-araw na Buhay at mga Panahunan

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

In this unit, students expand their ability to narrate daily routines and responsibilities using present and past verb aspects. Through interpersonal exchanges, students ask and answer questions about schedules and obligations while incorporating sequencing language to organize ideas. Interpretive tasks include reading short diary entries and viewing brief video clips about daily life in the Philippines. Students compare daily routines in the United States and the Philippines to analyze cultural perspectives on time, family roles, and school expectations. Presentational assessments require paragraph-length narratives demonstrating emerging control of time frames.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Students complete a Comprehensive Unit Portfolio that integrates the four domains of listening, speaking, reading, and writing. Through various scaffolded tasks, students exhibit Communication by narrating past and present routines using paragraph-length narratives and interpersonal exchanges. By analyzing authentic media, students explore Cultures to compare Filipino and American perspectives on time, family roles, and school expectations. Students fulfill the Connections component by synthesizing these linguistic structures with social observations to reflect on how cultural values shape daily life.

Assessments: (Fall and Spring finals. Include proficiency scale)

Peer-to-peer regarding daily obligations and school schedules; Illustrated "Day in the Life" portfolio or

timeline with paragraph; Vocabulary and usage quizzes; Unit exam

Unit 2: Health and Wellness (Kalusugan at Kagalingan)
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
Students develop language for describing physical conditions, emotions, and well-being while giving advice using modal expressions. Interpersonal communication is emphasized through role-plays simulating visits to clinics and conversations with family members. Interpretive activities include reading short informational texts about traditional Filipino remedies and public health practices. Students examine cultural perspectives on caregiving and community responsibility. Presentational writing tasks require organized paragraphs offering advice or describing healthy habits.
Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?
Students will demonstrate their learning through a series of scaffolded tasks across the four domains: listening, speaking, reading, and writing. This collection includes interpersonal role-plays simulating health consultations and interpretive analyses of traditional Filipino remedies to examine cultural perspectives on caregiving . Students produce presentational writing that links healthy habits to community well-being, demonstrating their ability to offer advice using modal expressions and organized paragraph structures.
Assessments: (Fall and Spring finals. Include proficiency scale)
Pronunciation and listening comprehension checks; interpersonal role-plays assessed with a proficiency scale; interpretive reading quizzes on traditional texts or media; vocabulary and modal usage quizzes; presentational writing assignments; Fall and Spring final exams featuring cumulative proficiency-based tasks.

Unit 3: Community & Civic Life (Pamayanan at Buhay Sibiko)
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
This unit focuses on describing neighborhoods, giving directions, and discussing community services. Students engage in interpersonal map-based conversations and interpret authentic community announcements and signage. Cultural exploration includes examining the structure of the barangay system and comparing it to local governance structures in California. Students analyze how civic life reflects cultural values related to cooperation and community responsibility. Presentational assessments include a guided oral presentation describing one's community and its key features.
Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Students will demonstrate their learning through a Community and Civic Life Project that encompasses the four domains of listening, speaking, reading, and writing. Students will engage in interpersonal map-based exchanges and deliver a guided oral presentation on the key features and services of South San Francisco/Daly City or the Peninsula. By comparing the Filipino barangay system to local California governance, students analyze Cultures to understand how civic life reflects values of cooperation and shared responsibility. Students will analyze their local community through five lenses: social structures, political systems, interactions with the environment, cultural traditions, and economic factors, specifically investigating how the labor history of Filipino Americans in the United Farm Workers Union shaped the state's social and political landscape.

Assessments: (Fall and Spring finals. Include proficiency scale)

Presentational writing task scored with paragraph-level rubric; cultural awareness check; speaking/grammar assessment; fall/spring final

Unit 4: Media and Technology (Midya at Teknolohiya)

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Students interpret short social media posts, advertisements, and youth-centered media from the Philippines. Interpersonal tasks include discussing media preferences and expressing opinions with supporting reasons using transitional phrases. Students explore how media reflects cultural values and generational perspectives. Comparisons are made between Filipino and American media consumption trends. Presentational tasks require students to compose opinion paragraphs analyzing a media example.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?

Students will complete a Social Media and Literacy Project that demonstrates their ability to evaluate digital content. This will have students analyze Filipino advertisements and other media posts, and discuss media preferences using transitional phrases and supporting reasons. Through comparing Filipino and American media trends, students will analyze how digital platforms reflect cultural values and generations perspectives.

Assessments: (Fall and Spring finals. Include proficiency scale)

Discussions regarding media consumption habits; interpretive reading quizzes; vocabulary and usage quizzes; media literacy critique; Fall and Spring final exams.

Unit 5: Environment and Geography (Kapaligiran at Heograpiya)

Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**

Students describe major geographic regions of the Philippines and discuss environmental challenges affecting the archipelago. Interpretive activities include analyzing short informational texts and infographics. Interpersonal communication centers on discussing environmental responsibility and proposing simple solutions. Cultural connections highlight how geography influences Filipino lifestyle and traditions. Students deliver a structured oral presentation on an environmental issue, demonstrating paragraph-level discourse.

Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?
Students will create a Geographic and Environmental Portfolio to connect physical landscapes to societal challenges across the region. Through infographics and informational texts, can explore how the archipelago's unique geography dictates Filipino traditions, lifestyles, and modern-day civic responsibility.
@Fall and Spring finals. Include proficiency scale)
Regional mapping and climate analysis; role-plays discussion household environmental routines; reading quizzes on infographics; vocabulary and usage quizzes on geographic features; Fall and Spring Final exams.

Unit 6: Traditions & Cultural Perspectives (Mga Yradisyon at Pananaw Kultural)
Unit Overview: In 3 - 5 sentences, describes **content and skills** students learn **in the unit**
In this culminating unit, students narrate cultural celebrations using past tense constructions. Interpretive tasks include examining short cultural readings and video clips about Filipino holidays. Students analyze the perspectives underlying major traditions such as Araw ng Kalayaan and Pasko. Through interpersonal discussion and presentational writing, students compare Filipino and American celebrations to deepen cross-cultural understanding. Assessments require organized paragraphs demonstrating narration in multiple time frames.
Assignment Summary: In 3 - 5 sentences, describes the product students turn in to demonstrate learning. Include detailed but concise descriptions of the parameters of the products?
Students submit a short cultural description of 3–5 sentences explaining a Filipino tradition or celebration, demonstrating proficiency through the four domains. The short written description and oral summary will use past and present verb aspects to sequence events throughout the celebration. Students will make cultural connections by comparing Filipino cultural values to those in their California communities.
Assessments: (Fall and Spring finals. Include proficiency scale)
Pronunciation and listening comprehension check; role-plays reading quizzes on historical or cultural texts; vocabulary and past-tense usage; presentational writing assignments; Fall and Spring Exams.

Instructional Materials

List instructional Materials for this Course (you should list all material used in the course of the year). Every course must include at least one primary text/instructional material that every student in the class will access individually.

Title	Type of Material: Textbook, literary text, manual,	Author	Publisher	Edition, Year	URL	Primary book/ read it its entirety? Yes, no

	periodical, scholarly article, website, primary doc, other					
Tagalog for Beginners	Textbook/ Online Audio	Joi Barrios	Tuttle Publishing		https://tuttlepublishing.com/language-books/tagalog/textbooks/tagalog-for-beginners-paperback-with-disc	This textbook is the primary book used for Levels 1 and 2

Signatures:

Site Approval by		Date
District Approval by		Date

Course Code Information (District Office Use Only)

Course Title	
Short Course Title	
Course ID	
Department	
Grade High-Low	
State Category Code	

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: March 26, 2026

RE: Resolution No. 26-16: Authorizing Contract Signature Authority for the Transition Partnership Program

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The California Department of Rehabilitation partners with public agencies, including school districts, to provide vocational rehabilitation services that support students with disabilities as they transition from school to employment and postsecondary opportunities.

For more than twenty years, the South San Francisco Unified School District has partnered with the Department of Rehabilitation through the Transition Partnership Program. This collaboration provides students with mild to severe disabilities opportunities to develop the skills necessary for successful transition to adult life, employment, and career pathways.

Through this program, approximately 50 students each year receive support during their junior and senior years of high school and through age 22, as appropriate. Services may include resume development, career exploration, goal setting, interview preparation, workplace communication, and supported work experience.

FISCAL IMPLICATIONS:

There are no fiscal implications to the District associated with this authorization.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 26-16 authorizing designated South San Francisco Unified School District personnel to execute the Contract Signature Authorization form with the California Department of Rehabilitation for the Transition Partnership Program.

STATE OF CALIFORNIA
DEPARTMENT OF REHABILITATION

BOARD RESOLUTION NO. 26-16

DR 324 (Rev 9/2011)

FULL Name of Corporation or Public Agency
South San Francisco Unified School District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Dr. Shawnterra Moore - Superintendent

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

825 Southwood Drive, South San Francisco, CA 94080

Date of Board Meeting	Signature of Recording Secretary	Date Signed
March 26, 2026		

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of $100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

2. EMPLOYER DISCRIMINATORY POLICIES: For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number

By (Authorized Signature)

Printed Name and Title of Person Signing

Executed in the County of	Executed in the State of

Date Executed

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed): *South San Francisco Unified School District*	*Federal ID Number:* *94-3083861*
By (Authorized Signature)	
Printed Name and Title of Person Signing *Dr. Shawnterra Moore, Superintendent*	
Date Executed *March 26, 2026*	*Executed in the County of:* *San Mateo County*

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;

2) the person's or organization's policy of maintaining a drug-free workplace;

3) any available counseling, rehabilitation and employee assistance programs; and,

4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES $50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the

contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the

Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of $100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the

decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

EXHIBIT A
(Standard Agreement - Subvention)
Scope of Work

1. PURPOSE

Third Party Cooperative Agreement

2. AUTHORITY

Law: 29 U.S.C. §§ 721(a)(3), 730, 731, and 733; California Welfare and Institutions Code sections 19008 and 19013.

Regulations: 34 C.F.R. 361.28

Assistance Listing Number: 84.126

3. CONTRACT ENTITIES

Department of Rehabilitation	South San Francisco Unified School District
455 Golden Gate Ave., Suite 7727 San Francisco, CA, 94102	398 B Street South San Francisco, CA 94080

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description – EXHIBIT A.1

EXHIBIT A.1
Third-Party Cooperative Agreement (TPCA)
South San Francisco Unified School District
Transition Partnership Program (TPP)

I. INTRODUCTION

This contract is between South San Francisco Unified School District (SSFUSD) (henceforth known as "Program"), which is a State or local public agency, and the California Department of Rehabilitation (DOR). This third-party cooperative agreement (TPCA) is designed to jointly serve the mutual unduplicated individuals and/or recipients of DOR services (henceforth referred to as "participants") receiving services from the Program and DOR, through the Golden Gate Silicon Valley District offices. Services will also be made available to DOR participants of Blind Field Services (BFS) District as appropriate. Under this cooperative agreement, the Program will ensure that the services provided are not the customary or typical services provided by that Program but rather are new services that have a vocational rehabilitation focus or are existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.

SSFUSD includes four main schools: South San Francisco High School, El Camino High School, Baden High School, and the Adult Education–Adult Transition Program. The Program will support students with disabilities ages 16-21 enrolled in various public and non-public secondary programs within the district, unless the student is participating in a special education program and receiving services beyond the age of 21 such as adult transition programs. Referrals will occur two to three years prior to a participant's exit from high school. Program staff will collaborate closely with DOR counselors throughout the referral, eligibility determination, planning, and follow-up phases. This includes providing short-term services after students exit school, up to one year post exit from high school if the student is enrolled in a post-secondary education setting and still satisfies DOR's definition of a student with a disability to ensure coordinated service provision that will lead to successful employment outcomes.

DOR authorizes the following services to be provided under this agreement:

<u>DOR Student Services</u>

- Job Exploration Counseling
- Workplace Readiness Training
- Counseling on Post-Secondary Education

The Program may provide DOR Student Services to students who are not younger than 16 nor older than 21 years, unless the student is participating in a special education program and receiving services beyond the age of 21 such as adult transition programs. Programs may provide DOR Student Services up to one year post exit from high school if the student is enrolled in a post-secondary education

setting and still satisfies the definition of a student with a disability. Otherwise, upon exit from high school, DOR Student Services will end.

The Program will provide information to program participants with ID/DD ages 16-21 regarding Employment First opportunities for employment and supports to achieve Competitive Integrated Employment.

DOR STUDENT SERVICES – DOR GOALS

For fiscal year 2026-2027, a total of 54 unduplicated participants with disabilities will receive DOR Student Services through this contract.

For fiscal year 2027-2028, a total of 54 unduplicated participants with disabilities will receive DOR Student Services through this contract.

For fiscal year 2028-2029, a total of 54 unduplicated participants with disabilities will receive DOR Student Services through this contract.

II. ASSURANCES

The Program makes the following assurances as identified in 361.28(a):

(1) The services provided by the Program, as the public cooperating agency, are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.
(2) The services provided by the Program, as the cooperating agency, are only available to applicants for, or recipients of, services from DOR.
(3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of DOR (e.g., the Program will provide only those services that have been authorized by DOR under this cooperating arrangement).
(4) All requirements of the vocational rehabilitation services portion of the Unified or Combined State Plan, including a state's order of selection, will apply to all services provided under the cooperative arrangement.

III. SERVICES TO BE PROVIDED

DOR STUDENT SERVICES

DOR Student Services are a coordinated set of services available for students with disabilities intended to provide transition services to students from the age of 16 through 21, unless the student is participating in a special education program and receiving services beyond the age of 21 (for students participating in secondary

education programs such as adult transition programs). DOR Student Services may be delivered in a classroom, community, or individual setting. Programs may provide DOR Student Services up to one year post exit from high school if the student is enrolled in a post-secondary education setting and still satisfies the definition of a student with a disability. Otherwise, upon exit from high school, DOR Student Services will end.

The coordinated DOR Student Services activities shall include DOR, the school, and other appropriate agencies that may provide services to the participant including Regional Centers, the One Stop system, and Social Security administration. DOR Student Services are based upon the individual participant's needs, preferences and interests and may include program instruction and community experiences.

The following DOR Student Services will be provided by the Program in accordance with this agreement, as authorized by DOR for each individual with a disability and individualized to each program participant's needs, preferences, and interests as well as their DOR Individualized Plan for Employment (IPE) goals and objectives, as appropriate.

The services described in sections below are DOR Student Services, designed to support students with disabilities in exploring transition from school and preparing for successful employment and/or postsecondary education.

DOR Student Services are available to Program participants who are potentially eligible or participants who have been determined eligible for VR services. Participants engaged in DOR Student Services through this contract will primarily be provided services as potentially eligible. Participants who require additional services to participate in DOR Student Services may need to apply for VR services. Participants who have been determined eligible for the VR services may be provided with DOR Student Services, either pre- or post-IPE development.

1. DOR Student Services Job Exploration Counseling
   a. Description

      Job Exploration Counseling services provide an individualized, timely, and systematic process by which a participant seeking employment gains knowledge of career paths and job opportunities and learns to identify strengths, barriers to employment, viable vocational options, and objectives necessary to achieve one or more employment goals. Job Exploration Counseling will be provided in conjunction with the counseling provided by the DOR counselor. Job Exploration Counseling may include discussion, analysis, or information on:

      - Local labor markets
      - In-demand industries and occupations
      - Non-traditional employment options

- Interest in post-secondary training or education
- Career aptitude, career skills, and vocational interest inventories
- The participant's vocational interest inventory results
- Identification of career pathways of interest to the participant, and the skills and qualifications necessary to be successful in these occupations
- The participant's prior work experience and transferable skills
- Career speakers

Progress Reports on Job Exploration Counseling activities will be provided to the DOR Counselor.

The TPP Transition Counselor, TPP Job Developer, TPP Adult Transition Program (ATP) Teacher and TPP Adult Transition Program (ATP) Para-Educator/Job Coach will provide Job Exploration Counseling.

b. Service Goals/Number Served

- For fiscal year 2026-2027, a total of 35 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 35 unduplicated participants of DOR services will receive this service
- For fiscal year 2028-2029, a total of 35 unduplicated participants of DOR services will receive this service

2. DOR Student Services Workplace Readiness Training

a. Description

Workplace Readiness Training services consist of instruction with curricular supports which can be provided in a classroom, group, or individual setting. Workplace readiness skills are a set of skills and behaviors that are necessary for any job. This secondary school instruction is intended to support goals and objectives and will typically be provided until the student exits the secondary school system, in accordance with the needs and informed choice of the student. Workplace Readiness training can be provided through instruction or other activities where the student can learn and apply the knowledge.

Workplace Readiness Training may include, but not limited to, training in the following subject matters:

- Soft skills needed for successful employment including:
  - Communication with coworkers
  - Attitudes about work
  - Decision making while on the job
  - Conflict resolution skills

    - Problem solving techniques.
    - Appropriate workplace written communication skills
- Interviewing techniques
- Resume development
- Application preparation
- Appropriate work behaviors including:
    - Grooming and hygiene while on the job
    - Use of a cell phone
    - Social media professionalism
    - Maintaining a healthy lifestyle while at work
    - Time management
    - Developing friendships with coworkers
    - Community safety
- Employer expectations such as punctuality and performance
- Relevant work practices
- Travel training
- Financial literacy
    - Money management
    - Assistance in becoming knowledgeable regarding the impact of employment on a participant's disability and benefits

Progress Reports on Workplace Readiness Training activities will be provided to the DOR Counselor.

The TPP Transition Counselor, TPP Job Developer, TPP Adult Transition Program (ATP) Teacher and TPP Adult Transition Program (ATP) Para-Educator/Job Coach will provide Workplace Readiness Training.

b. Service Goals/Number Served

- For fiscal year 2026-2027, a total of 35 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 35 unduplicated participants of DOR services will receive this service
- For fiscal year 2028-2029, a total of 35 unduplicated participants of DOR services will receive this service

3. DOR Student Services Counseling on Post-Secondary Education

a. Description

Counseling on Post-Secondary Education services include instruction with curricular supports which can be provided in a classroom, group, or individual setting. Participants interested in careers requiring post-secondary education may receive guidance on how skill development and knowledge relate to

future opportunities in post-secondary education settings and employment. Counseling on Post-Secondary Education may include instruction in the following subject matters:

- Explore career & post-secondary education options
- Learn about career pathways
- Discover post-secondary education resources and disability support services
- Assist with application/enrollment process
- Identify financial aid options
- Identify technology needs
- Attend college fairs & tours

Progress Reports on Counseling on Post-Secondary Education activities will be provided to the DOR Counselor.

The TPP Transition Counselor, TPP Job Developer, TPP Adult Transition Program (ATP) Teacher and TPP Adult Transition Program (ATP) Para-Educator/Job Coach will provide Counseling on Post-Secondary Education.

b. Service Goals/Number Served

- For fiscal year 2026-2027, a total of 35 unduplicated participants of DOR services will receive this service
- For fiscal year 2027-2028, a total of 35 unduplicated participants of DOR services will receive this service
- For fiscal year 2028-2029, a total of 35 unduplicated participants of DOR services will receive this service

IV. DOR AND PROGRAM CONTACTS

Organization	Dept. of Rehabilitation	South San Francisco Unified School District
Contact Person	Liezel Taube	Sabrina Yacoub
Title	DOR Contract Administrator	Program Contract Administrator / Director of Special Education & Pupil Personnel
Telephone	(415) 805-1285	(650) 877-8700
Email Address	Liezel.Taube@dor.ca.gov	Syacoub@ssfusd.org
Mailing Address	455 Golden Gate Ave., Suite 7727 San Francisco, CA, 94102	398 B Street South San Francisco, CA 94080

V. LINKAGES TO OTHER COMMUNITY AGENCIES

In alignment with section 101(a)(11) of the Rehabilitation Act, DOR and the Program has regular contact and ongoing working relationships with the following agencies to increase opportunities for program participants and avoid duplication of services:

- College of San Mateo
- Skyline Community College
- Canada Community College
- City College of San Francisco
- Foothill College
- San Mateo County Peninsula Works Regional Occupational Program
- Golden Gate Regional Center
- Abilitypath
- San Mateo County Adult Education PARCA
- San Mateo County Mental Health Jobs Plus
- Social Vocational Services
- Commission on Disabilities
- Job Train
- The ARC of San Francisco
- Center for Independent Living

VI. IN SERVICE TRAINING

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train the Program and DOR staff in each agency's mission, goals, services, policies, procedures, and professional approaches. This may be done through quarterly meetings, monthly staff meetings, and other program related meetings.

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EXHIBIT B
(Standard Agreement - Subvention)
Budget Detail and Payment Provisions

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed by the Program consistent with those authorized by DOR, and upon receipt and approval of the invoices by DOR, DOR agrees to reimburse the Program for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, approved invoices, and applicable regulations as attached or referenced hereto and made a part of this Agreement.

2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Program.

3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Program's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary, reasonable, and allocable to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).

2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.

3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.

4. Federal and State funds are time limited; therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.

5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the California Department of General Services' Government Claims Program, where approval to pay is not guaranteed.

6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. **Appropriate Expenditures**

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Budgeted amounts that have not been utilized during a fiscal year shall not be carried over to another fiscal year.

D. **Invoice Claim Adjustments**

1. Budgeted amounts remaining for a given line item, within a fiscal year budget, may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year.** A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.

2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. **Budget Contract Amendments**

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail. (*Note:* ALL changes must be made in **bold.**)

F. **Travel Reimbursements**

If travel is reimbursable, the Program agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx. No travel outside the State of California except for bordering California States shall be reimbursed without prior documented written authorization from DOR.

Upon request from DOR, the Program will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs. Travel costs that benefit more than one cost objective will be allocated to this agreement in proportion to the benefit received by DOR.

2. BUDGET CONTINGENCY CLAUSE

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall have no further force and effect. In this event, the State shall have no liability

to pay any funds whatsoever to the Program or to furnish any other considerations under this Agreement and the Program shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to the Program to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by DOR shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the provision of services identified in this Agreement.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Program.
- Be properly documented and supported.
- Be allocable to the services provided under the cooperative arrangement so that costs charged to the agreement are proportional to the benefits received by DOR.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Program agrees to comply with the 2 CFR part 200 Federal cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

A. The Program must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with State and Federal regulations, and generally accepted accounting principles. The Program's financial management system shall provide:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
- Records that identify adequately the source and application of funds for federally sponsored activities.
- Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
- Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.

B. The Program shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

Exhibit B.1

South San Francisco Unified School District

DOR Program Budget

July 1, 2026, or Upon Approval, Whichever is Later – June 30, 2029

ITEM	FTE EXPENDITURE	FY 7/1/2026 or Upon Approval, Whichever is Later to 6/30/2027 TOTAL	FY 7/1/2027 to 6/30/2028 TOTAL	FY 7/1/2028 to 6/30/2029 TOTAL
Rehabilitation Team Unit 1 FTE = $110,377	FTE Counselor Units	0.90 $99,339	0.90 $99,339	0.90 $99,339
Case Services (Individual Participant Expenses)		$63,659	$63,659	$63,659
	SUBTOTAL	$162,998	$162,998	$162,998
TOTAL DOR PROGRAM COST		$162,998	$162,998	$162,998

South San Francisco Unified School District

Program Budget and Match Summary
July 1, 2026, or Upon Approval, whichever is later - June 30, 2029

	FY 7/1/2026, or Upon approval, whichever is later to 6/30/2027 TOTALS	FY 7/1/2027 to 6/30/2028 TOTALS	FY 7/1/2028 to 6/30/2029 TOTALS
DOR PROGRAM COSTS (From DOR Program Budget)	$162,998	$162,998	$162,998
DOR Student Services Service Budget	$119,015	$119,015	$119,015
VR Employment Services Service Budget (If Applicable)			
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	$119,015	$119,015	$119,015
TOTAL FEDERAL COSTS	$282,013	$282,013	$282,013
Certified Match (If applicable)	$94,015 25.00%	$94,031 25.01%	$94,044 25.01%
Total Federal Share	$282,013 75.00%	$282,013 74.99%	$282,013 74.99%
Cash Match (If applicable)	 0%	 0%	 0%
Total Federal Share	$0 0%	$0 0%	$0 0%
TOTAL STATE MATCH	$94,015	$94,031	$94,044

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

STATE OF CALIFORNIA
STATE OF CALIFORNIA

DEPARTMENT OF REHABILITATION

☑ Original ☐ Amendment

Contractor Name and Address	Contract Number	Federal ID Number	Page 1 of 1
South San Francisco Unified School District	C26-33213	94-3083861	
398 B Street	Budget Period	Budget Period	Budget Period
South San Francisco, CA 94080	July 1, 2026, or Upon Approval Whichever is Later – June 30, 2027	July 1, 2027 – June 30, 2028	July 1, 2028 – June 30, 2029
	Effective Date (Amendments Only)	Effective Date (Amendments Only)	Effective Date (Amendments Only)

Line No.	PERSONNEL – Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
	Administrative Personnel									
1	TPP Transition Counselor 1 FTE = 32.5 hrs/wk, 10 months + benefits	$182,828.00	0.103	$18,831.28	$189,916.00	0.099	$18,801.68	$190,416.00	0.0987	$18,794.06
2	TPP Job Developer 1 FTE = 32.5 hrs/wk, 10 months + benefits	$105,734.00	0.0843736	$8,921.16	$110,893.00	0.081605	$9,049.42	$111,119.00	0.08143	$9,048.42
3	Admin Subtotal			$27,752.44			$27,851.11			$27,842.48
4	DOR Student Services Direct Service Personnel									
5	TPP Transition Counselor 1 FTE = 32.5 hrs/wk, 10 months + benefits	$182,828.00	0.292473	$53,472.25	$189,916.00	0.281507	$53,462.68	$190,416.00	0.280726	$53,454.72
6	TPP Job Developer 1 FTE = 32.5 hrs/wk, 10 months + benefits	$105,734.00	0.2817	$29,785.27	$110,893.00	0.27135	$30,090.82	$111,119.00	0.27065	$30,074.36
7	DOR Student Services Subtotal			$83,257.52			$83,553.50			$83,529.08
8	Personnel Subtotal			$111,009.96			$111,404.61			$111,371.56
9	OPERATING EXPENSES									
10	Instructional Materials			$1,000.00			$500.00			$524.50
11	Mileage/Transportation/Travel			$400.00			$500.00			$500.00
12	Office Supplies			$486.50			$491.50			$500.00
13										
14	Operating Subtotal			$1,886.50			$1,491.50			$1,524.50
15	Personnel and Operating Subtotal			$112,896.46			$112,896.11			$112,896.06
16	Indirect Rate Percentage			5.42%			5.42%			5.42%
17	Indirect Cost			$6,118.99			$6,118.97			$6,118.97
18	Program Service Budget Sub-Total			$119,015.45			$119,015.08			$119,015.03
19	Workplace Readiness Training									
20	Work-based Learning									
21	TOTAL (rounded to nearest dollar)			$119,015			$119,015			$119,015

Exhibit B.1
South San Francisco Unified School District
DOR STUDENT SERVICES BUDGET NARRATIVE

BENEFITS

Certificated Employees (TPP Transition Counselor)
State Teacher's Retirement System (19.10%)
Medicare (1.45%)
State Unemployment Insurance (0.05%)
Health & Welfare – Flat Amount $14,737
Workers Comp (2.513%)
Retirement benefits 24% or Active Employee Retiree B 10% are not included in our personnel salary and benefits calculations
Total Salary and Benefits 23.11% plus Health & Welfare

Classified Employees (TPP Job Developer)
Public Employees Retirement System (26.81%)
FICA (6.20%)
Medicare (1.45%)
Health & Welfare – Flat Amount $14,809
State Unemployment Insurance (0.05%)
Worker Comp (2.513%)
Retirement benefits 24% or Active Employee Retiree B 10% are not included in our personnel salary and benefits calculations
Total Salary and Benefits 37.02% plus Health & Welfare

This Service Budget Narrative is to describe how services expenditures for the South San Francisco Unified School District (hereinafter referred to as "Program") will be allocated for the provision of services to unduplicated individuals and/or recipients of DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

TPP Transition Counselor

Allowable Activities Under this Agreement Include:
Administrative Duties

- Coordinate activities of Program staff
- Monitor Program expenditures and payments

- Coordinate with assigned Special Education Administrator who will work with business services staff regarding monthly submission of Program invoicing
- Provide clerical support to the Program
- In collaboration with assigned Special Education Administrator write and maintain the Cooperative Program contract
- Provide administration of the Cooperative Program
- Collect all Personnel Activity Reports (PARs) from Program staff and submit to assigned Special Education Administrator
- Train and support Program staff
- Attend DOR contract related meetings, including in-service training
- Prepare and submit Personnel Activity Report (PARS) monthly

Direct Service Duties

- Provide Job Exploration Counseling, Workplace Readiness Training, and Counseling on Post-Secondary Education
- Conduct interviews with participants to assess job readiness.
- Coordinate job search activities for participants
- Coordinate with DOR Counselors to identify needs and services after the individual has become a DOR participant
- Write progress reports and case notes in relation to participant progress and activities and provide them monthly to the DOR counselor
- Travel to meetings with participants and counselors in the provision of Program services
- Attend DOR contract related meetings such as: Program quarterly meetings to discuss the provision of services to participants.

<u>Unallowable Traditional Duties that are the customary or typical services provided by the Program:</u>

Transition Counselor
Activities include:

- Teach basic school subjects and provide an education program designed to encourage learning, achievement, and overall adjustment to the maximum of each individual student's capacity
- Attend student IEP meetings
- Develop and implement IEP/ITPs with students and other school support staff

<u>TPP Job Developer</u>

Allowable Activities Under this Agreement Include:
Administrative Duties

- Coordinate activities with Program staff
- Coordinate with TPP Transition Counselor regarding monthly submission of Program invoicing

- Provide clerical support to the Program
- Support TPP Transition Counselor with collection of all Personnel Activity Reports (PARs) from Program staff for submission to assigned Special Education Administrator
- Train and support Program staff
- Prepare and submit program reports and other program forms on behalf of the program (e.g., program goal reports, program funding reports).
- Attend training associated with the provision of program services.

Direct Service Duties
Under the direction of the TPP Transition Counselor:

- Attend DOR meetings on behalf of Program participants, including quarterly meetings
- Assist participants with required and ongoing documentation to engage in contract services after the authorizing case note has been received from the DOR counselor
- Prepare and maintain records and files related to Program service delivery to participants
- Prepare and submit participant reports and other forms on behalf of participants as requested by TPP Transition Counselor (e.g., participant progress reports)
- Communicate with Program staff and the DOR Counselor(s) to coordinate participant activities, resolve issues, and exchange information such as service delivery needs and Program participant opportunities
- Assist individual participants with skills needed for successful employment as they relate to DOR Student Services in the contract.
- Provide classroom employability skills training to participants as it relates to the DOR Student Services in the contract.
- Assist with the preparation of resumes and personal data sheets for participants
- Monitor individual program participant progress in the classroom setting to determine if Program service delivery is appropriate or if modifications are needed
- Provide DOR Student Services contract services such as Job Exploration Counseling, Workplace Readiness Training and Counseling on Post-Secondary Education.
- Coordinate with DOR Counselors to identify needs and services after the individual has become a DOR participant and receipt of an authorizing case note.
- Write progress reports and case notes in relation to participant progress and activities.
- Travel to meetings with participants and DOR counselors to provide contract services.

<u>Unallowable Traditional Duties that are the customary or typical services provided by the Program:</u>

Job Developer
Activities include:

- Serve as District Liaison with community groups, agencies, and employers as needed and requested
- Maintain records and tests for students as required
- Plans and implements other vocational programs as directed by District Administrators and Instructors.

OPERATING EXPENSES

Costs are budgeted through an appropriate allocation methodology for expenses that are shared by multiple funding categories.

Instructional Materials

Instructional Materials may include instructional software, tangible materials, and web-based instruction sites audio/vision materials. Examples of instructional materials may include but not be limited to curriculum materials, textbooks, vocational assessments, interest inventories, consumable workbooks, instructional videos, posters, portfolios, and other appropriate vocational guidance materials. These items will be used only for or by the participants in the course of service provision.

Mileage/Transportation/Travel

Mileage – expenses allowable when Program staff utilize personal vehicles in the provision of program services such as job development, job coaching, DOR meetings and/or trainings, program monitoring and other program-related activities. Costs are reimbursable utilizing CalHR designated rates found at CalHR.Ca.Gov.

Transportation – costs for transporting participants for the provision of contract services utilizing school district vans, school bus service or hired vehicle, Access, Lyft, and UBER. The expense may also include the allocated costs for fleet maintenance.

Travel - Per diem and travel costs for contract staff to attend contract-related training or meetings, participate in employer networking events, job fairs and other vocational meetings as needed and/or requested. Travel expenses include airfare, bus, train, taxi, ride share, rental cars, public transportation, tolls, parking, lodging and food. Program staff will be reimbursed at actual costs not to exceed the CalHR posted designated rates. If lodging cannot be found within the allowable CalHR designated rates, programs may submit a request to the DOR contract Administrator for prior approval. The DOR Contract Administrator must pre-approve all travel in writing.

Office Supplies

Consumable office supplies necessary for staff required in the provision of program services under the contract to be used during the contract period. Items to be purchased include but are not limited to binder clips, binders, calculator tape, envelopes, file folders, markers, paper, paper clips, pencils, pens, post-it notes, printer

cartridges, staples, staplers, and stationery. This line item may also include items for the safety of personnel and participants such as Personal Protective Equipment (PPE) and necessary safety equipment. May include but not limited to masks, gloves, hand sanitizers, disinfectant spray, Plexiglass barriers, first aid kits, fire extinguishers and temperature screeners.

INDIRECT COST

Indirect cost rate of the Education Agency Cooperative Program is the rate calculated and approved by the California Department of Education (CDE) for the South San Francisco Unified School District. Indirect costs cover administrative costs not already addressed under specific line items in this contract (e.g., Chief Financial Officer, building/office facilities expenses, human resources, data processing, maintenance, and general operations) This indirect rate is applied to both personnel costs and operating expenses in this contract.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET
July 1, 2026 or Upon Approval, whichever is later – June 30, 2029

Contractor Name and Address	Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.
South San Francisco Unified School District	
398 B Street	
South San Francisco, CA 94080	
FEIN#: 94-3083861	

	Item Expenditure	July 1, 2026, or Upon Approval, Whichever is Later – June 30, 2027			July 1, 2027 – June 30, 2028			July 1, 2028 – June 30, 2029		
Line No.	PERSONNEL - Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified
1	TPP Adult Transition Program (ATP) Teacher: 1 FTE= 32.5 hrs./wk., 10 mos./yr. + benefits	$155,759.00	0.243	$37,849.44	$164,311.00	0.2317	$38,070.86	$167,358.00	0.2293	$38,375.19
3	TPP Adult Transition Program (ATP) Para-Educator/Job Coach: 1 FTE= 30 hrs./wk., 10 mos./yr. + benefits	$76,612.00	0.243	$18,616.72	$80,261.00	0.2317	$18,596.47	$80,576.00	0.2293	$18,476.08
4	TPP Adult Transition Program (ATP) Para-Educator/Job Coach: 1 FTE= 30 hrs./wk., 10 mos./yr. + benefits	$80,491.00	0.243	$19,559.31	$84,011.00	0.2317	$19,465.35	$84,628.00	0.2293	$19,405.20
5	TPP Adult Transition Program (ATP) Para-Educator/Job Coach: 1 FTE= 30 hrs./wk., 10 mos./yr. + benefits	$74,030.00	0.243	$17,989.29	$77,249.00	0.2317	$17,898.59	$77,572.00	0.2293	$17,787.26
6										
7										
14										
15	Personnel Subtotal			$94,014.76			$94,031.27			$94,043.73
16	OPERATING EXPENSES									
17										
21										
22	Operating Subtotal									
23	Personnel and Operating Subtotal			$94,014.76			$94,031.27			$94,043.73
24										
25	TOTAL EXPENDITURES "CERTIFIED"			$94,015			$94,031			$94,044

South San Francisco Unified School District
CERTIFIED BUDGET NARRATIVE

BENEFITS

Benefits Statement:

- Unallocated Benefits (Class UESF X 4%)
- PARA OASDI (Class UESF Salaries X 6.20%)
- Unallocated Benefits (Class Non-UESF Salaries X 10.2%)
- City Retirement (Class Civil Service Salaries X 26.81%)
- Retirees Medical Subsidy (Class Salaries X 7%)
- HSS/Medical (Classified FTE X $9,300)
- FICA-OASDI: 6.20%
- Medicare: 1.45%
- Workers Comp: 2.513%

This Certified Budget Narrative is to describe how the South San Francisco Unified School District (hereinafter referred to as 'Program') will redirect staff time specifically certified in the provision of services to program unduplicated individuals and/or recipients of DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

TPP Adult Transition Program (ATP) Teacher
Job Requirements:
FTE: 0.2293 – 0.243 (Percent of FTE that will be utilized only to provide services under this agreement).

Allowable Contract Activities Include:

- Evaluate performance of participants in Job Exploration Counseling, Workplace Readiness Training, and Counseling on Post-Secondary Education
- Coordinate each participant's DOR Student Services transition activities with DOR staff and other community agencies/partners
- Consult with TPP Transition Counselor to provide support for participants
- Oversee curriculum for vocational/career training opportunities for participants served through the Program
- Assist with completing and submitting participant's monthly or quarterly progress reports to TPP Transition Counselor.

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Adult Transition Program (ATP) Teacher
Activities include:

- Teach basic school subjects and provide an education program designed to encourage learning, achievement, and overall adjustment to the maximum of each individual student's capacity
- Attend student Individual Education Plan (IEP) meetings
- Develop and implement IEP / Individual Transition Plan (ITP) with students and other school support staff

TPP Adult Transition Program (ATP) Para-Educator/Job Coach
Job Requirements:
FTE: 0.2293 – 0.243 (Percent of FTE that will be utilized only to provide services under this agreement).

Allowable Contract Activities Include

- Write progress reports and case notes regarding participant progress and activities
- Assist the TPP Transition Counselor in the provision of DOR Student Services, including Job Exploration Counseling, Workplace Readiness Training, and Counseling on Post-Secondary Education
- Attend Program meetings as needed on behalf of individual participants or to discuss the provision of services to participants

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Para-Educator/Job Coach
Activities include:

- Assist the Special Education Teacher as needed
- Facilitate small group activities to students

EXHIBIT C
(Standard Agreement - Subvention)
General Terms and Conditions (GTC 2/2025)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at : Standard Contract Language (ca.gov). Click on the GTC 2/2025 to open the document.

EXHIBIT D
(Standard Agreement - Subvention)
Special Terms and Conditions

1. NOTIFICATION AND COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

The Program agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. The Program shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If the Program believes that there is a dispute or grievance between the Program and the State arising out of or relating to this Agreement, the Program shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, the Program shall follow the following procedures:

A. If the issue cannot be resolved informally with the DOR Contract Administrator, the Program shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must State the issues in the dispute, the legal authority, or other basis for the Program's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Program, the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Program indicating the decision and reasons, therefore. Should the Program disagree with the Supervisor's decision, the Program may appeal to the next level following the procedure in "Disputes", paragraph B listed below.

B. The Program's letter of appeal must be submitted within ten (10) working days of the receipt of the DOR Contract Administrator's Supervisor's written decision. The Program must submit a letter of appeal to the DOR Contract Officer explaining the disagreement with the Contract Administrator's Supervisor's decision. The letter must include, as an attachment, copies of the Program's original grievance report, evidence originally submitted, and response from the Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Program's letter of appeal, review the issues raised and shall render a written decision to the Program. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.

B. However, the Agreement can be immediately terminated by DOR for cause. The term "for cause" shall mean that the Program fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Program.

4. CORRECTIVE ACTION

If the Program is not able to meet the service goals outlined in the Scope of Work, DOR reserves the right to reduce the Service Budget in alignment with an amended Scope of Work to reflect

updated service goals that are achievable for the Program after review by the DOR Contract Administrator.

5. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If the Program provides training seminars, workshops, or conferences, the Program must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Program shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Program to conduct routine business matters.

6. INSURANCE REQUIREMENTS

General Provisions Applying to All Policies

A. **Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State within ten (10) days of the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.

B. **Policy Cancellation or Termination & Notice of Non-Renewal** – The Program is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event the Program fails to keep in effect the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.

C. **Deductible** – The Program is responsible for any deductible or self-insured retention contained within their insurance program.

D. **Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Program is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

E. **Inadequate Insurance** – Inadequate or lack of insurance does not negate the Program obligations under the contract.

F. **Satisfying a Self-Insured Retention (SIR)** – All insurance required by this contract must allow the State to pay and/or act as the Program's agent in satisfying any SIR. The choice to pay and/or act as the Program's agent in satisfying any SIR is at the State's discretion.

G. **Available Coverages/Limits** – All coverage and limits available to the Program shall also be available and applicable to the State.

H. **Subcontractors** – In the case of the Program's utilization of subcontractors to complete the contracted scope of work, the Program shall include all subcontractors as insured under the Program's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of the Program.

I. **Hazardous Activity**

If applicable under this contract transportation is considered a hazardous activity. The Program agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the time of this contract, the Program agrees to provide, at least 30 days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract or for a period of not less than one year. New certificates of insurance are subject to the approval of DGS/ORIM, and the Program agrees that no work or services shall be performed prior to such approval.

The State may, in addition to any other remedies it may have, terminate this contract should Program fail to comply with these provisions.

i. Commercial General Liability – The Program shall maintain general liability on an occurrence form with limits not less than $1,000,000 per occurrence for bodily injury and property damage liability combined with a $2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Programs, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Program's limit of liability.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

ii. Automobile Liability **(If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Program shall maintain motor vehicle liability with limits not less than $1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and other State or local public agencies:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Program's certificate of insurance shall State a limit of liability of not less than **$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 to 15 people** (includes driver) the certificate of insurance shall State a limit of liability of not less than **$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall State a limit of liability of not less than **$5,000,000** per occurrence for bodily injury and property damage liability combined.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to the release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

iii. Workers' Compensation and Employers Liability – The Program shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of $1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State.

****The waiver of subrogation endorsement must be provided to the DOR prior to release of the executed contract. The waiver of subrogation endorsement must be acceptable to the Department of Rehabilitation.****

Self-insurance – The Program shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

7. CONTRACTOR STAFFING REQUIREMENT

The Program certifies that its employees meet the qualifications as outlined in the job posting for the position listed on the budget. The program further certifies that staff providing services under this agreement meet the specific requirements. The Program will provide key staff resumes or duty statements for the positions identified under this agreement at DOR's request at the time of program reviews as outlined in the DOR Contract Handbook.

8. CONFLICT OF INTEREST

A. The Program certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.

B. The Program shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain, or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

9. CONFIDENTIALITY

A. The Program agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations section 361.38 and Title 9, California Code of Regulations, section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code section 1798 et seq.).

B. The Program agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.

C. The Program agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.

D. Subject to the applicable requirements of the regulations cited above, the Program agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at ispo@dor.ca.gov.

E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Program or the Program's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.

2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.

3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.

F. The Program agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.

G. The Program agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the Program's information privacy and security policies.

H. For Programs that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link: https://www.dor.ca.gov/Home/SecurityandPrivacy.

I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These State entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

10. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

1. The State shall have the right to conduct inspections, reviews, and/or audits of the Program to determine whether the services provided, and the expenditures invoiced by the Program were in compliance with this Agreement and other applicable federal or State statutes and regulations.
2. The Program agrees that DOR, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Program shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable Federal Office of Management and Budget (OMB) cost principles and administrative requirements.
4. The Program agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. The Program agrees to maintain such records for possible audit for a minimum of seven (7) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the seven (7) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds $750,000 and above):
1. In addition to the General Audit and Review Requirements above, the Program agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. These annual audit documents shall be maintained by the Program and provided to the auditing agency when requested. This audit shall be made in accordance with 2 CFR 200.

11. COMPETITIVE BIDDING AND PROCUREMENTS

A. The Program shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Program's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of three competitive quotations is required for any purchase order or subcontract for services over $2,500, and should be submitted to the DOR Contract Administrator or adequate justification provided for the absence of bidding.

B. The Program must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Program at any time.

C. The Program should seek prior approval for any purchase or subcontract exceeding $2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Program must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.

D. For all purchases made, subject to this Agreement, the Program must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

The Program certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14. THEFT SENSITIVE ITEMS

The DOR is requiring nonexpendable electronic items purchased to be listed under a separate line item titled "Theft Sensitive Items". The Program shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the DOR Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other electronic items required to provide contract services

Upon termination of the agreement, DOR may request equipment be returned to DOR or authorize the continued use of equipment for work to be performed under a different agreement.

The DOR reserves title to equipment purchased under this agreement that are not fully consumed during the life of the agreement.

15. ATTRIBUTION

The Program agrees to acknowledge the sponsorship of DOR with respect to any public Statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. The Program further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Program, when such individual is a DOR consumer.

16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over $100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The Program certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the Program has an internal policy against a sovereign nation or peoples recognized by the United States government, the Program certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT E
(Standard Agreement - Subvention)
Additional Provisions - Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Program must refer the discovery or invention to DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. The RSA's determination of these issues shall be considered final. In addition, DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Program agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.

C. Copyrights and Patents: The Federal awarding agency and/or DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and

2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, the Program certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a State agency enters into after July 1, 2012, is void if the contract is between a State agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html
(Department of Tax and Fee Administration) https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.

B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of $100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).

C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of $100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

D. All contractors shall comply with the following statutes and regulations:

1. Subject: Discrimination on the basis of race, color, or national origin.
   Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
   Regulation: 34 CFR part 100.
2. Subject: Discrimination on the basis of sex
   Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
   Regulations: 34 CFR part 106.
3. Subject: Discrimination on the basis of handicap.
   Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
   Regulation: 34 CFR part 104handicap.
4. Subject: Discrimination on the basis of age.
   Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
   Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, the Program shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, the Program agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

EXHIBIT F
(Standard Agreement – Subvention)
Additional Provisions - TPCA

1. MATCH REQUIREMENTS

The Program shall submit the certified expenditure invoice on a timely basis (i.e. same time as submission of service budget invoice) for proper DOR processing. To ensure sufficient match is available to leverage federal funding, the contractor is required to submit 100% of their obligated certified/cash match to meet their full budgeted amount by the end of each fiscal year. Refer to the Contract Handbook for Case Services and Cooperative Program Agreements for more information regarding certified/cash match requirements.

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

A. The Program shall certify to the State, on a monthly basis as specified in Exhibit B and G, the Program's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Program for any contributions made by the Program in accordance with the Cooperative Agency Certified Expenditure Budget Summary.

B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Program is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Program for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.

C. The Program's contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

Certified match only includes:

Certified personnel expenditures for the time Program staff spend providing direct VR services under the TPCA. This may include the allocable portion of staff salary and fringe benefits based upon the amount of time cooperating agency staff directly spend providing services under the arrangement.

Third-party in-kind contributions are an unallowable source of match in the VR program whether provided via this agreement or other mechanism (34 C.F.R. § 361.60(b)(2)). This includes:

A. Certified time for individuals not directly providing VR services, such as principals, administrators, secretaries and supervisors; and
B. Certified expenditures for the costs incurred by the TPCA not directly for the provision of VR services, such as, indirect costs, depreciation, existing utilities and space donated for use under the TPCA.

For Agreements that include **CASH MATCH**:

A. Each fiscal year the Program will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Program in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Program shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.

B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. State

3. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the Program's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.

B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes, and manner specified in the Agreement, and that the Program prepares and submits adequate documentation by the Program to support the services provided, expenditures reimbursements, and/or any applicable match requirements. Appropriate documentation may include, but is not limited to the Program's goal outcomes, consumer progress reports, a monthly client list of consumers provided services, and a corresponding monthly Service Invoice(s) (DR801B) and Certified Expenditure Summaries as appropriate.

C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period, including costs paid by the Program are based on reasonable costs, and that the invoices are current, correct, and timely.

D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.

E. Verify that the Program has fulfilled all requirements of the Agreement before approving the final invoice.

F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)

H. Identify low usage levels and consider partial disencumbrance of Agreement funds.

I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Program is preparing and maintaining personnel activity reports in compliance with the applicable cost principles in 2.C.F.R. part 200.

J. Verify that all Agreement staff are providing services in accordance with their duties and qualifications specified in the Agreement, including ensuring that:

- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
- Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
- Ensure that the Program has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
- Verify that Contract staff provide services only to authorized DOR consumers.

4. CONTRACT HANDBOOK

The Program acknowledges and agrees with the policies requirements and conditions of the DOR Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

EXHIBIT G
(Standard Agreement - Subvention)
Additional Provisions

I. CONTRACT MONITORING AND REPORTING

The Contract Administrator/Program Manager shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of unduplicated individuals and/or recipients of DOR Services (henceforth known as 'participants') served that month.
- Ensuring Personnel Activity Reports or time reporting documents and a list of Program participants served are prepared and maintained by Contract staff in accordance with 2CFR200 and reflect accurate reporting, on a monthly basis in accordance with invoicing requirements stipulated in Exhibit B. These documents can be reviewed and maintained electronically to allow for flexibility in either on-site or off-site monitoring, as needed.
- Submitting Personnel Activity Reports or time reporting documents, supporting documentation, and a list of Program participants served as requested by the DOR Contract Administrator.
- Meeting with the DOR Contract Administrator and program staff to discuss contract progress at quarterly meetings
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the quarterly meetings or more often as directed by the DOR Contract Administrator
- Preparing and submitting to the assigned vocational rehabilitation counselor quarterly progress reports for the Program participants receiving DOR Student Services. Individual participant progress reports should include the participant's name and other necessary or required information to document the services provided and the individual participant's progress in those services.

II. TRANSPORTATION

The Program will provide transportation to up to 7 Program participants including the driver.

STATE OF CALIFORNIA

GRANT/CONTRACT SIGNATURE AUTHORIZATION

DR 325 (Rev. 12/98) Computer Generated

DEPARTMENT OF REHABILITATION

GRANTEE/CONTRACTOR:	SUBGRANTEE/CONTRACTEE: (Legal Corporation/Public Agency Name & Address)
STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814	South San Francisco Unified School District 398 B Street South San Francisco, CA 94080

The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature	Name (Please Type or Print)	Title (Please Type or Print)
	Rajpal Bal	Director of Business Services
	Sabrina Yacoub	Director of Special Education
		
		

I hereby delegate authority to request reimbursement of expenses as shown above.

Authorized Signature per Board Resolution	Name (Please Type or Print)	Date Signed
	Dr. Shawnterra Moore	

DOR DEPARTMENT of REHABILITATION
Employment, Independence & Equality

Gavin Newsom, Governor

State of California
Health and Human Services Agency Department o
Rehabilitation
Contracts & Procurement Section
721 Capitol Mall, 6th Floor
Sacramento, CA 95814

March 5, 2026

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

CONTRACT # C26-33213

Attached is your agreement FY 26/27, FY 27/28, and FY 28/29

Please return the required documents listed below to the following email address: Gaurav.Chopra.ca.gov. Please include your contract number in the subject line.

- **Electronically signed** Standard Agreement form (STD 213)
- **Electronically signed** Signature Authorization Form (DR325).
- Board Approval - Submit one of the following that applies: **Electronically signed** Board Resolution Form (DR324), Board minutes clearly stating the assigned member has authorization to sign and executed any and all DOR contract documents, or a letter on official letterhead indicating the authorized signer is an elected official.
- **Electronically signed** Contractor Certification Clauses (CCC 4/2017). The CCC package contains clauses and conditions that may apply to your agreement and to persons doing business with the State of California. Sign and return the first page of the current CCC. Failure to do will prohibit the State of California from doing business with your company.
- **Electronically signed** Unruh Civil Rights Act and the Fair Employment & Housing Act. This form must be received to execute the agreement.
- Current Certificate of General Liability Insurance and required endorsement. See Exhibit D for specific insurance requirements.
- Current Certificate of Auto Liability Insurance and required endorsement (if applicable). See Exhibit D for specific insurance requirements.
- Current Certificate of Worker's Compensation Insurance and required endorsement. See Exhibit D for specific insurance requirements.

This Agreement cannot be considered binding on either party until approved by appropriate authorized State Agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval.

Expeditious handling of this Agreement is appreciated. Please contact me at: Gaurav.Chopra@dor.ca.gov if you have any questions.

Sincerely,

/s/Gaurav Chopra
Contracts and Procurement Section

Enclosures
cc: Contract Administrator

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: March 26, 2026

RE: MOU: SSFCTA Danielson Framework

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 ("District") and the South San Francisco Classroom Teachers Association ("Association" or "SSFCTA") seek to implement updated professional standards and evaluation frameworks for all certificated staff. This MOU extends and expands the previous agreement dated November 18, 2022, to include:

1. Adoption and implementation of the **Danielson Framework for Teaching (DFFT)** professional standards and evaluation tools for classroom teachers.

2. Adoption of updated state and/or national professional standards and evaluation frameworks for all other certificated unit members as identified in Article 2 of the Collective Bargaining Agreement (CBA).

3. Revising and aligning the Peer Assistance and Review (PAR) Program (Article 15) to ensure consistency with the newly adopted professional standards and evaluation frameworks, as mandated by California Education Code § 44500, which requires that peer assistance be integrated with the district's evaluation system.

This collaborative effort ensures alignment with best practices, supports professional development, and provides clear evaluation criteria consistent with the Board-adopted Instructional Framework.

Effective Dates: January 1, 2026 – June 30, 2029 (unless extended by mutual written agreement).

FISCAL IMPLICATIONS:

Costs are primarily for professional development and staff release time, anticipated to be covered by existing budgets. Any additional costs will be brought to the Board for approval.

RECOMMENDATION:

It is recommended that the Board approve the MOU between the District and SSFCTA to support the adoption and implementation of professional standards and evaluation frameworks for all certificated staff.

Docusign Envelope ID: 33054BDC-99E2-4A67-B0B2-6132559EA1DD

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
THE SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE

Adoption and Implementation of Professional Standards and Evaluation Frameworks

This Memorandum of Understanding ("MOU") is entered into between the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association" or "SSFCTA") (collectively, "the Parties"). This agreement serves as an extension and expansion of the MOU signed and dated November 18, 2022.

I. PURPOSE AND EFFECTIVE DATES

The purpose of this MOU is to establish the timeline and process for:

1. Implementing the Danielson Framework for Teaching ("DFFT") professional standards and evaluation tools for certificated classroom teachers, as recommended by the Instructional Framework Committee and adopted by the Board of Trustees on June 27, 2019.
2. Adopting and implementing updated state and/or national professional standards and evaluation frameworks for all other certificated unit member credential areas and position types included under Article 2 (Inclusions) of the Collective Bargaining Agreement ("CBA").
3. Revising and aligning the Peer Assistance and Review (PAR) Program (Article 15) to ensure consistency with the newly adopted professional standards and evaluation frameworks, as mandated by California Education Code § 44500, which requires that peer assistance be integrated with the district's evaluation system.

This MOU shall be effective January 1, 2026, and shall sunset on June 30, 2029, unless extended by mutual written agreement.

II. DANIELSON FRAMEWORK FOR TEACHING (DFFT) IMPLEMENTATION

1. **Joint Committee:** By the end of the Spring 2026 semester, the Parties shall appoint a joint committee of ten (10) members—five (5) appointed by the District and five (5) by the Association. This committee shall align CBA evaluation procedures and criteria with the DFFT standards and tools for certificated classroom teachers.
2. **CBA Integration:** By the end of the Fall 2026 semester, the Parties shall update Article 13 (Evaluation) of the CBA to replace references to the California Standards for the

Docusign Envelope ID: 33054BDC-99E2-4A67-B0B2-6132559EA1DD

Teaching Profession (CSTPs) with DFFT standards and tools, effective for the 2027-2028 school year.

3. **PAR Alignment:** By the end of the Fall 2026 semester, the Joint Committee shall review and update the Peer Assistance and Review (PAR) Program (Article 15). Per California Education Code § 44500, the PAR Program must be grounded in the same professional standards used for evaluations.
4. **Professional Development:** By the end of the Spring 2027 semester, the District shall provide comprehensive training to certificated administrators, classroom teachers, and PAR Consulting Teachers on the DFFT standards, tools, and CBA evaluation procedures to ensure full implementation for the 2027-2028 school year.

III. OTHER CERTIFICATED UNIT MEMBER CREDENTIAL AREAS AND POSITION TYPES

The Parties agree to implement updated professional standards for all other certificated unit members (e.g., non-classroom teachers) listed in Article 2 of the CBA, effective for the 2028-2029 school year.

1. **Joint Subcommittee Appointment:** By the end of the Spring 2026 semester, the joint committee identified in Section II.1 shall appoint a joint subcommittee to review and recommend standards and frameworks for these additional credential areas.
2. **Recommendations:** By the end of the Fall 2026 semester, the subcommittee shall recommend updated standards and evaluation tools to the Board of Trustees for adoption.
3. **CBA Integration:** By the end of the Spring 2027 semester, the Parties shall update Article 13 and Article (PAR) of the CBA to include the newly adopted standards for these positions, effective for the 2028-2029 school year.
4. **Professional Development:** By the end of the Fall 2027 semester, the District shall provide professional development and training to relevant administrators and unit members on these updated standards and tools.

IV. GENERAL PROVISIONS

This MOU shall not constitute a binding precedent or establish a past practice for any purpose and shall not be cited in future proceedings, except as required to enforce the terms herein.

DocuSigned by:
Shari Giusti
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3/10/2026

Shari Giusti — Date

President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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3/9/2026

J. Marwan Hannon — Date

Assistant Superintendent, Human Resources

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: March 26, 2026

RE: Memorandum of Understanding with South San Francisco Classroom Teachers Association for Special Education (Education Specialist) Retention Bonus (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:

As part of our continued recruitment and retention efforts aligned to Priority #4 Empowered Educators in our District's Strategic Plan "Fulfilling Our Promise to Learners," and building upon the 2023-2024, 2024-2025, and 2025-2026 school years' retention bonus strategy, the South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective the 2026-2027 school year only, for the purpose of authorizing incentive compensation to eligible participating employees in hard-to-staff credential areas.

The parties agree that eligible participating employees in hard-to-staff credential areas are defined as Special Education (Education Specialist) classroom teachers of record who were newly hired, effective the 2026-2027 school year, and possess Special Education (Education Specialist Instruction) Credentials that authorize the holders to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, in accordance with the requirements of the California Commission on Teacher Credentialing.

FISCAL IMPLICATIONS:

The parties agree that eligible participating employees shall receive incentive compensation in the form of a one-time, off salary schedule payment (“retention bonus”) equal to fifteen thousand dollars ($15,000) distributed over a three-year period in annual installment payments of five thousand dollars ($5,000) per one year of completed full-time service. 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 Classroom Teachers Association regarding the Special Education (Education Specialist) Retention Bonus effective for the 2026-2027.

Docusign Envelope ID: 133FA180-E5E6-4804-8AA4-DA907EC18068

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
AND
THE SOUTH SAN FRANCISCO CLASSROOM TEACHERS ASSOCIATION
IN RE
EDUCATION SPECIALIST RETENTION BONUS

The South San Francisco Unified School District ("District") and the South San Francisco Classroom Teachers Association ("Association") hereby agree to this Memorandum of Understanding ("MOU"), effective the 2026-2027 school year only, for the purpose of authorizing incentive compensation to eligible participating employees in hard-to-staff credential areas.

The parties agree that eligible participating employees in hard-to-staff credential areas are defined as Special Education (Education Specialist) classroom teachers of record who were newly hired, effective the 2026-2027 school year, and possess Special Education (Education Specialist Instruction) Credentials that authorize the holders to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education, in accordance with the requirements of the California Commission on Teacher Credentialing.

The parties agree that eligible participating employees shall receive incentive compensation in the form of a one-time, off salary schedule payment ("retention bonus") equal to fifteen thousand dollars ($15,000) distributed over a three-year period in annual installment payments of five thousand dollars ($5,000) per one year of completed full-time service:

- Each annual installment payment shall be distributed to each eligible participating employee in their paycheck as follows: May 2027, May 2028, and May 2029.

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- If the eligible participating employee vacates their position and leaves the District prior to completing one year of full-time service, then the District shall not owe the current year and future year(s) balance of the retention bonus to the employee.
- If the eligible participating employee vacates their position and leaves the District subsequent to completing one year of full-time service, and prior to completing any additional remaining year(s) of full-time service, then the District shall not owe the future year(s) balance of the retention bonus to the employee.

The parties 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:
Shari Giusti
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3/19/2026

Shari Giusti — Date
President, South San Francisco Classroom Teachers Association

DocuSigned by:
J. Marwan Hannon
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3/19/2026

J. Marwan Hannon — Date
Assistant Superintendent, Human Resources

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: March 26,2026

RE: New Job Description: Program Specialist (Special Education)

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) is committed to providing high-quality, equitable special education programs and services to support students with disabilities across all school sites. To strengthen district-level leadership, ensure compliance with federal and state laws, and maximize student outcomes in the least restrictive environment, the District is establishing the position of Program Specialist (Special Education).

Under the direction of the Program Specialist (Special Education), this administrative position will oversee the planning, coordination, administration, and evaluation of all district special education programs. The Director will provide leadership, coaching, and support to site administrators and special education staff, ensuring the implementation of inclusive practices, co-teaching models, and services aligned with Least Restrictive Environment requirements. The position also includes monitoring IEP implementation and compliance, collaborating with families, community partners, and nonpublic schools, facilitating transitions, and delivering professional development aligned with district goals, legal mandates, and instructional best practices.

FISCAL IMPLICATIONS:

The estimated total annual cost, including salary and benefits, is approximately $129,060 to $172,947 depending on placement.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the job description of the Special Education Program Specialist.

Job Title	Program Specialist, Special Education
Classification	Certificated Unrepresented
Work Year	Full-time, working 200 days per year
Hours	Unrepresented staff
Benefits:	Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; Master's/Doctoral Degree stipends; mileage stipend, and vacation time
Salary Range:	$129,060-$172,947 annually
Approval Date:	Board of Trustee: Pending

DEFINITION

Under the direction of the Director of Special Education, plan, coordinate, administer, and evaluate district special education programs and services to ensure compliance with federal and state laws, equitable access, and high-quality instruction for students with disabilities. Provide leadership, coaching, and oversight to site administrators and special education staff to maximize student outcomes in the least restrictive environment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provide district-level leadership and oversight for special education programs, services, and personnel to ensure implementation aligned with IDEA, Section 504, and California Education Code requirements.
- Support site administrators in the design, implementation, and monitoring of inclusive practices, co-teaching models, and continuum of services aligned with Least Restrictive Environment targets set forth by CDE.
- Supervise and evaluate assigned special education staff as directed; provide coaching and professional guidance to Education Specialists, Related Service Providers, and Para Educators.
- Monitor IEP implementation and procedural compliance; review records, observe classrooms, and provide corrective guidance.
- Lead and facilitate IEP meetings involving complex cases, compliance concerns, disputes, or high-level coordination with outside agencies.

- Coach site administrators in leading special education programs at their site including compliance oversight.
- Develop and deliver professional development aligned to district goals, legal requirements, and instructional best practices.
- Collaborate with site administrators, school psychologists, related service providers, and general education leaders to strengthen integrated service delivery and ensure alignment within MTSS frameworks.
- Serve as district liaison to families, outside agencies, nonpublic schools, and community partners regarding program placement, transition planning, and service coordination.
- Coordinate transition planning for students entering or exiting district programs, including nonpublic school placements, across school levels, and return-to-district considerations.
- Support the Director in responding to state complaints, due process filings, compliance reviews, and audits.
- Participate in district committees, initiatives, and cross-departmental planning to ensure alignment of services for students with disabilities.
- Serve as instructional leader and coach to specialization staff and implement evidence based practices in district curricular initiatives and adoptions.
- Facilitate clear and proactive communication with families in supporting collaborative relationships between home and school.
- Analyze and interpret student performance, program effectiveness, and compliance data to inform instructional decision-making, program improvements, and required local, state, and federal reporting.

OTHER DUTIES:

- Perform related duties as assigned to support district special education programs and initiatives.

QUALIFICATIONS

Education and Experience

- Preferred: Master's Degree in special education, educational leadership, or related field from accredited college or university
- Required: Bachelor's Degree from accredited college or university
- Preferred: At least three (3) years in a leadership or program coordination role.
- Required: At least five (5) years of experience serving students with disabilities

Background Check

Knowledge of:

- Federal and state laws governing special education including IDEA, Section 504, and California Education Code.
- Inclusive instructional practices and service delivery models.
- IEP development, implementation, and procedural safeguards.

- Curriculum adaptation, Universal Design for Learning, and specially designed instruction.
- Behavior intervention principles and positive behavior supports.
- Child development and learning theory.
- Conflict resolution and facilitation strategies.
- Public speaking, presentation, and professional learning design.
-

Ability to:

- Provide administrative leadership and oversight of special education programs.
- Interpret and apply laws, policies, and regulations accurately.
- Analyze data to inform program improvements and decision-making.
- Facilitate complex meetings and manage sensitive situations effectively.
- Establish and maintain collaborative working relationships across departments.
- Communicate clearly and professionally in oral and written formats.
- Supervise, coach, and evaluate staff.
- Plan, organize, and prioritize district-level initiatives.
- Operate standard office equipment and technology systems.
-

PHYSICAL DEMANDS

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:
Ability to work at a desk, conference table, or in meetings of various configurations.
Ability to sit, stand, and traverse for extended periods of time.
Ability to see for purposes of performing duties, responsibilities, and activities.
Ability to understand speech at normal levels.
Ability to read laws and codes, rules and policies, and a variety of other printed materials and digital screens, and prepare/process documents.
Ability to operate standard office equipment, computer technology including keyboard, and other equipment necessary to complete required duties, responsibilities, and activities.
Ability to listen and speak with others to clearly and understandably communicate and exchange information during conversation.
Ability to walk, twist, stoop, crouch, kneel, bend/over, grasp, reach overhead, push, pull, move, lift and/or carry 0-50 pounds to waist height.

ENVIRONMENTAL CONDITIONS

- Environment: Office environment with travel between District offices, school sites, and other facilities. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- Hazards: Driving a vehicle during adverse weather conditions. Frequent interruptions.

NON-DISCRIMINATION POLICY

South San Francisco Unified School District programs, activities, and employment shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex,sexual orientation, gender, gender identity, gender expression, or genetic information; a

perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 0410)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran or military status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics. (Board Policy 4030)

Benefits
Medical, dental, and vision plans; defined benefit pension plans; disability; life insurance; 403(b)/457(b) tax-deferred retirement savings plans; flexible spending account options; employee assistance program; Master’s/Doctoral Degree stipends; mileage stipend, and vacation time.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Marcos Garcia, Ed.D., Assistant Superintendent, Student & Family Services
Ryan Sebers, Director – Student Services

DATE: March 26, 2026

RE: License Renewal Agreement with EveryDay Labs on Their Attendance Software for 2026-27, 2027-28, and 2028-29

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:

With an absenteeism crisis impacting districts nationwide, it is more critical than ever that districts implement evidence-based interventions that are proven to positively impact student outcomes. Furthermore, districts need the ability to quickly leverage real-time attendance data to meaningfully use as an early warning indicator and be proactive with support measures before students fall into ongoing absenteeism situations. South San Francisco Unified School District has partnered with EveryDay Labs to meet this imperative.

EveryDay Labs has created a robust platform, EveryDay Intervention, which is the only PreK–12 attendance intervention to receive the Strong Evidence rating from Evidence for Every Student Succeeds Act (ESSA) out of Johns Hopkins University. The program delivers significant reduction in chronic absence rates by proactively engaging families with information and resources that help them overcome barriers to student attendance. The result is more access to learning opportunities for the students who benefit most from being in class.

The web-based platform provides real-time analysis of attendance trends and patterns at the district, school, and student level. With easy-to-understand data cuts and visualizations,

this tool will allow school teams to identify and target interventions aligned to systemic and individual attendance barriers. Paired with professional learning, our staff has been able to use real-time district data to further develop their teams and intervention strategies.

The EveryDay Labs solutions and professional learning tools platform is designed to help increase the efficacy of district and school attendance initiatives. At the core of each is the understanding that more equitable access to information and resources fosters a culture of success for students, families, and educators. Through our continued partnership, we believe EveryDay Labs can help SSFUSD maximize the power of attendance as a lever for student and school success.

FISCAL IMPLICATIONS:

Renewal of the EveryDay Labs attendance platform for a three-year term as follows:

2026-2027	$78,190.88
2027-2028	$78,190.88
2028-2029	$78,190.87
Total Agreement	$234,572.63

The $234,572.63 includes a discount of $26,063.62 (10% discount) for a 3-year agreement. Without the discount, the total amount would be $260,636.25.

This amount will be paid out of our LCAP.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the 3-year license renewal with EveryDay Labs for their EveryDay software platform, including EveryDay Intervention, EveryDay Truancy, and EveryDay Pro features/modules in the amount of $234,572.63.

EveryDay Labs, Inc.
303 Twin Dolphin Drive, Suite 600
Redwood City, CA 94065

EVERYDAY LABS INC. SERVICES AGREEMENT
COVER PAGE

This agreement ("Agreement") is entered into on the "Effective Date," which shall be the date on which the Agreement is fully executed by both parties, between EveryDay Labs Inc., ("EveryDay Labs"), and the Customer identified below ("District"). This Agreement includes and incorporates the below Order Form, as well as the accompanying EveryDay Labs Terms and Conditions and Exhibits and Attachments and contains, among other things, warranty disclaimers, liability limitations and use limitations. There will be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof. Each party's acceptance of this Agreement was and is expressly conditional upon the other's acceptance of the terms contained in this Agreement to the exclusion of all other terms.

District Information	
District Name: South San Francisco Unified School District	**Principal Contact: Ryan Sebers**
Address: 398 B Street	Title: Director of Student Services
South San Francisco, CA 94080	Phone: (650) 877-8744
	Email: rsebers@ssfusd.org
Billing Contact: Ryan Sebers	**Data Contact:**
Phone: 650-877-8744	Phone: Ryan Sebers
Email: rsebers@ssfusd.org	Email: rsebers@ssfusd.org

EveryDay Labs Contacts	
Program Manager: Emily Cunningham	**Sales & Contracts: Emily Bailard**
Phone: 650-641-9485	Phone: 650-641-9485
Email: emilyc@everydaylabs.com	Email: contracts@everydaylabs.com
Billing Contact: Victor Aguayo	
Email: ar@everydaylabs.com	

SCOPE OF WORK & ORDER FORM

As described below, EveryDay Labs and District will work together to implement a personalized intervention and engagement solution for up to 7,885 students designed to support student success by preventing student absenteeism, engaging families, and connecting them to district supports.

The scope will include:

- Unlimited staff access to **EveryDay Platform** with data for up to **7,885 students**, our attendance analytics and collaboration platform, which empowers attendance teams to analyze data, coordinate interventions, and track student progress.
    - Data Reporting & Collaboration Tools: Key attendance insights at the district, school, and student levels; surface patterns & trends; streamline family outreach; track effectiveness of efforts.
    - Evidence-Based Foundational Attendance Campaigns: Leverage various communication templates, including:
        - Evidence-based **chronic absenteeism nudge intervention***
        - Evidence-based **truancy notices**
        - Targeted campaigns and check-in survey templates
        - Reporting on communications sent at the student, school, and district level, resources families have requested and engaged with, and flags for incorrect contact information
- Communication Channels:
    - Unlimited Text Nudges** for up to 7,885 students in English & Spanish.
    - EveryDay Labs will generate, print and mail up to 54,407 Mail Communications*** in English and Spanish and based on a delivery calendar and student eligibility criteria mutually agreed upon by EveryDay Labs and District. These mailings can be used for chronic absence nudges, truancy notices, or other targeted campaign messaging. Additional mailings can be purchased for $1.00 each.
- Individualized Family Support: 24/7 Family Support bot and the multilingual phone-based Family Support Team to connect families to barrier-specific district or community resources.
- Expert Training for High Impact Action: Ongoing professional learning webinars and resource center to build capacity and equip team to deliver effective attendance improvement strategies throughout the school year.
- Dedicated Customer Success Manager to support program implementation, provide updates, answer questions, and lead professional learning sessions for school & district staff
- Biannual program impact analysis

**Specific students may be excluded from receiving communications by the District. EveryDay Labs will exclude students whose parents or guardians have elected to opt-out of receiving program communications (mail or text), as well as those who do not meet other eligibility criteria (e.g. undeliverable address or phone number).*
***Text Nudges are sent to one phone number per student*
****Mailings must be used within contract term.*

Fees: $234,572.63

Payment Schedule:	**Term:** The term of this Agreement commences on July 1, 2026 and expires
Upon contract signature: $234,572.63	June 30, 2029, subject to early termination as provided herein (the "Term").

EveryDay Labs Terms and Conditions

PLEASE READ THESE TERMS AND CONDITIONS ("TERMS") CAREFULLY BEFORE USING THE SERVICES OFFERED BY EVERYDAY LABS INC. ("EVERYDAY LABS"). BY MUTUALLY EXECUTING ONE OR MORE ORDER FORMS WITH EVERYDAY LABS WHICH REFERENCE THESE TERMS (EACH, AN "ORDER FORM"), YOU ("DISTRICT") AGREE TO BE BOUND BY THESE TERMS (TOGETHER WITH ALL ORDER FORMS, THE "AGREEMENT") TO THE EXCLUSION OF ALL OTHER TERMS. IF THE TERMS OF THIS AGREEMENT ARE CONSIDERED AN OFFER, ACCEPTANCE IS EXPRESSLY LIMITED TO SUCH TERMS.

1. **SERVICES.** Upon mutual execution, each Order Form shall be incorporated into and form a part of the Agreement. Subject to the terms and conditions of this Agreement (including any limitation and restrictions set forth on the applicable Order Form), EveryDay Labs will provide District with the services specified in each Order Form (collectively, the "Services") during the applicable Order Form Term (as defined below). The Services are subject to modification from time to time (at EveryDay Labs's sole discretion, for any purpose deemed appropriate by EveryDay Labs). EveryDay Labs will use reasonable efforts to give District prior written notice of any such modification. District will cooperate with EveryDay Labs in connection with the performance of this Agreement by making available such personnel and information as may be reasonably required, and taking such other actions as EveryDay Labs may reasonably request.

2. **LIMITED RIGHTS TO USE STUDENT RECORDS.** District will provide the Student Records (as defined below) to EveryDay Labs solely for EveryDay Labs to provide the Services and otherwise exercise and fulfill its rights and obligations hereunder, and hereby grants to EveryDay Labs the non-exclusive, royalty-free, worldwide, transferable license and right to (i) internally use, copy, modify, create derivative works of, and disclose the Student Records to EveryDay Labs Persons (as defined below) and/or other persons authorized in writing by District solely to provide the Service for the benefit of District, and (ii) freely use, copy, modify, create derivative works of, disclose and otherwise exploit De-Identified Data (as defined below) for any business purposes during and after the Term (including without limitation, for purposes of improving, testing and operating products and services).

   EveryDay Labs warrants that it will comply with the requirements of FERPA with respect to the use and disclosure of student records.

   "Student Records" means the confidential and proprietary student-related information which District discloses to EveryDay Labs, including as set forth in Attachment A (Data Transfer Standards), and excludes De-Identified Data. "De-Identified Data" means data submitted to, collected by, or generated by EveryDay Labs in connection with District's use (and EveryDay Labs's provision) of the Services but only in anonymized form which does not (and cannot be used to) specifically identify District, any of District's students or any other individual. District shall retain ownership of any rights it may have to the Student Records. "EveryDay Labs Person" is (i) a director, employee, contractor, agent or affiliate of EveryDay Labs, (ii) who needs to access the Student Records in connection with EveryDay Labs's provision of the Service, and (iii) is subject to confidentiality obligations that are no less protective of the Student Records than the terms of Section 7 of this Agreement. EveryDay Labs reserves the right to utilize independent contractors (e.g., third-party mailing vendors, third-party data integration vendors) to provide the Service. Prior to providing Student Records to such contractors, EveryDay Labs will enter into a separate agreement restricting the use and disclosure of Student Records in accordance with this Agreement.

Except for the rights expressly granted herein, this Agreement does not give EveryDay Labs any rights, implied or otherwise, to the Student Records. **At no time will EveryDay Labs share any Student Records with any non-EveryDay Labs Person without the written permission of District.** EveryDay Labs shall notify District should EveryDay Labs become aware of any unauthorized access to Student Records. Such notification shall reasonably include a description of the corrective actions that will be undertaken by EveryDay Labs. Upon contract termination, Student Records will be cleared in accordance with Section 9.

3. **DISTRICT RESPONSIBILITIES.** District shall only provide the Student Records to EveryDay Labs in accordance with the Data Transfer Standards set forth in Attachment A. District will not, and will not permit any third party to: (i) reverse engineer, decompile, disassemble or otherwise attempt to discover or obtain the source code, object code or underlying structure, ideas or algorithms of the Services or any software, documentation or data related to the Services ("Software") (provided that reverse engineering is prohibited only to the extent such prohibition is not contrary to applicable law); (ii) modify, translate, or create derivative works based on the Services or Software; (iii) use the Software or Services in any infringing, defamatory, harmful, fraudulent, illegal, deceptive, threatening, harassing, or obscene way; or (iv) use the Services or Software other than in accordance with this Agreement and in compliance with all applicable laws, regulations and rights (including but not limited to those related to, intellectual property, consumer and child protection). District further represents and warrants that neither the Student Records nor the use thereof by EveryDay Labs in accordance with this Agreement will infringe, misappropriate or violate any rights of or agreements with a third party or any laws or regulations. If EveryDay Labs receives any notice or claim that any data provided to EveryDay Labs, or activities hereunder with respect to any such data, may infringe or violate rights of or agreements with a third party or any laws or regulations (a "Claim"), EveryDay Labs may, but is not required to, suspend or terminate the Service. Without limiting the foregoing, District will indemnify EveryDay Labs from all liability, damages, settlements, attorney fees and other costs and expenses in connection with any such Claim or any breach of District's obligations in this Section 3, as incurred.

4. **FEES; PAYMENT.** District shall pay EveryDay Labs fees for the Service as set forth in each Order Form ("Fees"). Additionally, in the event that the United States Postal Service increases the First Class Mail postage rate, EveryDay Labs reserves the right to increase Mail Nudges Fees accordingly, by an amount no greater than the increase in EveryDay Labs's costs associated with the increased postage rate. Unless otherwise specified in an Order Form, all invoices issued under this Agreement are payable in U.S. dollars within thirty (30) days from date of invoice. Past due invoices are subject to interest on any outstanding balance of the lesser of 1.5% per month or the maximum amount permitted by law. District shall be responsible for all taxes associated with Service (excluding taxes based on EveryDay Labs's net income). All Fees paid are non-refundable and are not subject to set-off.

5. **WARRANTIES.** Each party represents and warrants that it (i) has the authority to enter into this agreement (ii) will comply with applicable law, including without limitation the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA) and other data privacy laws. The parties shall reasonably cooperate with each other to facilitate compliance with these laws, regulations and standards.

6. **OWNERSHIP.** District shall retain ownership of any rights it may have to the Student Records. As between the parties, EveryDay Labs alone will retain all intellectual property rights relating to the Service, including without limitation (i) any processes designed, used or implemented or works authored by EveryDay Labs, and (ii) the Nudges other than information specific to the District. District grants to EveryDay Labs a non-exclusive, royalty-free right and license to (directly or through EveryDay Labs Persons) use and otherwise exploit the

District's names, marks, logos and other identifiers ("Logos") during the Term in accordance with District's reasonable trademark usage guidelines for EveryDay Labs to perform the Services hereunder, including without limitation using the Logos with Mail Nudges. District may use the EveryDay Labs's Logos, in accordance with EveryDay Labs's relevant usage guidelines to identify and publicize the Services at conferences and education events; and (iii) EveryDay Labs may identify District as its customer and use District's Logos for marketing and sales purposes, provided that such identification shall not state or imply an endorsement by District. Except as expressly permitted by this Section 6, each Party shall have a written right of approval over the use of its Logos by the other party, which will not be unreasonably withheld.

7. **CONFIDENTIALITY.** EveryDay Labs will (i) use commercially reasonable efforts to protect the security of Student Records at all stages of providing the Service, (ii) use commercially reasonable efforts to limit access to Student Records to authorized recipients as provided in Section 2, and (iii) not at any time during or after the term of this Agreement disclose Student Records to any other person (other than EveryDay Labs Persons) without District's prior written consent (except that notwithstanding anything else the foregoing may be disclosed as required by law, regulation, or valid legal process, in which case EveryDay Labs shall, unless otherwise prohibited by law, notify District prior to such disclosure). Notwithstanding the foregoing, the confidentiality obligations of this Section 7 do not apply to any information that (a) was lawfully in the possession of EveryDay Labs before receipt from District; (b) is or becomes publicly available through no fault of EveryDay Labs; (c) is received by EveryDay Labs, without use or disclosure restriction, from a third party having an apparent bona fide right to disclose the information to EveryDay Labs; or (d) is independently developed by EveryDay Labs without use of the Student Records. District may be identified as the source of the Student Records.

While the terms of this Agreement are EveryDay Labs's confidential information, each party may disclose the relationship and the existence of this Agreement.

EveryDay Labs shall, to the extent of its liabilities under the laws of the State of California, defend the District (including but not limited to, its directors, trustees, officers, and employees) ("District Indemnitees") from any and all claims, actions or suits by unaffiliated third parties, and shall indemnify and hold the District Indemnitees harmless up to $1,000,000 from and against all losses, damages, costs, expenses paid or payable to such third party(ies) (including attorney fees), where such claims, actions or suits arise solely and directly from EveryDay Labs's or an EveryDay Labs Person's breach of the Student Record confidentiality requirements contained herein, provided EveryDay Labs is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume control over the defense and all negotiations for a settlement or compromise; EveryDay Labs will not be responsible for any settlement it does not approve in writing. The foregoing is District's sole remedy with respect to any breach of EveryDay Labs's obligations herein relating to Student Records.

8. **WARRANTY DISCLAIMER.** OTHER THAN THE EXPRESS WARRANTIES SET FORTH IN SECTION 5, THE SERVICES, SOFTWARE, AND EVERYDAY LABS' PROPRIETARY INFORMATION AND ANYTHING PROVIDED BY OR ON BEHALF OF EVERYDAY LABS IN CONNECTION WITH THIS AGREEMENT ARE PROVIDED "AS-IS," WITHOUT ANY WARRANTIES OF ANY KIND, AND EVERYDAY LABS (AND ITS AGENTS, AFFILIATES, LICENSORS AND SUPPLIERS) HEREBY DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT.

9. **TERMINATION.** Subject to earlier termination as provided below, this Agreement is for the Term as specified in the Order Form. In the event of any material breach of this Agreement, the non-breaching party may terminate this Agreement prior to the end of the Term by giving thirty (30) days prior written notice to the breaching party; provided, however, that this Agreement will not terminate if the breaching party has cured the breach prior to the expiration of such thirty-day period. Either party may terminate this Agreement, without notice, (i) upon the institution by or against the other party of insolvency, receivership or bankruptcy proceedings (provided that if such proceedings are involuntary, they are not dismissed within 120 days), (ii) upon the other party's making an assignment for the benefit of creditors, or (iii) upon the other party's dissolution or ceasing to do business without a successor.

All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, restrictions, accrued rights to payment, confidentiality obligations, indemnification obligations, intellectual property rights, warranty disclaimers, and limitations of liability. Within sixty (60) days of termination or expiration of this Agreement, EveryDay Labs will clear all District Student Records in its possession.

10. **LIMITATION OF LIABILITY**. EXCEPT FOR EITHER PARTY'S INDEMNIFICATION OBLIGATIONS, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER (I) FOR ANY INDIRECT, PUNITIVE, CONSEQUENTIAL, OR SPECIAL DAMAGES, INCLUDING LOST REVENUES OR PROFITS, ARISING FROM BREACH OF THE TERMS IN THIS AGREEMENT, NEGLIGENCE, STRICT LIABILITY OR OTHER TORT, OR ANY OTHER CAUSE, OR (II) AMOUNTS, IN THE AGGREGATE, IN EXCESS OF THE FEES PAID OR PAYABLE TO EVERYDAY LABS HEREUNDER IN THE TWELVE MONTH PERIOD ENDING ON THE DATE THAT A CLAIM OR DEMAND IS FIRST ASSERTED.

11. **INSURANCE**. EveryDay Labs shall procure and maintain the types and minimum limits of insurance as required by District, covering the performance of the Service. EveryDay Labs shall procure all insurance solely from insurers authorized to do business on an admitted basis in the State of California, or otherwise acceptable to District and their Office of Risk Management, or the equivalent office thereof.

12. **PIGGYBACK/RIDER**. EveryDay Labs agrees to allow District and other public agencies and school districts in the U.S. to purchase additional services, at the same terms and conditions that apply to this contract. Districts and agencies may order additional services in quantities and amounts. Any liability created by Purchase Orders/Order Forms issued against this agreement shall be the sole responsibility of the District or agency placing the order.

13. **MISCELLANEOUS.** This Agreement will be governed by, and construed in accordance with, the substantive laws of the State of California, without giving effect to any choice or conflict of law provision. Any action, suit or other proceeding arising under or relating to this Agreement (a "Suit") shall be brought in a court of competent jurisdiction in the State of California, and the parties hereby consent to the sole jurisdiction of the state and federal courts sitting in the State of California. The Parties are independent contractors and neither party shall be deemed to be an agent or employee of the other party. Neither party shall have authority to make any statements, representations or commitments of any kind on behalf of the other party, or to take any action which shall be binding on the other party. Neither party may assign this Agreement without the written consent of the other party; provided that either party may assign all of its rights and obligations under this Agreement to a successor-in-interest in connection with a sale or transfer of substantially all of such party's assets or business to which this Agreement relates. No modification or waiver of any provision of this Agreement or any Attachment shall be valid unless in writing and executed by duly-authorized representatives of both Parties. A failure by one of the Parties to this Agreement to assert its rights hereunder shall not be deemed a waiver of such rights. No such failure or waiver in writing by any one of the Parties hereto with respect to any rights shall extend to or

affect any subsequent breach or impair any right consequent thereon. If any provision of this Agreement is or becomes invalid or is ruled invalid by any court of competent jurisdiction or is deemed unenforceable, it is the intention of the parties that the remainder of this Agreement shall not be affected. This Agreement may be executed in two or more counterparts, and by facsimile or electronic transmission, each of which will be deemed to be an original, but all of which together shall constitute one and the same instrument. This Agreement and its Exhibits and Attachments embody the entire understanding between District and EveryDay Labs, and any prior or contemporaneous representations, either oral or written, are hereby superseded. All notices required by or relating to this Agreement shall be in writing and shall be sent by means of certified mail, postage prepaid, to the Parties to the Agreement and addressed, if to District, to the address set forth on the Order Form, and if to EveryDay Labs, as follows:

EveryDay Labs Inc.
303 Twin Dolphin Drive, Suite 600
Redwood City, CA 94065
Attn: Contracts
Email: contracts@everydaylabs.com

or addressed to such other address as that party may have given by written notice in accordance with this provision. All notices required by or relating to this Agreement may also be communicated by email, provided that the sender receives and retains confirmation of successful transmittal to the recipient. Such notices shall be effective on the date indicated in such confirmation. In the event that either party delivers any notice hereunder by means of email transmission in accordance with the preceding sentence, such party will promptly thereafter send a duplicate of such notice in writing by means of certified mail, postage prepaid, to the receiving party, addressed as set forth above or to such other address as the receiving party may have previously substituted by written notice to the sender.

IN WITNESS WHEREOF, District and EveryDay Labs have executed this Agreement as of the Effective Date.

DISTRICT

Signature: _____

Name: _____

Title: _____

Date: _____

EVERYDAY LABS INC.

Signature: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT A
DATA TRANSFER STANDARDS

District will provide EveryDay Labs with access to data as specified in the "**EveryDay Labs Data Specification and Transfer Standards**" which contains comprehensive information on data fields and the transfer process. Data will be transferred to EveryDay Labs daily. A summary of key steps are as follows:

- **Data Fields:** District will provide EveryDay Labs with the following data files for all students who are currently enrolled in the district, as well as historical data. A complete list of the fields and transfer protocol can be found in the "EveryDay Labs Data Specifications and Transfer Standards".
    - **Student Roster File:** One row per student enrollment. Sample fields: student ID, first name, last name, enrollment date, un-enrollment date, school, grade, mailing address(es), contact information including phone and email*, demographic information, home language, exclusion flag
    - **Daily Attendance File:** One row per attendance event. Sample fields: student ID, attendance date, attendance code
    - **Parent/Guardian File:** One row per contact. Sample fields: guardian name, phone number, email
    - **School Site Information File:** One row per school. Sample fields: school name, school id, school phone number
    - **Period Attendance File (Optional):** One row per attendance event. Sample fields: student ID, attendance date, attendance code
    - **Calendar File:** One row per school per day. Sample fields: calendar data, calendar code, attendance value
- **Executing the Data Transfers:** EveryDay Labs will host a secure, FERPA-compliant data transfer protocol through which the District will transfer all required data files on a daily basis. Additional details can be found in "EveryDay Labs Data Specification and Transfer Standards."

Please note that these data specifications and transfer standards are subject to change.

*As part of the program of intervention, EveryDay Labs may send a text message (Text Nudge) to any guardians whose phone number has been provided. The first message will provide the recipient with the opportunity to opt-out of receiving further messages. If the district is not authorized to send text messages to specific guardians, follow the instructions in the EveryDay Labs Data Specification and Transfer Standards to exclude them from text outreach. Note: digital communication will only be sent to parents and guardians; no digital communication is sent directly to students.

ATTACHMENT B
TRUANCY CONFIGURATION OPTIONS

District may select from the following truancy configuration options:

- Number of notices per student, per school year (up to 3)
- Minimum and maximum age
- Eligible grades
- Eligible schools
- Qualifications for each notice

For each notice:

- Districts can set multiple criteria. If a student meets any of the criteria they will be eligible. For example: 3 unexcused days OR 18 unexcused periods. Students will be evaluated against all criteria.
- Districts can require absences be consecutive.
- Districts can require that students have had a truancy meeting or intervention (as determined by inclusion in an intervention group with that intervention type).
    - Can either just require that the intervention or meeting has happened or require a certain number of absences after the intervention or meeting.
    - Note, intervention group start date is used as the date the truancy meeting or intervention was administered
- Set a “grace period” of time at the beginning of the lookback period that is excluded.
    - For example, if the criteria is since the beginning of the school year, they can exclude the first two weeks of school.

Note: We are not currently able to pull attendance across multiple school years to determine truancy eligibility.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

SUBJECT: BGCP Future Grads program MOU for SY 2025-2026

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

South San Francisco Unified School District (SSFUSD) is submitting a Memorandum of Understanding (MOU) with Boys & Girls Club of the Peninsula (BGCP) for the 2025–26 school year, effective August 1, 2025, through July 31, 2026. This MOU formalizes the partnership between SSFUSD and BGCP to provide campus-based support services for students at El Camino High School and South San Francisco High School.

Through this agreement, BGCP will provide programming designed to support college, career, and postsecondary readiness for students in grades 10 through 12. Services include the Future Grads program, which offers monthly after-school group programming and individual advising during the school day to support students in achieving their postsecondary goals, as well as Career Pathways programming to help students explore career options and build career readiness skills.

This agreement is procedural in nature and is intended to establish the framework for existing service delivery and partnership expectations for the 2025–26 school year.

FISCAL IMPLICATIONS:

This MOU does not include a direct fiscal impact or District funding allocation. It is procedural in nature and serves to formalize the partnership framework, roles, and responsibilities between SSFUSD and Boys & Girls Club of the Peninsula for high school programming during the 2025–26 school year.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the Memorandum of Understanding between South San Francisco Unified School District and Boys & Girls Club of the Peninsula for the 2025–26 school year. Approval of this agreement will support continued partnership-based services for high school students at El Camino High School and South San Francisco High School, including programming focused on college and career readiness, student engagement, and postsecondary planning.

BOYS & GIRLS CLUBS
OF THE PENINSULA

MEMORANDUM OF UNDERSTANDING
2025-2026

The Boys & Girls Clubs of the Peninsula (BGCP) looks forward to a productive collaboration with the South San Francisco Unified School (SSFUSD) district during the 2025-2026 school year, commencing August 1, 2025, and continuing through July 31, 2026. This document (MOU) reflects our planning discussions and serves as a record of our mutual agreements and commitments regarding our work together on our high school programs.

The purpose of this agreement is to formalize and clarify expectations between all parties and to establish an effective working relationship for the planning and implementation of BGCP's high-school campus-based services, including Future Grads and other BGCP programs requested by SSFUSD for El Camino and South San Francisco High schools.

I. Statement of Purpose

BGCP's mission is to empower the youth in our community with equitable access to social, academic, and career opportunities to thrive. We partner with schools and districts to provide afterschool and summer expanded learning time programs for youth from Kindergarten through 12th grade.

II. Primary Goals & Objectives

BGCP and El Camino and South San Francisco High will work together to provide 10th-12th grade students with high-quality college & post-secondary success programming. BGCP will staff and operate programs to serve students on the school sites, with the support and assistance from El Camino and South San Francisco staff as described in this MOU.

III. Program Scope

a. Future Grads: Students (sophomore through senior) will receive monthly group programming afterschool and individual advising during the school day to help them achieve their postsecondary education goals.
b. Career Pathways: Students will receive monthly group and individual programming to help them learn about various careers and career readiness
c. BGCP will have one Future Grads staff member and one Career Pathways staff member assigned to the South San Francisco district partnership

IV. BGCP Commitments

a. Hire, train, and supervise BGCP staff to implement campus-based programs.
b. Place dedicated full-time College Success Managers on the El Camino and South San Francisco campuses for the 2025-2026 school year.
c. Participate in an annual staff orientation meeting at the beginning of the school year with designated school staff.
d. Meet regularly as needed with the school Principal or appropriate designee to ensure that the program provided is aligned to student and school priorities.
e. Provide contact information for the supervisor of BGCP on-site staff to El Camino and South San Francisco administration.
f. Ensure that all BGCP staff comply with all requirements of a volunteer working with El Camino and South San Francisco prior to working with students in the program.

i. Each individual will submit a clear TB assessment and be cleared through LiveScan fingerprinting through the California Department of Justice and Federal Bureau of Investigation and completed Chekr background check.
ii. Each individual will comply with mandated reporter, Preventing Abuse in Youth, and CPR training.

g. As mandated reporters, submit reports to Child Protective Services (CPS) as necessary. BGCP will notify and supply a copy of the report to the designated school staff person when a CPS report has been filed.
h. Provide El Camino and South San Francisco with a roster and written verification that program staff have been cleared to work with students.
i. Notify designated school administration of any staff changes.
j. Provide services that do not interfere with classroom work or disrupt the normal activities of the school site.
k. Obtain approval from designated school staff person to provide or coordinate any activities outside the scope of the agreed upon services.
l. Comply with District and school site regulations regarding field trips.
m. Maintain a standard of professionalism and behavior consistent with the expectations of El Camino and South San Francisco sites.
n. Follow all school site procedures.
o. Notify the designated school staff person if BGCP staff will be late or absent on an assigned day.
p. Provide school administration with access to data and relevant information as requested for students participating in the BGCP program.

V. South San Francisco Unified School District School Site Commitments

a. Assign a designated staff person responsible for implementing and maintaining communication with BGCP.
b. Provide an orientation for BGCP staff who will be on site.
c. Provide and/or direct BGCP staff to who can provide orientation materials, including: the school map, bell schedule, teacher/room list, identification badges, keys, etc.
d. Provide school policies and procedures, including but not limited to consent and confidentiality policies (Staff Handbook, School Website).
e. Provide appropriate facilities for the after school program on the El Camino and South San Francisco campuses, which will be a dedicated office for Future Grads College Success Managers and monthly classroom/meeting space for group sessions.
f. Provide reasonable resources to facilitate the after-school program on the school campus i.e. projectors, computers, copiers.
g. Add BGCP to the school e-mail list serve and include BGCP on school information and emergency notification system.
h. Whitelist BGCP email address so that our staff can communicate with students via their school email addresses. Or, if BGCP email cannot be whitelisted, provide a SSFUSD email address to Future Grads so our staff can communicate with students through their school email.
i. Facilitate the completion of all required paperwork necessary for on-site service provision.
j. Notify BGCP, as soon as known, of any schedule change that will interfere with provision of services.

k. Provide ongoing support as needed to facilitate the provision of services.
l. Collaborate with BGCP to determine student participants and referral process, with a strong preference for using BGCP's criteria for enrollment in program.
m. El Camino and South San Francisco principal or designee meets with BGCP to communicate about the effectiveness of services at least once per semester.
n. Transportation, or funding for transportation, for Summer Academy and Post Secondary Retreat for students from the South San Francisco district.
o. Provide access to data and relevant information for students participating in the BGCP program, including, but not limited to, SSID, School ID, EL and Special Ed designations, CAASPP scores, reading and math proficiency levels, reading and math performance bands, GPA, attrition and retention, attendance, behavioral referrals, suspensions and expulsions, etc. as available.
p. BGCP shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information, and shall not use such student information for any purpose other than carrying out the obligations under this Agreement. BGCP shall comply with all requirements and terms set forth in Exhibit A (relating to Privacy of Pupil Records), which is incorporated by reference into this Agreement

VI. Miscellaneous

a. **Entire Agreement**. This MOU, along with the attached documents, constitute the entire agreement between BGCP and SSFUSD regarding our collaboration on the programs described above during the 2025-2026 school year and supersedes any prior agreements or understandings. The terms and conditions of this MOU shall not be altered or otherwise modified except upon a duly executed written amendment to this MOU.

b. **Relationship of the Parties.** The relationship of the Parties under this MOU is that of independent contractors. Nothing in this MOU will create, or be construed to be, a joint venture, association, partnership, franchise or other form of business relationship. At no time will the employees, agents or assigns of one Party be considered the employees of the other Party for any purpose, including but not limited to workers' compensation purposes.

c. **Indemnification.**
   i. BGCP's Obligation. BGCP shall indemnify, defend, and hold harmless SSFUSD, its officers, agents and employees, from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of the performance of this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of BGCP, its officers, agents, or employees.
   ii. SSFUSD's Obligation. SSFUSD shall indemnify, defend and hold harmless BGCP, its officers, agents, and employees, from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of the performance of this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of SSFUSD, its officers, agents, or employees.

d. **Insurance.** Without limiting the indemnification obligation of either party to this MOU, at its own expense, BGCP will keep in full force and effect during the Term of this MOU and all extensions and renewals thereof, insurance with coverages as follows:
   i. Worker's Compensation: as required under California State Law.
   ii. Business Automobile Liability: for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than $1,000,000 per occurrence.
   iii. General Liability Insurance:
   Commercial Form (MINIMUM LIMITS)

1.	Each Occurrence	$1,000,000
2.	Products/Completed Operations Aggregate	$2,000,000
3.	Personal and Advertising Injury	$1,000,000
4.	General Aggregate	$2,000,000

   iv. Professional Liability Insurance: Professional liability insurance coverage in connection with this MOU in an amount not less than One Million Dollars ($1,000,000) per occurrence or claim and Three Million Dollars ($3,000,000) in the annual aggregate for the acts and omissions of BGCP and any BGCP employee, subject to applicable aggregates for "claims made" insurance coverage. BGCP further shall maintain continuous coverage for the entire Term and all extensions and renewals thereof.

Upon execution of this MOU and at SSFUSD request, BGCP shall furnish SSFUSD with certificates of insurance evidencing such coverages by delivering such certificates to SSFUSD's representative specified in Section e, below. Certificates shall further provide for thirty (30) days advance written notice to SCHOOL of any material modification, change, or cancellation of the above insurance coverages.

If the insurance is written on a claims made form, following termination of this MOU, coverage shall survive for a period of three (3) years. Coverage shall coincide with the Effective Date.

e. **Notices**. Whenever written notice is required by this MOU, it must be delivered to the addresses indicated below by Certified Mail, Postage Pre-Paid, Return Receipt Requested; Hand Delivery; or Commercial overnight delivery service such as Federal Express or United Parcel Service, as follows:

If to BGCP:

Esme Ortiz

Esme@bgcp.org

401 Pierce Rd

Menlo Park CA

If to SSFUSD:

Ted O

BOYS & GIRLS CLUBS
OF THE PENINSULA

398 B Street

South San Francisco, CA 94080

VII.
We greatly value the opportunity to work with SSFUSD and believe that by working together we can provide participating students with the opportunities they need to realize their potential.

Signatures

_____ _____
Dr. Shawnterra Moore Date
Superintendent
South San Francisco Unified School District

_____ _____
Mak Azadi Date
Chief Operating Officer
Boys & Girls Clubs of the Peninsula

BOYS & GIRLS CLUBS
OF THE PENINSULA

EXHIBIT A

PRIVACY OF PUPIL RECORDS

This exhibit concerns pupil records, as that term is defined by Education Code section 49073.1 ("Pupil Records") and/or covered information, which means personally identifiable information or materials as defined by Business and Professions Code section 22584 ("Covered Information").

1. Pupil Records Property of District. All Pupil Records are and will continue to be the property of and under the control of the District. The parties agree that as between them, all rights, including all intellectual property rights in and to Pupil Records shall remain the exclusive property of the District, and BGCP has a limited, nonexclusive license to such Pupil Records. This Agreement does not give BGCP any rights, implied or otherwise, to Pupil Records, District content, or intellectual property, except as expressly stated in this Agreement.

2. Pupil-Generated Content. Notwithstanding the provisions of section 1, pupils shall retain ownership and control of pupil-generated content generated during a pupil's work with BGCP, if any (as that term is defined by Education Code section 49073.1(d)(4)). BGCP shall make all pupil-generated content, if any, available to the pupil who created it and provide a process by which a pupil can transfer their pupil-generated content to a personal account. Upon request, BGCP shall provide the District with a written description of the process it will provide to pupils in compliance with this section 2.

3. Use of Information in Pupil Records. BGCP may not and will not use any Pupil Record or information in a Pupil Record for any purpose other than those required or specifically permitted by the Agreement.

4. Personally Identifiable Information. BGCP shall provide a process by which a pupil's parent, legal guardian, or the eligible pupil can review personally identifiable information in the pupil's records and correct erroneous information. Upon request, BGCP shall provide the District with a written description of the process it will provide to pupils and their parents/legal guardians in compliance with this section 4

5. Security and Confidentiality of Pupil Records. BGCP will access, store and use Pupil Records in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure BGCP's own data of a similar type. Without limiting the foregoing, BGCP warrants that all Pupil Records will be encrypted in transmission via web interface using SSL (Secure Socket Layer) (including via web interface) and stored at no less than 128-bit level encryption. In addition, BGCP will use industry-standards and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods in providing services under the Agreement. BGCP will designate employees or agents it holds and will hold primarily responsible for meeting the BGCP's duties to securely maintain and protect Pupil Records. BGCP will ensure that the designated persons have or will receive all training and information necessary to meet the BGCP's duties to securely protect and maintain Pupil Records. The designation of employees or agents required under this section does not relieve the BGCP of any of its duties under the law or the Contract and/or this Rider, nor relieve the BGCP of any liability for any breach thereof.

6. Unauthorized Disclosure. Immediately upon becoming aware of an unauthorized disclosure of Pupil Records, or of circumstances that could have resulted in unauthorized access to or disclosure or use of Pupil Records, BGCP will notify the District, fully investigate the incident, and cooperate fully with the District's investigation of and response to the incident. Except as otherwise required by law, BGCP will not provide notice of the incident directly to parents, legal guardians, or pupils whose personally identifiable information was involved, to regulatory agencies, or to other entities, without prior written permission from the District. District may, by written request, direct BGCP to provide notice of the incident directly to parents, legal guardians or pupils whose personally identifiable information was involved, or to regulatory agencies or other entities.

7. Retention of Pupil Records. The BGCP hereby certifies that Pupil Records shall not be retained or available to BGCP, including any subcontractors, partners, or associated entities of the BGCP, upon completion of the terms of Agreement. Notwithstanding the foregoing, BGCP may maintain pupil-generated content (as that term is defined by Education Code section 49073.1(d)(4)), if any, upon completion of the term of the Agreement, and only if, the parent, legal guardian, or eligible pupil chooses to establish or maintain an account with the BGCP for the purpose of storing the pupil-generated content and the BGCP receives the written permission of a pupil's parent or legal guardian to establish or maintain the pupil's account. In furtherance of the foregoing, upon termination or expiration of the Agreement, BGCP will ensure that all Pupil Records are securely returned or destroyed as directed by the District. Transfer to the District or a third party designated by the District shall occur within a reasonable period of time, and without significant interruption in service. BGCP shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of the District or its transferee, and to the extent technologically feasible, that the District will have reasonable access to Pupil Records during the transition. In the event that the District requests destruction of any Pupil Records, BGCP agrees to securely destroy all Pupil Records in its possession and in the possession of any subcontractors or agents to which the BGCP might have transferred Pupil Records. BGCP agrees to provide documentation of data destruction to the District upon request.

8. Family Educational Rights and Privacy Act. BGCP agrees to assist District in maintaining the privacy of Pupil Records as may be required by State and Federal law, including but not limited to the Protection of Pupil Rights Amendment (PPRA), the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the Student Online Personal Information Protection Act (SOPIPA). BGCP shall not explicitly obtain consents from parents directly. BGCP will provide access to Pupil Records, including de-identified information, only to its employees and subcontractors who need to access the data to fulfill BGCP obligations under the Agreement. BGCP will ensure that employees and subcontractors who perform work under the Agreement have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of this Exhibit B. BGCP will use the education records only for the purpose of fulfilling its duties under the Agreement for District's and its pupils' benefit, and will not share such data with or disclose it to any third party except as provided for in this Exhibit B, required by law, or authorized in writing by the District. If BGCP will have access to "education records" for the District's pupils as defined under FERPA, BGCP acknowledges that, for the purposes of the Contract and/or this Rider, it will be designated as a "school official" with "legitimate educational interests" in the District education records, as those terms have been defined under FERPA and its implementing regulations, and the BGCP agrees to abide by the FERPA limitations and requirements imposed on school officials. BGCP will use the education records only for the purpose of fulfilling its duties under the Agreement for District's and its pupils' benefit, and will not share such

data with or disclose it to any third party except as provided for in this Exhibit B, required by law, or authorized in writing by the District.

9. No Targeted Advertising. BGCP will not use Pupil Records for advertising or marketing purposes unless such use is specifically authorized by this Agreement or otherwise authorized in writing by the District. BGCP will not use Pupil Records to engage in targeted advertising. BGCP is prohibited from mining Pupil Records for any purposes other than those agreed to by the parties.

10.Covered Information. To the extent BGCP is an operator of an Internet Web site, online service, online application, or mobile application, with actual knowledge that the site, service, or application is used primarily for K-12 school purposes and was designed and marketed for K-12 school purposes, BGCP agrees to comply with all of the requirements of Business and Professions Code section 22584. BGCP agrees not to engage in targeted advertising as described in section 22584. BGCP agrees not to use information, including persistent unique identifiers, created or gathered by the BGCP's site, service, or application, to amass a profile about a student except in furtherance of District's purposes. BGCP further agrees to that it will not sell, disclose, or otherwise use Covered Information without the prior written consent of the District. BGCP will implement and maintain reasonable security procedures to protect Covered Information and fulfill all other requirements of Business and Professions Code section 22584.

11. Compliance with Law. In the event of a conflict between this Exhibit A and the remaining terms of the Agreement, the terms of this Exhibit A shall govern. This Exhibit A is intended to comply with Education Code section 49073.1 and Business and Professions Code section 22584. In addition to any other penalties, if the Agreement and this Exhibit A, taken together, fail to comply with Education Code section 49073.1 and Business and Professions Code section 22584, the Agreement shall be rendered void if, upon notice and a reasonable opportunity to cure, the noncompliant party fails to come into compliance and cure any defect. Written notice of noncompliance may be provided by any party to the Agreement. All parties subject to a contract voided in accordance with this paragraph and Education Code section 49073.1 or Business and Professions Code section 22584 shall return all Pupil Records and Covered Information in their possession to the District. The term of this Exhibit A is coextensive with the term of the Agreement.

12.California Consumer Privacy Act. To the extent applicable, BGCP shall comply with the requirements of the California Consumer Privacy Act ("CCPA"). The CCPA, however, shall not preempt the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. Part 99), the Children's Online Privacy Protection Act (Pub.L.No. 106-554 and 47 U.S.C. §254(h)), the Children's Internet Protection Act (15 U.S.C. §6501 et seq.), California Education Code sections 49073.1and 49073.6, and/or the Student Online Personal Information Act (California Business and Professions Code §22584).

Notwithstanding the above, to the extent that a "consumer" as that term is defined by the CCPA, contacts BGCP to receive Pupil Records or Covered Information provided to BGCP pursuant to this Agreement, to delete consumer's personal information or to access information collected by BGCP hereunder, BGCP shall refer the consumer to the District, and the District will provide the necessary and proper procedures regarding the requested information.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

SUBJECT: BGCP ELOP Summer Program MOU for 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:

South San Francisco Unified School District (SSFUSD) is submitting a Contract Services Agreement with Boys & Girls Club of the Peninsula (BGCP) for summer 2026 programming, effective June 1, 2026. Under this agreement, BGCP will plan, staff, and operate an Expanded Learning Opportunities Program (ELOP) summer program at the Orange Avenue Clubhouse from June 8, 2026 through July 17, 2026.

Through this agreement, BGCP will provide a full-day summer expanded learning program for District students, including academic assistance, homework support, physical activity, enrichment, parent communication, attendance tracking, and required program reporting. The program is intended to operate in alignment with California Department of Education expanded learning requirements and District expectations for quality, safety, staffing, and compliance.

BGCP is currently the only provider operating under a separate summer agreement. As part of the District's broader effort to improve consistency across Expanded Learning provider agreements, future agreement structures will continue to be reviewed and aligned where appropriate.

FISCAL IMPLICATIONS:

The total cost of this agreement is $212,525. Of this amount, $205,525 supports the Expanded Learning Opportunities Program (ELOP) summer program at the Orange Avenue Clubhouse for 28 program days, serving up to 160 students, at a cost of approximately $1,284 per student. The remaining $7,000 will support summer-related transportation costs identified within the agreement.

Funds to support this agreement are available and will be paid from categorical grant funding designated for Expanded Learning Opportunities Program (ELOP) services.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the Contract Services Agreement between South San Francisco Unified School District and Boys & Girls Club of the Peninsula for summer 2026 programming in the amount of $212,525. Approval of this agreement will allow the District to continue providing summer expanded learning and enrichment opportunities through a valued community partner while supporting ongoing efforts to strengthen consistency and alignment across Expanded Learning provider agreements.

BOYS & GIRLS CLUBS
OF THE PENINSULA

CONTRACT SERVICES AGREEMENT

School District: SSFUSD
School Site: Orange Avenue Clubhouse
School Year: Summer 2026

THIS CONTRACT SERVICES AGREEMENT ("Agreement") is by and between the BOYS & GIRLS CLUBS OF THE PENINSULA, a California nonprofit corporation ("BGCP") and the SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT, effective as of June 1, 2026.

Recitals

A. BGCP is nonprofit organization exempt under Section 501 (c)(3) of the Internal Revenue Code that operates after-school programs for children and youth. Its mission is to empower youth in our community with equitable access to social, academic, and career opportunities to thrive.
B. The District wishes to hire BGCP to plan, staff, and operate an Expanded Learning program at the Orange Avenue Clubhouse during the Summer of 2026. The District also wishes to provide transportation for district high school students to attend the BGCP Summer Academy at Skyline College. BGCP wishes to provide such services in order to further its mission.
C. The District will use county, state and federal dollars to fund the Expanded Learning program at School Site for such year.

The parties agree as follows:

Terms

SCOPE OF SERVICES. Subject to the terms and conditions set forth in this Agreement, BGCP shall provide the services described in Exhibit A ("Services") to the District.

COMPENSATION. The District shall pay BGCP for the Services rendered in the amounts, at the time, and in the manner set forth in Exhibit A. BGCP shall submit all billings for said Services to the District in the manner specified in Exhibit A. Excepted as expressly provided in Exhibit A, BGCP shall be responsible for all costs incurred to perform the Services.

DISTRICT OBLIGATIONS. The District shall cooperate with BGCP and support BGCP's provision of the Services as described on Exhibit A.

RELATIONSHIP OF THE PARTIES. It is the intention of the parties that BGCP shall perform Services as an independent contractor to the District, and nothing in this Agreement shall be

construed to create a partnership or joint venture between the parties, or to create an employment relationship between the District and BGCP or between the District and any employee, agent, or volunteer of BCGP. Neither BCGP, nor any employee, agent, or volunteer of BCGP who performs any part of the Services, shall thereby be entitled to any benefits accorded to District employees, including without limitation health or retirement benefits, workers' compensation, disability insurance, vacation, or sick pay.

MUTUAL INDEMNIFICATION. BGCP shall indemnify and defend the District Parties from any and all losses, costs, damages, expenses, and liabilities (including reasonable legal fees and costs) arising out BGCP's performance of the Services, but only to the extent caused by intentional or negligent acts, errors, or omissions of one or more of the BGCP Parties.

The District shall indemnify and defend the BGCP Parties from any and all losses, costs, damages, expenses, and liabilities (including reasonable legal fees and costs) arising out of BGCP's performance of the Services, but only to the extent caused by negligent or intentional acts, errors, or omissions of one or more of the District Parties.

The obligations created in this paragraph shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

For the purposes of this paragraph:

a. "District Parties" means the District and its officers, volunteers, employees, consultants, contractors, agents, and members of the Board of Education.
b. "BGCP Parties" means BGCP and its officers, directors, employees, volunteers, consultants, contractors, and agents.

INSURANCE REQUIREMENTS. During the entire term of this Agreement, BGCP shall at its sole cost maintain in force the following types of insurance, in each case with coverage of no less than One Million Dollars ($1 million) per occurrence:

a. Commercial general liability insurance covering death, bodily injury and property damage
b. Business auto liability insurance covering owned, and non-owned, and hired vehicles
c. c. Sexual misconduct and molestation liability insurance

In addition, during the entire term of this Agreement, BGCP shall at its sole cost maintain workers compensation insurance that covers BGCP employees working at the School Site.

The policies of insurance described above shall be carried with insurance companies authorized to do business in the State of California. True and correct copies of all certificates of insurance reflecting the coverage described above shall be provided to the District upon request. BGCP agrees not to cancel or reduce the coverage provided by the policies of insurance described above without first giving the District thirty (30) days' prior written notice. Should any such policy of insurance be canceled or changed, BGCP agrees to

immediately provide the District with true and correct copies of all new or revised certificates of insurance.

COMPLIANCE WITH LAWS. BGCP shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations. BGCP shall comply with the requirements of California Education Code § 45125.1 with respect to fingerprinting of BGCP or employees or agents of BGCP who may have contact with the School District's pupils. If at any time during the term of this Agreement BGCP is either notified by the U.S. Department of Justice or otherwise becomes aware that any employee or agent of BGCP performing Services under this Agreement has been arrested or convicted of a violent or serious felony listed in California Penal Code § 667.S(c) or California Penal Code§ 1192.7(c), respectively, BGCP agrees to immediately notify the District and remove said employee or agent from performing Services pursuant to this Agreement. BGCP will pay for fingerprinting to be done through the District.

LICENSES. BGCP represents and warrants to the District that it has all licenses, permits, qualifications, and insurance that are legally required of BGCP to perform the Services. BGCP represents and warrants to the District that BGCP shall, at its sole cost, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of BGCP to practice its profession.

NON-ASSIGNABILITY. Neither party may assign this Agreement or any of its obligations thereof to a third party without the prior written consent of other party; provided, however, that nothing in this paragraph should be construed to prevent BGCP from using employees or contractors under BGCP's direction and control to assist BGCP in the performance of the Services. Any attempted assignment without the prior written consent of the other party shall be void.

NON-DISCRIMINATION. No person shall be denied the benefits of, or be subjected to discrimination in the conduct of, any activities or programs conducted pursuant to this Agreement on account of their race, ancestry, sex, creed, color, national origin, religion, age, political affiliation, marital status, medical condition, sexual orientation, or disability. BGCP shall ensure full equal employment opportunity for all employees providing Services under this Agreement.

RETENTION OF RECORDS. BGCP shall maintain all required records and reports that it is required to maintain under Exhibit A for three (3) years after the later of the date the District makes its final payment due under Exhibit A or the last day of the District's fiscal year in which an part of the Services were performed. Such records shall be subject to the examination and/or audit by the District, the State of California, or any federal agency that funds the District, at reasonable times.

ENTIRE AGREEMENT; AMENDMENT. This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the entire Agreement of the parties hereto and correctly states the rights, duties and obligations of each party as of the date of this Agreement. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this Agreement are not binding. All subsequent modifications to this Agreement or to Exhibit A shall be in writing and signed by the District

and BGCP. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.

TERM AND TERMINATION OF AGREEMENT.

a. The term of this Agreement shall commence on the Effective Date and shall continue until the earlier of (i) completion of the Services and satisfaction of all obligations herein, or (ii) termination by either party in accordance under subsection below (iii) termination under Section 15 (conditions to performance} below.
b. BGCP or the District may terminate this Agreement at any time, by giving thirty (30) days' written notice to the other party stating the effective date of termination. BGCP shall be entitled to receive payment for Services provided prior to the date of termination of the Agreement. Such payment shall be that portion of the full payment described in A which is allocable to the portion of the Services actually provided prior to termination.
c. Notwithstanding anything to the contrary, Section 17 (Confidential Information); Section 14 (Termination), and Section 5 (Indemnification) will survive any termination or expiration of this Agreement.

CONDITIONS TO PERFORMANCE. The obligations of both parties hereto are subject to satisfaction of the following conditions prior to that date which is 30 days prior to the first day that Services are scheduled to commence under Exhibit A (the "Precondition Deadline"):

a. Approval of Exhibit A by the District Superintendent, as evidenced by his/her signature;
b. Award of an ELOP grant to the District to operate an Expanded Learning Program.

If such conditions are not satisfied by the Precondition Deadline, then this Agreement shall terminate on the Precondition Deadline without further action by the parties.

NOTICES. Any written notices relating to this Agreement shall be delivered by mail, email, or private delivery service to:

If to the School District: Ted O, Assistant Superintendent Business Services
398 B Street
South San Francisco, CA. 94080
Tedo@ssfusd.org

If to BGCP: Mak Azadi, Chief Operating Officer
401 Pierce Road
Menlo Park, CA 94025
mak@bgcp.org

Either party may change its contact information above by written notice to the other party.

CONFIDENTIAL INFORMATION. BGCP shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information, and shall not use such student information for any purpose other than carrying out the obligations under this Agreement. The District shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student, employee, contractor, or volunteer information received from BGCP. Upon termination of this Agreement, BGCP shall turn over to District all educational records related to the Services provided to any District student pursuant to this Agreement.

SEVERABILITY. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of San Mateo, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District. WAIVER. No delay or omission by a party in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude a party from any or further exercise of any right or remedy.

EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

WHEREFORE, the Parties have executed this Agreement as of the date first written above.

SOUTH SAN FRANCISCO UNIFED SCHOOL DISTRICT
By:

Ted O, Assistant Superintendent Business Services	Date

BOYS & GIRLS CLUBS OF THE PENINSULA
By:

Mak Azadi, Chief Operating Officer	Date

BOYS & GIRLS CLUBS
OF THE PENINSULA

CONTRACT SERVICES AGREEMENT

EXHIBIT A

I. SCHOOL SITE AND YEAR

A. BGCG will provide the services described in this Exhibit A ("Services") at the following locations: Orange Ave Boys & Girls Clubhouse

B. The Services will be provided during the period of June 8-July 17 at the Orange Avenue Clubhouse.

II. SCOPE OF SERVICES

A. Program operations:

BGCP will operate the expanded learning program in a manner consistent with the District's allocation to support after school care programs. BGCP will provide staff, materials, management and supervision. In addition, BGCP will work collaboratively with the District on governance, operational management and evaluation. BGCP agrees to provide a high-quality program consistent with guidelines established by the California Department of Education ("CDE") and the District for this grant.

BGCP will have the following responsibilities in support of the expanded learning programs:

i. Build and coordinate a daily schedule that includes academic assistance, homework support, physical exercise, enrichment components.
ii. Hire, train, and supervise site staff.
iii. Staffing according to the grant requirement which is a maximum of 20 students per one adult for grades 1-8 and 1:10 for K.
iv. BGCP must maintain any grant requirements that are used for funding these programs regarding attendance and other regulations in order not to jeopardize the grant for the District.
v. BGCP will not provide any transportation to the Orange Avenue Clubhouse
vi. Comply with the requirements of the COE with respect to fingerprinting employees who may have contact with District's students, as well as inform the District and immediately remove an employee that has been arrested or convicted of a violent or serious felony.
vii. Provide all materials and tools required to perform the services under this agreement. The District will make available supplies purchased in prior years through the district or site funds.
viii. Complete site emergency plans and related staff training.

ix. Provide Academic assistance and other activities specifically supporting classroom curriculum and academic goals
x. Foster communication with and involvement of parents through parent orientations, parent handbook, newsletter, and hosting a minimum of one parent night (could be in conjunction with school PTA).
xi. Adhere to proper management and fiscal accountability practices including maintaining proper insurance coverage, workers compensation insurance to BGCP employees and compliance with employment laws, federal, state and local laws and ordinances.
xii. Provide documentation and attendance tracking to the District to maintain for a period of no less than 5 years.

III. EVALUATION AND REPORTING

A. BGCP will provide:

- Attendance and snack reports to the District within 20 days of District request.
- Provide all CDE required documents no less than 10 calendar days in advance of any deadlines, as requested by the District.

IV. DISTRICT EXPECTATIONS

- Administer all state and federal requirements {application, renewals, attendance, contracts).
- Develop MOUs (Attachment B) that outline program and partner responsibilities.
- Ensure compliance with state and federal requirements and local agreements/MOUs.
- Support partner resource development and resource sharing among partners.
- Problem-solve with partners as challenges arise.
- Provide information, such as applicable assessment results, student demographic information, grades, and graduation information (if applicable) to the BGCP.
- Impact & Measurement team. The district also agrees to provide additional data to BGCP when necessary for program evaluation, funding, and research purposes. This data will follow on provisions listed in Exhibit B and support BGCP in providing effective and relevant programming.
- Facilitate and support collaborative oversight body.
- Collect and disseminate necessary data to partners as expressed in and limited to the data sharing MOU.

V. COMPENSATION TO BGCP

- BGCP will be paid a total amount of $212,525 based on the grant funding received for the purpose of supporting After School and Expanded learning program. Billing will be submitted in August 2026 for this full amount.

- For the ELOP program being run at the Orange Avenue Clubhouse at a cost of $205,525, BGCP will run the program for a total of 28 days (9 hours per day), serving 160 students at a cost of $1,284 per student.

Sites	ASES	Centrury21	ELO-P	Total
Orange Avenue Clubhouse				$205,525
Transportation for Future Grads Summer Programs				$7,000

Payment to BCGP for such invoice shall be disbursed within 45 days of receipt of the invoice.

EXHIBIT B

PRIVACY OF PUPIL RECORDS This exhibit concerns pupil records, as that term is defined by Education code section 49073.1 ("Pupil Records") and/or covered information, which means personally identifiable information or material as defined by Business and Professions Code section 22584 ("Covered Information").

1. **Pupil Records Property of District.** All Pupil Records are and will continue to be the property of and under the control of the District. The parties agree that as between them, all rights, including all intellectual property rights in and to Pupil Records shall remain the exclusive property of the District, and Contractor has a limited, nonexclusive license to such Pupil Records, District content, or intellectual property, except as expressly stated in the Contract and this Rider.
2. **Pupil-Generated Content.** Notwithstanding the provisions of section 1, pupils shall retain ownership and control of pupil-generated content, if any (as that term is defined by Education Code section 49073.1(d)(4)). Contractor shall make all pupil-generated content, if any, available to the pupil who created it and provide a process by which a pupil can transfer his or her pupil-generated content to a person account. Upon request, Contractor shall provide the District with a written description of the process it will provide to pupils in compliance with this section 2.
3. **Use of Information in Pupil Records.** Contractor may not and will not use any Pupil Record or information in a Pupil Record for any purpose other than those required or specifically permitted by the Contractor and this Rider.
4. **Personally Identifiable Information.** Contractor shall provide a process by which a pupil's parent, legal guardian, or the eligible pupil can review personally identifiable information in the pupil's records and correct erroneous information. Upon request, Contractor shall provide the District with a written description of the process it will provide to pupils and their parents/legal guardians in compliance with this section 4.
5. **Security and Confidentiality of Pupil Records.** Contractor will access, store and use Pupil Records in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure alteration, and use. Such measures will be no less protective that those used to secure Contractor's own data of a similar type. Without limiting the foregoing, Contractor warrants that all Pupil Records will be encrypted in transmission via web interface using SSL (Secure Socket Layer) (including via web interface) and stored at no less that 128-but level encryption. In addition, Contractor will use industry-standards and up-to-date security tools and technologies

such as anti-virus protections and intrusion detection methods in providing services under the Contract and/or this Rider. Contractor will designate employees or agents it holds and will hold primarily responsible for meeting the Contractor's duties to securely maintain and protect Pupil Records. Contractor will ensure that the designated persons have or will receive all training and information necessary to meet the Contractor's duties to securely protect and maintain Pupil Records. The designation of employees or agents required under this section does not relieve the Contractor of any of its duties under the law or the Contract and/or this Rider, not relieve the Contractor of any liability for any breach thereof.

6. **Unauthorized Disclosure.** Immediately upon becoming aware of an unauthorized disclosure of Pupil Records, or of circumstances that could have resulted in unauthorized access to disclosure or use of Pupil Records, Contractor will notice the District, full investigate the incident and cooperate fully with the District's investigation of and response to the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to parents, legal guardians or pupils whose personally identifiable information was involved, to regulatory agencies, or to other entities, without prior written permission from the District. District may, by written request, direct Contractor to provide notice of the incidents directly to parents, legal guardians or pupils whose personally identifiable information was involved, or to regulatory agencies or other entities.
7. **Retention of Pupil Records.** The Contractor hereby certifies that Pupil Records shall not be retained or available to the Contractor, including any subcontractors, partners, or associated entities of the Contractor, upon completion of the terms of the Contactor and this Rider. Notwithstanding the foregoing, Contractor may maintain pupil-generated content (as that term defined by Education Code section 490731.(d)(4)), if any, upon completion of the term of the Contract and this Rider if, and only if, the parent, legal guardian, or eligible pupil chooses to establish or maintain and account with the Contractor for the purpose of storing the pupil-generated content and the Contractor received the written permission of a pupil's parent or legal guardian to establish or maintain the pupil's account. In furtherance of the foregoing, upon termination or expiration of the Contractor and this Rider, Contractor will ensure that all Pupil Records are securely returned or destroyed as directed by the District. Transfer to the District or a third party designated by the District shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of the District or its transferee, and to the extent technologically feasible, that the District will have reasonable access to Pupil Records during the transition. In the event that the District requests destruction of any Pupil Records, Contractor agrees to securely destroy all Pupil Records in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred Pupil Records. The Contractor agrees to provide documentation of data destruction to the District.
8. **Family Educational Right and Privacy Act.** Contractor agrees to assist District in maintaining the privacy of Pupil Records as may be required by State and Federal law, including but not limited to the Protection of Pupil rights Amendment (PPRA), the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the Student Online Personal Information Act (SOPIPA). BGCP shall not explicitly obtain consents from parents directly. Contractor will provide access to Pupil Records, including deidentified information, only to its employees and subcontractors who need to access the data to fulfill Contractor obligations under the Contract and/or this Rider. Contractor will ensure that employee and subcontractors who perform work under the Contract and/or this Rider have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of this Rider.

Contractor will use the education records only for the purpose of fulfilling its duties under the Contract and/or this Rider for District's and its pupils' benefit and will not share such data with or disclose it to any third party except as provided for in this Rider, required by law, or authorized in writing by the District. If the Contractor will have access to "education records" for the District's pupils as defined under FERPA, Contractor acknowledges that, for the purposes of the Contract and/or this Rider, it will be designated as a "school official" with "legitimate educations interests" in the District education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the FERPA limitations and requirements impose on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contractor and/or this Rider for District's and its pupils' benefit and will not share such data with or disclose to any third party except as provided for in this Rider, required by law, or authorized in writing by the District.

9. **No Targeted Advertising.** Contractor will not use Pupil Records for advertising or marketing purposes unless such use is specifically authorized by this Contract or otherwise authorized in writing by the District. Contractor will not use Pupil Records to engage in targeted advertising. Contractor is prohibited from mining Pupil Records for any purposes other than those agreed to by the parties.
10. **Covered Information.** To the extent Contractor is an operator of an Internet Web site, online service, online application, or mobile application, with actual knowledge that the site, service, or application is used primarily for K-12 school purposes and was designed and marketed for K-12 school purposes, Contractor agrees to comply with all of the requirements of Business and Professions Code section 22584. Contractor agrees not to engage in targeted advertising as described in section 22584. Contractor agrees not to use information, including persistent unique identifiers, created, or gathered by the Contractor's site, service, or application, to amass a profile about a student except in furtherance of District's purposes. Contractor further agrees to that it will not sell, disclose, or otherwise use Covered Information without the prior written consent of the District. Contractor will implement and maintain reasonable security procedures to protect Covered Information and fulfill all other requirements of Business and Professions Code section 22584.
11. **Compliance with Law.** In the event of a conflict between this Rider and the Contract, the terms of this Rider shall govern. This Rider is intended to comply with Education Code section 49073.1 and Business and Professions Code section 22584. In addition to any other penalties if the Contract and this Rider, taken together, fail to comply with Education Code section 49073.1 and Business Professions Code section 22584, the Contract shall be rendered void if. Upon notice and a reasonable opportunity to cure, the noncompliant part fails to come into compliance and cure any defect. Written notice of noncompliance may be provided by any party to the Contract. All parties are subject to Contract voided in accordance with this paragraph and Education Code section 49073.1 or Business and Professions Code section 22584 shall return all Pupil Records and Covered Information in their possession to the District. The term of this Rider is coextensive with the term of the Contract.
12. **California Consumer Privacy Act.** To the extent applicable, Contractor shall comply with the requirements of the California Consumer Privacy Act ("CCPA"). The CCPA, however, shall not preempt the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. Part 99), the Children's Online Privacy Protection Act (Pub.L.No. 106-554 and 47 U.S.C. §254(h)), the Children's Internet Protection Act (15 U.S.C. §6501et seq.), California Education Code section 49073.1 and 49073.6, and/pr the Student Online Personal Information Act (California Business and Processions Code §22584). Notwithstanding the above to the extent that a "consumer" as that term is defined by the CCPA, contacts Contractor to receive Pupil

Records or Covered Information provided to Contractor pursuant to this Contract, to delete consumer's personal information or to access information collected by Contractor hereunder, Contractor shall refer the consumer to the District, and the District will provide the necessary and proper procedures regarding the requested information.

IN WINESS WHEREOF, the parties have, by their duly authorized representatives, executed this Rider, in duplicate, as of the day and year first above written.

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: March 26, 2026

RE: Approval of Amendment #1 to the Professional Services Agreement with CAW Architects for Design and Construction Administration Services for South San Francisco High School Modernization

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

On August 15, 2024, the Board of Trustees approved the professional services agreement with CAW Architects to provide project assessment services for the Soth San Francisco High School Modernization Project. The project assessment was Part 1 of a two-part architectural agreement for this project.

The original scope of work for Part 1 included an assessment of the school campus to determine the existing conditions, including operational and functional deficiencies as well as improvement opportunities. The results of the assessment informed the design team, Bond Management Team, and District Leadership about the campus needs and requirements and served as the basis for determining the scope of work that would advance to Part 2 of the modernization project. Part 2 encompasses the full architectural design and construction process, spanning from Schematic Design, through Design Development, Construction Document development, Bidding and Procurement, Construction Administration, and ultimately Construction Closeout.

This agreement modification incorporates additional services for Part 2 of the architectural agreement, covering design and construction administration.

FISCAL IMPLICATIONS:

The total cost of the additional services is $6,035,032.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Board Approval Date	Total
Original Agreement (Part 1)	August 15, 2024	$672,940.00
Amendment No. 1	March 26, 2026	$6,035,032.00
Adjusted Total		**$6,707,972.00**

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve Amendment #1 to the professional services agreement with CAW Architects for additional services covering design and construction administration for the South San Francisco High School Modernization in the amount of $6,035,032.

AMENDMENT NO. 1
TO
AGREEMENT FOR ARCHITECTURAL SERVICES
(Agreement # 24023)

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
WITH
CAW ARCHITECTS, INC

SOUTH SAN FRANCISCO HIGH SCHOOL
MODERNIZATION PROJECT (PART 2)

March 26, 2026

Amendment No. 2 to the Agreement for architectural services for project Design and Construction phase II for the South San Francisco School Modernization Project (Part II) project as approved by the Board on March 26, 2026.

The work includes the school modernization scope (Part 2), schematic design, design development, construction documents, regulatory approval, bid/GMP development and assistance, construction contract administration, and project closeout for the school modernization project.

The following modifications to the agreement are noted below inclusive of replacement of specific contract exhibits issued as part of the Part 2 modification. No other sections of the Agreement, unless specifically listed below, are modified in any way.

1. **Article 1 Definitions,** are modified to reflect the following new definition as follows:

    a. New definition called "Attachment B" has been added to the contract and numbered as sub section 1.1.4.

    b. Definition for Attachment B is as follows: Attachment B is a list of available documents issued to the Project Architect as part of the Part I, Project Assessment Phase, and carried forth into Part II Design and Construction Phase. These documents are located on the Google drive in the Consultant's folder.

    c. With insertion of Attachment B definition above, 1.1.4, all following definitions after 1.1.4, are re-numbered accordingly.

2. **Article 3 Architect Staff**, has been modified from the Project Assessment phase **staffing** to reflect changes within the architectural team and key consultants**.**

    a. Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

    b. Architect agrees that the following key people in Architect's firm shall be associated with the Project in the following capacities:

    Architect
    Principal In Charge: Brent McClure
    Project Architect: Matt Dohrmann

Major Consultants

Structural:	Mark Moore, ZFA Structural Engineers
Civil:	Brian Scott, BKF Engineers
Cost Consultant:	Javier Silva, Silva Cost Consulting
Electrical Engineer:	Kim Zylker, Engineering 350
Mechanical/Plumbing Engineer:	Kim Zylker, Engineering 350
Low Voltage-IT/Data Security, Public Address:	Kim Zylker, Engineering 350
Waterproofing/Envelope Consultant:	Gerson Bers, ABB
Fire Sprinkler Engineering:	Kim Zylker, 350 Engineering
Elevator:	John Sellen, J E Sellen Consulting, LLC
Title 24 Consultant:	Kim Zylker, Engineering 350
Landscape Architect:	Vincent Lattanzio, Carducci Associates
Acoustical Consultant:	Ethan Salter, Salter, Inc.
Lighting Consultant	Brandon Thrasher, HLB Lighting.

3. **Article 6 Fee and Method of Payment**, compensation under sub-section 6.1 is amended to reflect change in the scope for the Part 2 services and compensation The agreed upon modified compensation amount is summarized below.

Agreement	Date	Total
Original Agreement (Part 1)	August 19, 2024	$672,940.00
Amendment No. 1	March 26, 2025	$6,035,032.00
Adjusted Total		**$6,707,972.00**

The agreed upon amount to not exceed Six million seven hundred and seven thousand, nine hundred and seventy-two dollars and 00/100 Dollars ($6,707,972.00) based upon the rates set forth in **Exhibit D.**

4. **Article 10. Indemnity/Architect Liability**, sub section 10.2 and 10.3 are modified to reflect negotiated adjustments consistent with all current Architectural Agreements, as follows:

10.2 Architect shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim *for liability attributed to Architect.* Architect's obligation pursuant to Article 10.1 includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to *reasonable* legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. Architect's obligation to defend or to indemnify shall not be restricted to insurance proceeds. District shall also have the right to accept or reject any legal representation that Architect proposes to defend the Indemnified Parties.

10.3 Architect shall be responsible for the cost of reviewing CCDs and/or change orders caused by Architect's willful misconduct, recklessness, or negligent acts, errors or omissions. Without limiting Architect's liability for indirect cost impacts, the direct costs for *such* change orders for which Architect shall be liable shall equal the

difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared Contract Documents.

The posted Exhibits have been modified to reflect Part 2 scope of services and reissued with this agreement.

- EXHIBIT A – RESPONSIBILITIES AND SERVICES OF ARCHITECT-PART II
- EXHIBIT C – SCHEDULE OF SERVICES
- EXHIBIT D – PAYMENT SCHEDULE

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

By _____ _____

Ted O
Assistant Superintendent - Business Services
South San Francisco Unified School District

Date

By _____ March 11, 2026

Brent McClure, AIA, Principal, CAW Architects, INC

Date

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT
Part II

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF ARCHITECT, PART 2

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Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Project Name: **SOUTH San Francisco High School Modernization**

Design Base Construction Cost Budget
(Base + Alternates): $58,739,629.00

= Design Basis Budget: $54,950,531.00

Additive Alternates: $3,789,629.00

2. The modernization project scope of work is based upon the Final Project Assessment Letter dated October 23, 2025, along with the exclusive documents of the Project Assessment Phase Scope and Cost Summary; and The Project Assessment Phase Project Scope and Cost Estimate.

3. Part II includes work starting with schematic design ("SD"), moving through design development ("DD"), construction documents ("CD") phases, regulatory agency approval, DSA-approvals, bidding/guaranteed maximum price ("GMP") development and assistance, construction contract administration ("CA"), DSA Close-out, and final project closeout.

4. District intends to procure the project utilizing a Lease-Leaseback Contractor/Developer ("LLB GC") inclusive of preliminary services during the design and document phases. The District intends procure a Construction Manager ("CM") Team during the construction document and later project phases. The district will use the Lease-Leaseback form of agreement and the Site and Facilities Lease bundle of documents called the "Contract Documents." LLB GC,CM, District PM, and the Architect will be responsible for collaborating and if required, jointly coordinating, during design, construction and post construction phases, with items such as but not limited to scheduling, cost estimating, constructability reviews, value engineering, project phasing, DSA-approvals, subcontractor bidding, Project Manual compilation, developing the bidding/GMP phase for Board approval, construction contract administration, DSA close-out, and final project close out.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or

omissions in its studies, reports, projections, master plans, design, drawings, specifications and other Services.

2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a LLB GC's cost of performance. Architect shall advise District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's benefit all such suggested and disclosed information.
3. District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available,
   a. As-builts;
   b. Physical characteristics;
   c. Legal limitations and utility locations for the Project site(s);
   d. Written legal description(s) of the Project site(s);
   e. Grades and lines of streets, alleys, pavements, and adjoining property and structures;
   f. Adjacent drainage;
   g. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
   h. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
   i. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
   j. Surveys, reports, as-built drawings, record drawings; and
   k. Subsoil data, chemical data, and other data logs of borings.

   Architect shall visually verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by District.

   If Architect determines that the information or documentation District provides is insufficient for purposes of design, or if Architect requires: a topographical survey; a Geotechnical Engineering and Geologic Hazard Study; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that District has not provided, then, at the soonest possible time after Architect has become aware that this additional information is needed, Architect shall request that District acquire that information. If the Parties mutually agree in writing, this additional information and service shall be procured through Architect, who may invoice District for those services as Extra Services.

4. Technology Backbone. Architect shall be responsible for the coordination of the design and the layout of the technology backbone system with District's technology consultant and lay out any included technology backbone system. The coordination effort shall include location and routing of raceways, conduits and outlets and the required spaces to accommodate electrical, data and communication wiring. Architect and Consultant(s) shall prepare and be responsible for documents

prepared by Architect based on the information provided by District's technology consultant as appropriate to the level of design completion.

5. District Standards. Architect shall incorporate into its work and the work of all Consultants the adopted District standards for facilities and construction.
6. High Performance Schools. If District adheres to the Collaborative for High Performance School ("CHPS") Best Practice Standards, the Services provided by Architect shall incorporate the CHPS Best Practice Standards and criteria to the extent feasible.

C. MANDATORY ASSISTANCE.

If a third-party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon District's request, Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

D. SCHEMATIC DESIGN PHASE.

Upon District's acceptance of Architect's work in the previous PA Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-PA Phase), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare for District's review SD documents. The deliverables expected at the end of SD phase is an acceptance letter and Project Scope and Cost Summary for the SD Phase, ("PSC Summary-SD Phase"), issued by the district, which summarizes the final SD project scope, budget and design fee reconciliation consisting of the following items inclusive of all agreed upon project alternatives:

The SD Phase documents consist of the following for each proposed system within Architect's scope of services

Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and SD preparation and estimating that are part of the Project. Also identified will be milestone activities or dates, specific task responsibilities of Architect, required completion times necessary for the review and approval by District and by pertinent regulatory agencies and additional definition of deliverables. The project acceptance letter identified an extensive list of "alternative' scopes of work to be included within the project scope.

Review the developed work plan with District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

1. Basis of Design
   Prepare a Basis of Design ("BOD") for the project that will include but not limited to code requirements, general types of construction by architectural and engineering disciplines, furnishings, equipment, and preliminary Title 24, energy, mechanical and electrical load calculations for the selected scheme, and District, state and federal accessibility features. The BOD should include CSI Master format specification sections, description, responsibility and any perceived District standards, where known or assumed.

We have a shared a sample layout within the "Attachment B" PA Phase process, in the Architect Consultant folder on the shared Google drive that is intended to provide a modifiable sample, template and a general framework to help convey the desired style, look, inclusions, etc. that the District wants in the BOD document and details in the final BOD deliverable.

2. Architectural

   SD documents shall include scope as identified below.

   a. Site plans, scaled floor plans showing overall dimensions, identifying the various
   b. major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout, typical access compliance details, a documented code compliance review, identification of accessibility features, if required.
   c. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration .
   d. Prepare study perspective sketches and study models to the extent necessary to convey the design concepts.
   e. As applicable, identify proposed roof system, deck, insulation system, and drainage technique.
   f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, exterior building elements and types of hardware inclusive of proposed color recommendations.
   g. Finish Material/Color Boards
      i. Towards the end of the SD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestrations, color and materials palettes ("color boards").
      ii. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
      iii. Present these boards to the District for final approval and/or additional feedback.
   h. Identify code requirements, include occupancy classification(s) and type of construction, site accessibility issues, and preliminary Fire and Life Safety requirements.
   i. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
   j. Preparation of a working list and actual scopes of work for additional investigative scope, this may include destructive investigations.
   k. Identification of additional areas for topographic/utility surveys to be provided.
   l. Coordinate and assist identifying areas of Geotechnical Engineering and Geologic Hazards Study, Hazardous Material investigation to be solicited by the Owner for use of the project team.
   m. Develop investigative scope of work documentation, sketch, concise narrative, technical reason for identified scopes of work, based upon the evolving design that will require field investigative work to define potential existing issues more clearly. The architect's documentation will be utilized by the District in retaining the appropriate vendor/contractor to investigate stated work.
   n. Prepare Interim Housing concepts based upon project need during the project construction phase.

3. Structural

o. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.
p. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.
q. Prepare criteria associated with scope for Geotechnical Engineering and Geologic Hazard Study to be utilized in the District Request for Proposal effort.

4. Mechanical
   a. Make recommendations for selection and approval of systems to be incorporated into project design including but not limited to HVAC.
   b. Designers shall meet and coordinate with the District's sole source HVAC systems control vendor, Syserco, Inc.
   c. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.
   d. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
   e. Show selected system on drawings as follows:
      i. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
      ii. Location and preliminary sizing of all major equipment and duct work in allocated spaces.
      iii. Schematic piping.
      iv. Temperature control zoning.
      v. Provide design criteria to include the intent base of design for the Project.
      vi. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
5. Electrical
   a. Make recommendations for selection and approval of systems to be incorporated into the project design including but not limited to electrical, utilities, communications, data, telephone and security.
   b. Calculate overall approximate electrical loads.
   c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.
   d. Show system(s) selected on drawings as follows:
      i. Single line drawing(s) showing major distribution system.
      ii. Location and preliminary sizing of all major electrical systems and components including:
         a) Load centers.
         b) Main panels.
         c) Switch gear.
   e. Provide design criteria to include the intent base of design for the Project.
   f. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
   g. Coordination with local utility providers on any service adjustment (upgrade) inclusive of preliminary application and any associated support documentation.
   b. Designers shall meet and coordinate with the District's sole source Fire Alarm systems vendor, Siemens, Inc.

6. Plumbing
    a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    b. Irrigation -water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
    c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
    d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
    e. Fire -water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    f. For High School and Middle School campuses, provide Alternate cost and design scenarios that assume the existing campus Combined Domestic Water/ Fire Water will be separated into two independent water systems .
        i. Evaluate existing Combined Domestic Water/ Fire Water system including requirements, costs, and phasing to separate fire and domestic water. Consider a phased approach on splitting the systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
        ii. Layout phased integration of a new separate domestic and fire water systems, provide phasing impacts, design costs, capacity issues for first phase, and which buildings may be included in the first phase.
        iii. Provide concepts for phasing all additional phases including phasing impacts, future phase design costs, capacity issues for follow-up phase phases, and which buildings may be included in the follow-up phases.
    g. Major plumbing equipment should be scheduled indicating size and capacity.
    h. Piping should be substantially located and sized.
    i. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
    j. Legend showing all symbols used on drawings.
    k. More developed Outline Specifications indicating quality level and manufacture.
7. Civil
    a. Develop on and off-site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
    b. For High school and Middle school campuses, provide Alternate cost and design scenarios that assumes the existing campus Combined Domestic Water/ Fire Water will be separated into two independent water systems extending to existing buildings.
        i. Evaluate existing Combined Domestic Water/ Fire Water system including requirements, costs, and phasing to separate fire and domestic water. Consider a phased approach on splitting the systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
        ii. Layout phased integration of a new separate domestic and fire water systems system, provide phasing impacts, design costs, capacity issues for first phase, and which buildings may be included in the first phase.
        iii. Provide concepts for phasing all additional phases including phasing impacts, future phase design costs, capacity issues for follow-up

phase phases, and which buildings may be included in the follow-up phases.

iv. Provide separate domestic and fire water system with anticipated appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
    a) Provide Alternate cost and design scenarios that assume new split system to existing buildings with risers and fire sprinkler systems.

v. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

vi. Coordinate finish floor elevations with architectural site plan.

8. Landscape
    a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
    b. Irrigation - water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
9. Specifications
    Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.
    a. For the LLB GC RFP issuance, Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.
    b. Coordinate with the designated building commissioning agent for the project and provide input as needed during the SD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
    c. Coordinate with Syserco, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
    d. Coordinate with Siemens, District's sole source controls vendor and provide input as needed during the SD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
10. Quality Assurance
    a. Prior to the 100% SD submittal, perform a comprehensive quality and coordination check of the entire SD set inclusive of all consultant engineering drawings. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% SD drawings.
    b. Using the final 100% SD set, the District and/or its representatives will perform an independent Design Review of the documents . The Architect will receive

redline design review comments from the District for incorporation into the documents during the DD phase of work.

11. Construction Cost Budget
    Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Project Assessment Phase, specifically the project acceptance letter and the Project Scope and Cost Summary- Project Assessment ("PSC-PA"). The following conditions apply to the revised Construction Cost Budget:
    a. Schematic Estimates: This estimate may consist of parametric unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.
    b. General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.
    c. In addition, the estimate shall be formatted in the District's PSC Summary Form. This formatted document issued as part of the PSC-PA was issued at the conclusion of the Part I scope of work.
        i. The estimate shall separate the Project's building cost from site and utilities cost and from any Interim Housing cost . Architect shall submit to District the cost estimating format for prior review and approval.
        ii. Escalation. All estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e., Lee Saylor Index).
    d. The Architect shall meet with the District PM to reconcile this cost estimate with the independent cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance and reconcile with the PSC-PA document. This may include bid alternates based upon the PSC-PA issued to the AOR.
    e. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget without written approval from the District. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
        i. At the end of this SD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the PSC-PA and modified in this SD Phase. This conclusionary document of the SD Phase will include a District approved and completed Project Scope and Cost Summary-Schematic Design ("PSC-SD") form and a SD Phase acceptance letter issued at the conclusion SD Phase scope of work.
        ii. The SD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
12. Phasing Framework
    a. Architect shall meet with the District PM, and or designated representative, to coordinate development of preliminary framework for potential construction phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the SD phase.
13. Deliverables and Numbers of Copies

a. Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this phase, together with one (1) copy of each item in indexed, electronic PDF format:
    i. Breakdown of Construction Cost Budget as prepared for this Phase;
    ii. Meeting reports/minutes;
    iii. SD Document Package with alternatives, inclusive of color and material finishes documentation/samples.
    iv. Basis of Design document with CSI formatted project specifications.
    v. Statement indicating changes made to Architectural Program and Schedule; and
    vi. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

14. Presentation
    a. Architect shall present and review with District the detailed (final) SD Document Package.
    b. Architect shall present and review with school community the detailed (final) SD Document Package.
15. Meetings

    During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a SD scope & cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the SD in order to advance to the DD phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the SD and authorization to proceed to the DD phase of work.
    b. The Architect should assume school community workshop planning sessions during the SD phase. This would include certified and classified staff and members of the parent community.
    c. Participate in LLB GC interview screening process.
    d. The Architect shall meet with the District every two weeks during this phase of the project.
    e. In summary, Architect shall participate in District meetings as follows for SD phase:
        i. One (1) Design workshop with District facilities M&O and IT team
        ii. One (1) or Two (2) total Design workshops, if required, with Nutrition Services, Librarian, Special Education Services, or Physical Education/Athletics, or any other identified special programs.
        iii. Bi-weekly Architect Coordination meetings with the District.
        iv. Minimum Four (4) Design committee meetings with the School Community. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.
        v. Minimum of Two (2) Budget scoping workshops with the District. Final number of meetings to reflect the appropriate number of meetings necessary to obtain project specific knowledge.

E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous SD phase, refer to the

acceptance letter and Project Scope and Cost Summary ("PSC-SD"), and assuming District has not delayed or terminated the Agreement, the Architect shall prepare the accepted deliverables from the SD Phase. The deliverable expected at the end of DD phase is an acceptance letter and Project Scope and Cost Summary for the Design Development Phase, issued by the district ("PSC-DD") which summarizes the final DD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives The DD Phase documents consist of the following for each proposed system within Architect's scope of services:

1. Architectural
    a. Scaled, dimensioned floor plans with final room locations including all openings.
    b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
    c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
    d. Identification of all fixed equipment to be installed in Project.
    e. Identification of all Door and Window systems
    f. Interior finishes identified and located within the rooms of all buildings.
    g. Site plan completely drawn with beginning notes and dimensions including grading and paving.
    h. Preliminary development of details and large-scale blow-ups.
    i. Legend showing all symbols used on drawings.
    j. Floor plans identifying all fixed and major movable equipment and furniture.
    k. Finish Material/Color Boards
        i. Towards the end of the DD phase of work and as scheduled by the District, prepare 2 (two) sets of final fenestration, color and materials palettes ("color boards") based on the preliminary presentation and feedback received from the District in the SD phase. Final color boards shall show proposed interior and exterior colors, windows, material samples and other selections as necessary to establish the final design theme.
        ii. Present these boards to the District for final approval and/or additional feedback.
    l. As applicable, provide updated sketch study perspectives and study models.
    m. Update recommendations to the District for determination of preliminary construction phasing and required interim housing classroom space, as needed.
    n. Further refinement of the Basis of Design for architectural, hardware, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.
    o. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
        i. Light fixtures.
        ii. Ceiling registers or diffusers.
        iii. Access Panels.
    p. Architect shall review and comment on District's construction Project Description included in the Contract Documents as part of its Services under the Agreement.
    q. Architect shall prepare a description with drawings and appropriate details for a temporary construction signage documentation for the project(s).
    r. Refine Interim Housing concepts based upon project need during the project construction phase.
2. Structural
    a. Structural drawings with all major members located and sized.
    b. Establish final building and floor elevations.

c. Preliminary specifications.
d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.
e. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center.
f. Supplemental structural scope of work based upon special studies requested as part of the acceptance letter.

3. Mechanical
   a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.
   b. Major mechanical equipment should be scheduled indicating size and capacity.
   c. Ductwork and piping should be substantially located and sized.
   d. Devices in ceiling should be located.
   e. Legend showing all symbols used on drawings.
   f. More developed Outline Specifications indicating quality level and manufacture.
   g. Control Systems identified.
   h. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
4. Electrical
   a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.
   b. All major electrical equipment should be scheduled indicating size and capacity.
   c. Complete electrical distribution including a one-line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low-voltage system includes fire alarm system, security system, clock and public address system, bell system, voice-data system, and telecom/technology system.
   d. Legend showing all symbols used on drawings.
   e. More developed and detailed Outline Specifications indicating quality level and manufacture.
   f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.
   g. Designers shall meet and coordinate with the District’s sole source Fire Alarm systems vendor, Siemens, Inc.
5. Plumbing
   a. Domestic hot and cold-water system with appropriate load calculations as required and major pipe runs sized to interface with existing and new structures.
   b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
   c. Sanitary sewer piping and any condensation piping with appropriate pipe runs sized to interface with existing and new structures.
   d. Gas piping with appropriate pipe runs sized to interface with existing and new structures.
   e. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems.

i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.

f. Major plumbing equipment should be scheduled indicating size and capacity.
g. Piping should be substantially located and sized.
h. Plumbing plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
i. Legend showing all symbols used on drawings.
j. More developed Outline Specifications indicating quality level and manufacture.

6. Civil
   a. Further refinement of SD Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.
   b. Further refinement of SD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
   c. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
      i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
   d. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.
   e. Coordinate finish floor elevations with architectural site plan.
7. Landscape
   a. Identify surface improvements including landscape areas, playgrounds and equipment preliminary finish grades and drainage.
   b. Irrigation water system with appropriate load calculations as required and major pipe runs sized to interface with existing site conditions.
8. Specifications
   a. Continue with development of project specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of Project design and specifications.
   b. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications, the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.
   c. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part

of the Project Manual; Part 2 includes the AOR prepared project technical specifications.

d. The CM will review, verify the Project Manual with District PM, and distribute the Project Manual per District PM direction.

9. Commissioning
   a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the DD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Syserco Controls
    a. Coordinate with Syserco for the project and provide input as needed during the DD phase. Review and incorporate comments from Syserco as appropriate and directed by the District PM.
11. Siemens System
    a. Coordinate with Siemens, District's sole source fire alarm system controls vendor and provide input as needed during the DD phase. Review and incorporate comments from Siemens as appropriate and directed by the District PM.
12. Quality Assurance
    a. Prior to the 100% DD submittal, perform a comprehensive quality and coordination check of the entire DD set inclusive of all consultant engineering drawings and specifications. Coordination shall also include any documents provided to the Architect by the District including Survey, Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study. Revisions resulting from this internal review shall be incorporated into the set, forming the final 100% DD drawings.
    b. Using the final 100% DD set, the LLB GC, CM, on behalf of the District PM will perform an independent Constructability / Peer review and Design Review of the drawings. The Architect will be provided the findings of the independent Constructability / Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms and redline drawings provided. The District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. The District PM approved findings and necessary changes to the drawings and specifications are expected to be addressed and incorporated into the CD set, by the Architect.
13. Construction Cost Budget
    a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:
        i. DD Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item, costs shall be summarized by building as well as a campus total The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, LLB GC's mark-ups, and general conditions shall be listed separately.
        ii. At the end of this DD Phase, the Construction Cost Budget may include design contingencies that meet the District's defined budgetary expectations as defined by the Part I acceptance letter and Project Scope and Cost Summary- Schematic Development ("PSC-SD"), and as modified in this DD Phase.

iii. This conclusionary document of the DD Phase will include a District approved and completed DD Phase acceptance letter and Project Scope and Cost Summary-Design Development ("PSC-DD") form to be issued at the conclusion DD Phase scope of work.
iv. The DD shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
v. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect.
vi. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.
vii. All planned Bid Alternates are confirmed and updated to reflect current project cost status.

b. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with District PM, LLB GC, and the CM to further develop, review, and reconcile the Construction Cost Budget.

14. Phasing
    a. Architect shall meet with the District PM, CM, LLB GC, to coordinate development of preliminary increments, final phasing plans, move schedules and preliminary interim housing plans (if applicable) appropriate for the phase.
15. Deliverables and Numbers of Copies
    Architect shall provide to District the following items produced in this phase, one (1) copy of each item in indexed, PDF electronic format:
    a. DD drawing set from all professional disciplines necessary to deliver the Project;
    b. Specifications;
    c. Revised Construction Cost Budget; and
    d. Copy of the DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.
    e. The DD deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by District at no additional cost to District.
16. Meetings
    During this DD Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J, and as noted below:
    a. The Architect shall participate in a DD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the CD phase of work. Upon completion of the meeting(s)/presentation(s) to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the design documents. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the DD Design Phase and authorization to proceed to the Construction Document phase of work.
    b. The Architect should assume school community workshop planning sessions during the DD phase. This would include certified and classified staff and members of the parent community.
    c. Participate in LLB GC interview screening process, as requested by the District.

d. Participate in CM interview screening process, as requested by the District.
e. The Architect shall meet with the District every two (2) weeks during this phase of the project.
f. In summary, Architect shall meet as follows during this phase:
    i. Bi-weekly District Architect Coordination meetings with the District
    ii. Two (2) Design committee meetings with the School Community
    iii. One (1) Design workshop with District facilities M&O and IT team
    iv. Two (2) Budget scoping workshops with the District
    v. Additional meetings, as required by Building Use: Depending on the size of the schools and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc. This quantity is addressed in Section J and shall be modified as appropriate for each campus project.

17. Presentation
    a. Architect shall present and review with District the detailed (final) DD Document Package. This may occur during a bi-weekly District check in meeting.
    b. Architect shall present and review with school community the detailed (final) DD Document Package.

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F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous DD Phase, refer to the acceptance letter and Project Scope and Cost Summary (PSC Summary-DD Phase"), and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the DD Phase the CDs consisting of the following for each proposed system within Architect's scope of work. The deliverable expected at the end of CD phase is an acceptance letter and Project Scope and Cost Summary for the Construction Document Phase, issued by the district ("PSC-CD") which summarizes the final CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

The CD Phase documents consist of the following for each proposed system within Architect's scope of services

1. District PM and CM approved drawings and specifications
2. Owner prepared HazMat assessment report and project specifications
3. Local Fire Authority (LFA) approval (DSA-810 Form)
4. Geohazard Report and confirmed submittal to CGS (CGS acceptance required for DSA approval)
5. DSA review check (should be requested 30 days prior to submittal)
6. DSA-approved set of CD drawings and technical specifications.
7. Signed DSA-1 Form (and DSA-1L if required)
8. DSA form 403
9. DSA Replacement Cost Analysis (DSA IR EB-4)
10. Structural Calculations (if required)
11. Fire Sprinkler Calculations (if required)
12. Architect's DSA meeting minutes

All Projects subject to DSA's jurisdiction shall be submitted for review, back check, and approval, under the electronic plan review process ("EPR process"), rather than paper submission.

The CD Phase documents consisting of the following for each proposed system within Architect's scope of services listed below:

CONSTRUCTION DOCUMENTS– 100% / COMPLETION STAGE:

1. General
   Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the LLB GC in a timely fashion so as not to delay the Project.
2. Architectural
   a. Completed site plan.
   b. Completed floor plans, elevations, and sections.
   c. Architectural details and large blow-ups completed.
   d. Finish, door, and hardware schedules completed, including all details.
   e. Site utility plans completed.
   f. Fixed equipment details and identification completed.
   g. Reflected ceiling plans completed.
   h. The District will coordinate a review conversation with the Architect and the District's consultant to allow for coordinating of potential mitigation scope

aligns with the modernization project CD. Architects must provide appropriate documentation for Industrial Hygienists to use for their project documentation.

i. Architect shall prepare temporary project signage documentation for the project(s).

s. Prepare Final Interim Housing document for DSA review and approval, based upon project need during the project construction phase.

3. Structural
   a. Structural floor plans and sections with detailing completed.
   b. Structural calculations completed.
4. Mechanical
   a. Large scale mechanical details completed.
   b. Mechanical schedules for equipment completed.
   c. Control device locations completed noting controls are "by District's sole source vendor Syserco."
   d. Completed electrical schematic for environmental cooling and exhaust equipment.
   e. Complete energy conservation calculations and report.
5. Electrical
   a. Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.
   b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
   c. All electrical equipment schedules completed.
   d. Special system components plans completed.
   e. Fire Alarm device and systems noting are "by District's sole source vendor Siemens."
   f. Electrical load calculations completed.
6. Plumbing

   Large scale plumbing incorporated into plans and specifications including domestic hot and cold water system, irrigation water system, sanitary sewer piping and condensation piping, gas piping and pipe runs, fire-domestic water split system phasing as appropriate for the main line into campus and identified agreed upon buildings to be included this phase, major plumbing equipment should be scheduled indicating size and capacity, piping should be substantially located and sized, plumbing plans shall indicate numbers and locations of fixtures and be in conformance with code-mandated fixture count requirements of Project, legend showing all symbols used on drawings, fully developed Specifications indicating quality level, manufacture and CD level details.

   For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .

   i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.
7. Civil
   a. All site plans, site utilities, parking and roadway systems completed.
   b. Include and refine into plans and specifications all large-scale plumbing
   c. Further refinement of Design Development Phase development of on and off-site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.

d. Further refinement of DD Phase roadways, walkways, parking and storm drainage improvements. Includes details and large-scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
e. For High school and Middles school campuses, if Alternate cost and design scenario(s) are accepted, the existing campus Combined Domestic Water/Fire Water will be separated into two independent water systems .
    i. Design is based upon a phased approach on separating water systems, with appropriate load calculations as required, and major pipe runs sized to interface with existing and new structures.

8. Landscape
    a. All site plans identify surface improvements including landscape areas, playgrounds and equipment to reflect updates from the DD Phase Documents.
    b. Irrigation - water system with major pipe runs sized to interface with existing site conditions.
9. Commissioning
    a. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the District PM.
10. Quality Assurance
    a. Using the final 100% CD set, the CM, LLB GC, and District PM, will perform an independent Constructability/Peer review. The CM, LLB GC will perform a Design Review of the drawings reviewing conformance with the design program. The Architect will be provided with the findings of the independent Constructability/Peer Review and Design Review. The Architect shall review the findings and respond to all comments noted per the forms provided. The CM, LLB GC, and District PM may elect to then review these responses with the Architect and engineering team in a meeting or series of meetings to address all items and the Architect's and engineering team responses. Upon review of the comments, the Architect and engineering team shall make all necessary changes to the drawings and specifications. These changes must be completed prior to DSA backcheck and approval.
11. Construction Cost Budget
    a. At 100% CD , Architect will prepare a cost estimate and meet with the CM, LLB GC, and District PM to reconcile this cost estimate with the independent cost estimate prepared by the LLB GC. The District PM will participate in this reconciliation process and retains the final decisioning on the reconciliation of the cost estimate. As part of this effort, provide recommended scope adjustments to bring the estimated cost of the project into conformance with the budget limit.
    b. The Construction Cost Budget for the Project must at no point exceed District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of Architect. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    c. Architect shall submit its proposed Construction Cost Budget to District and the CM for review and approval. At that time, Architect shall coordinate with CM, LLB GC, District PM to further develop, review, and reconcile the Construction Cost Budget. The final decisioning on the reconciliation of the cost estimate lies with District PM.
    d. At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

e. All planned Bid Alternates are confirmed and updated to reflect current project cost status.

12. Specifications
    a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
    b. No part of the specifications shall call for designated material, product, thing, or service by specific brand or trade name unless:
        i. The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or
        ii. The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.
    c. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by District and only with District's prior approval.
    d. At one hundred percent (100%) review, District shall review the Specifications and shall direct Architect to make corrections at no cost to District.
    e. Coordination of the Specifications with specifications developed by other disciplines.
    f. Specifications shall be in CSI format as outlined in the District's Standards.
    g. For Bidding/GMP development with the LLB GC and for the GMP, Architect, LLB GC and CM shall review and comment on the District's Contract Documents, Addenda. Architect shall review and comment on District's construction Project Description, contract documents, integrate the District's front-end documents (the "Division 0" and "Division 1" specifications, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazard Study, Addendum) into a Project Manual (manual includes the District prepared Front Ends, the AOR prepared technical specifications. ,the District's Hazardous Materials Specifications and Study, and Geotechnical Engineering and Geologic Hazard Study, Addendum), as provided by District PM and /or CM to the AOR, as part of its Services under the Agreement.
    h. Architect shall be responsible for bundling the Project Manual. The Project Manual will be a joint manual containing two parts: Part 1 includes the District prepared Front Ends "Division 0" and "Division 1" and Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, and any other required documents, as provided by District to the AOR, as part of the Project Manual; Part 2 includes the AOR prepared project technical specifications ~~and drawings~~.
    i. The CM will review and verify the Project Manual with District PM..
    j. The CM, in coordination and oversight of the District PM, will be responsible for distributing the Architect provided Project Manual, as a final document to be shared externally.
    k. The District PM requires the complete Project Manual at least seven (7) business days prior to external publication.
    l. Architect shall coordinate a minimum two-year warranty requirement on all specified materials and systems.

13. Progress Set (90% CDs)
    When the CD design phase reaches 90% completion, the Architect shall upload its progress set to the District's Goggle drive or designated platform for review by the District PM, LLB GC and CM. Any comments on this "progress set" will be required to be addressed and incorporated into the final 100% CD DSA submittal set.

14. Constructability Review(s)
    LLB GC and CM shall conduct a constructability review of the CDs based upon the 90% CD set of documents. A report shall be provided to the District PM and Architect. The Architect shall make necessary changes along with providing written comments for each item listed in the report. Conducting a constructability review does not excuse Architect's obligation to provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law.
    a. Architect shall incorporate and document agreed to Constructability / Peer Review and Design Review comments prepared by the LLB GC and CM based on the CD Phase documents.
    b. Architect shall incorporate the project budget and scope modifications developed on the basis of completed CD Phase documents and shall make the necessary design revisions to conform the project scope to the signed off CD Phase
    c. Recommend to the District PM and CM any changes to the District's standard General Conditions to protect more effectively the District's interests. Architect shall not incorporate any such changes into the CDs without prior written approval of the District.
    d. Coordinate with the designated building commissioning agent for the project and provide input as needed during the CD phase. Review and incorporate comments from the commissioning agent as appropriate and directed by the CM and District PM. Review final commissioning report draft with building commissioning agent and provide recommendations, comments, and identify any conflicts prior to the completion of the final commissioning report.
    e. Document review and back check shall affirm coordination of the district material and system standards
15. Phasing
    a. Architect shall meet with the LLB GC, CM, and District PM to coordinate development of final phasing plans, move schedules, and finalize interim housing plans (if applicable) and any descriptions of phasing (i.e., Increment, stage, phases, etc.)
    b. When the CD design phase reaches 100% completion, the Architect shall upload its progress set to the District's Google drive or designated platform (coordinate with District PM) for review by the LLB GC, CM, and District PM. Any comments on this informal progress set will be required to be addressed and incorporated into the final 100% CDs DSA submittal set.
16. Deliverables and Numbers of Copies
    Within thirty (30) days of the end of this Phase, Architect shall provide to District the following items produced in this Phase, together with one (1) copy of each item in indexed, PDF, electronic format:
    a. Working drawings;
    b. Specifications;
    c. Engineering calculations;
    d. Construction Cost Budgets;
    e. Statement of requirements for testing and inspection of service for compliance with CDs and applicable codes;
    f. Copy of DSA file including all correspondence, meeting, minutes or reports, back-check comments, checklists to date; and
    g. Statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved

Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

CONSTRUCTION DOCUMENTS FINAL BACK-CHECK STAGE

1. The CDs final back-check stage shall be for the purpose of Architect incorporating all regulatory agencies and District comments into the drawings, specifications, and 100% CD reconciled cost estimate. All changes made by Architect during this stage shall be at no additional cost to District.
2. The District's Hazardous Materials Specifications and Study and Geotechnical Engineering and Geologic Hazard Study shall be fully coordinated and integrated to the CD set submitted to the DSA, via a Project Manual, as part of the Contract Documents.
3. As discussed in the CD phase of work above, prior to issuance of the DSA Submittal Documents, the Architect shall subject all of the drawings and specifications to a complete, thorough, and documented quality control review.
4. The DSA Submittal shall, subject to DSA back-check comments, be fully detailed and coordinated with all sub-consultants, 100% complete, and ready for bid and construction.
5. CDs should be in the format as required by DSA for submittal. The District, at its discretion, may direct the Architect to participate in DSA's electronic plan submittal and review program. Architect shall comply with such request at no extra cost to the District.
6. As agent for the District, submit final documents to DSA. Revise and resubmit as required by DSA for the District to secure all approvals.
7. DSA Back-check. Architect shall incorporate all DSA back-check comments, Constructability / Peer Review comments, and Design Review comments into the design drawings and specifications per the schedule, as developed by the CM, LLB GC on behalf of the District PM. All changes to the drawings and specifications must be completed prior to the beginning of the bidding/GMP phase of the project.
   a. Architect shall update and refine the Consultants' completed Back-check CDs.
   b. Architect shall confirm that Architect and consultants have picked up all DSA backcheck comments and reconfirm that all constructability comments have been included in the DSA backcheck set.
8. The final Back-check CDs delivered to District upon completion of Architect's work shall be the DSA-approved Set and shall consist of the following:
   a. Drawings: Original tracings of all drawings on Architect's tracing paper with each Architect/Consultant's State license stamp.
   b. Specifications: Original word-processed technical specifications on reproducible masters in CSI format.
   c. Project Manual including District Front Ends "Division 0" and "Division 1", Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, , and any other required documents.
   d. Contract Documents.
9. Conclusion of CD Phase requires final stamp-out by DSA.
   a. As required by the District PM, the CM, LLB GC, and Architect shall assist in presenting the *revised* CD scope and cost document to the District. This Project Cost Summary-Construction Document ("PCS-CD") meeting is intended to gain approval of the CD phase in order to advance to the DSA submittal and bidding phase of work.
   b. Upon completion of the presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, (if

required) the District PM shall issue to the Architect an Acceptance letter and PSC-CD which summarizes the *final* CD project scope, budget and design fee reconciliation inclusive of all agreed upon project alternatives.

c. Acceptance of the CD phase of work and authorization to proceed to the DSA submittal and Construction bidding/GMP phase of work.

10. Other services the Architect shall provide in the CD phase include assisting the District in obtaining approvals from appropriate authorities, and additional presentations and meetings with District Departments, school site personnel, and the community, as required and directed by the District PM.
11. Meetings
    During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. The Architect shall participate in a CD scope and cost review reconciliation workshop(s) with the District. These meetings are intended to gain approval of the design in order to advance to the DSA submittal phase of work. Upon completion of the meeting(s)/ presentation to the District, some changes may be required. Any such changes shall be documented and issued to the Architect for incorporation into the CDs. Upon acknowledgement of any such changes, if required, the District shall issue to the Architect acceptance of the Design and authorization to proceed.
    b. The Architect should assume school community workshop planning sessions during the construction document phase. This would include certified and classified staff and members of the parent community.
    c. The Architect shall meet with the District every two weeks during this phase of the project.
12. Presentation
    a. Architect shall present and review with District the detailed (final) Construction Document Package. This review may occur during the bi-weekly District meeting program.
    b. Architect shall present and review with school community the detailed (final) CD Package.

G. BIDDING/ GUARANTEED MAXIMUM PRICE ("GMP") PHASE

Upon District's acceptance of Architect's work in the CD Phase and assuming District has not delayed or terminated the Agreement, Architect shall collaborate with the LLB GC, CM, and the District PM to deliver Bidding/GMP Phase services for District under the Contract Documents. Architect will assist in integrating elements of the CDs approved by DSA into the District's front-end documents and project manual bundle included in the Contract Documents, in preparation for issuance of a complete set of bid documents, as follows:

1. Coordinate with LLB GC, CM, District PM to prepare a complete set of bid documents (plans and specifications, project manual bundle, Contract Documents) including the DSA Submittal approved by DSA.
2. CM to be responsible for generating and collating the addenda responses and attachments and formatting of the addenda for joint review by the LLB GC, CM and Architect. CM is responsible for providing the District with originals of all addenda to be issued and for coordinating distribution with the District PM.
3. Bid documents shall incorporate and fully coordinate the various district consultant scopes of work such as, Hazardous Materials Specifications and Study, Geotechnical Engineering and Geologic Hazards Study, etc.

4. Collaborate with the LLB GC, CM to coordinate the bidding process which includes a defined subcontractor process and procedures for subcontractor bidding.
5. The bidding procedures and GMP contract development, expressed in the Contract Documents shall be the joint responsibility of LLB GC, CM, Architect and District. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a bidding/GMP Phase.
6. While the Project is being advertised for bids, all questions concerning intent shall be referred to District for screening and subsequent processing through the CM.
7. Participate, as required in subcontractor bidding questions and providing appropriate answers, as required. For example, LLB GC, CM and Architect, Architect's sub-consultants will need to respond to RFI's during Bid reviews.
8. In the event that items requiring interpretation of technical drawings or specifications are discovered during the bidding period, those items shall be analyzed by Architect for decision by District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by Architect and issued by District PM.
9. Architect will submit to and gain approval from DSA, as required for all appropriate addenda prior to construction.
10. The LLB GC, CM, and Architect shall assist the District with review, evaluation and, if necessary, recommendations for awarding the construction contract.
11. Attend all pre-bid job walks and lead review of project design scopes.
12. As part of the bid opening/GMP development, the architect shall participate in the process by reviewing, evaluating and, if necessary, offering recommendations for the final GMP.
13. Deliverables and Number of Copies
    Within fourteen (14) days of the end of this Bidding/GMP Phase, CM shall provide to District a one tabbed, PDF, electronic (1) copy of the following items produced in this Phase, in electronic format:
    a. Meeting report/minutes from the kick-off meeting;
    b. Meeting report/minutes from the pre-bid site walk.
14. Conformed Set-(Issue for Construction Set)
    Upon Board approval of the GMP Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued within 14 calendar days this set shall be referred to as the "Issue for Construction Set".
    a. Architect shall supply District with one (1) complete, digital (PDF) , indexed, reproducible, conforming set of plans and specifications marked as a "Issue for Construction- Conforming Set" with all changes "bubbled" in plans and specifications.
15. In the extraordinary event that documents must be issued for bid prior to DSA approval, the architect shall prepare appropriate documents summarizing the project scope inclusive of bid addenda to minimized scope gap for a full and complete bid. Potential impacts that we perceived DSA documentation and cost allowances. i.e. there may be a need to bid addendum documents or information required to assist in defining a scope of bid during the GMP Phase, the LLB GC maybe required to add a cost allowance within the final GMP addressing potential scope gap that could have been defined by a formal addendum document.

H. CONSTRUCTION CONTRACT ADMINISTRATION PHASE AND CLOSE-OUT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform CA Phase services for District as follows:

a. Architect's responsibility to provide basic services for the CA Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon District's terminating the Agreement, whichever is earlier.
b. Utilize the bond program's web-based project management system software for full project document control.

Construction Oversight and Project Certification Process

1. Architect shall ensure that the Project Inspector is approved by the DSA for the Project by submitting the applicable Inspector's Qualification Record (form DSA 5 or more current version) to and by obtaining approval from the DSA prior to commencement of construction and prior to requesting issuance of project inspections cards (form DSA 152 or more current version).
2. Architect shall request issuance of the proper number of project inspection cards (forms DSA 152 or more current version) by electronically submitting form DSA 102-IC (or more current version) to the DSA after the construction contract has been awarded. Architect shall provide project inspection cards to the Project Inspector prior to commencement of construction.
3. Prior to commencement of construction, Architect shall provide PDF copy and (1) the DSA approved CDs and (2) the DSA approved Statement of Structural Tests and Special Inspections (form DSA 103 or more current version) prepared by Architect to the Project Inspector and Laboratory of Record.
4. Architect shall prepare and submit a Contract Information form (form DSA 102 or more current version) for all construction contracts.
5. Architect shall maintain such personal contact with the Project as is necessary to assure themselves of compliance, in every material respect, with the DSA-approved CDs. Personal contact shall include visits to the Project site by Architect or engineer or their qualified representative to observe construction. This staff member will be charged with representing the design team in responding to questions and clarifications needed on site to minimize disruption to construction. Other consultants representing specialty services are required to perform similar on-site services for periods agreed-to between the Architect and the District.
6. Architect shall notify DSA as to the disposition of materials noted on laboratory testing, and/or special inspection, reports as not conforming to the DSA-approved CDs.
7. Architect shall coordinate all responses to DSA field trip notes with the CM and District PM.
8. Architect shall submit an interim Verified Report (form DSA 6-AE or more current version) to the DSA electronically and a copy to the Project Inspector for each of the applicable nine (9) sections of form DSA 152 prior to the Project Inspector signing off that section of the project inspection card.
9. Architect shall submit a Statement of Final Actual Project Cost (form DSA 168 or more current version) to the DSA.
10. Architect shall submit Verified Reports (form DSA 6-AE or more current form) to the DSA and to the Project Inspector if any of the following events occur: (1) when construction is sufficiently complete in accordance with the DSA-approved CDs so that District can occupy or utilize the Project; (2) work on the Project is suspended for a period of more than one month; (3) the services of Architect are terminated

for any reason prior to completion of the Project; or (4) DSA requests a Verified Report.

Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives

1. Architect, CM, and District PM shall review all of LLB GC Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives to determine if those requests are valid and appropriate. Architect shall provide, upon request, a recommendation to CM and District PM as to whether the change should be approved, partially approved, returned to the LLB GC for clarification, or rejected within five (5) working days of receipt, including commentary on which portions of change event represent additional costs and which may be credits.
2. Architect shall furnish all necessary Construction Change Documents and additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders and approval by DSA. CM and/or District PM shall request these Construction Change Documents and drawings from Architect, which shall be provided at no additional cost unless designated as Extra Services by District. The original tracing(s) and/or drawings and contract wording for change orders Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives shall be submitted to District PM for duplication and distribution. The CM will be responsible for analyzing cost submittals. The CM will prepare and process any required Contract Modifications, Change Events, Change Orders, or Change Expenditure Directives for the District, LLB GC and Architect.

Submittals

1. Architect shall review and approve or take other appropriate action upon LLB GC's submittals such as: shop drawings, Project data, samples and Construction Change Documents, but only for the purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
2. Architect, upon request of the CM and/or District PM, shall review LLB GC's schedule of submittals and advise CM and/or District PM on whether that schedule is complete. Architect shall provide CM and/or District PM with proposed revisions to this schedule and advise CM and/or District PM on whether District should approve this schedule.
3. Architect's action upon LLB GC's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of LLB GC's while allowing sufficient time in Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed fourteen (14) calendar days from its receipt by Architect. Architect's response to each submittal shall be a substantive and acceptable response. These fourteen (14) daytimes period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents.
4. Review and advise the District as to the approval of substitutions proposed by the LLB GC, including deadline for substitution changes, including advice as to whether or not acceptance of the substitutions will require substantial revision to the Contract Documents. Additional costs incurred by the Architect for substantial revision, as determined by the District, of documents to accommodate the substitutions or equals shall be compensated as Additional Services, if not due to Architect errors or omissions. Written notice of substantial revision review required

at least 20 calendar days in advance of submission of submittal to District to review.

ASIs.

During the course of construction as part of the basic services, Architect will prepare and issue Architect's Supplemental Instruction (ASI's) for contract changes and/or clarifications to the drawings as approved and directed by the CM, District PM as soon as possible so as not to delay the prosecution of the work.

RFIs.

During the course of construction as part of the basic services, Architect must respond to all Requests for Information ("RFI") as expeditiously as possible so as not to impact and delay the construction progress. In no case shall the review period associated with an RFI exceed seven (7) calendar days from receipt by Architect. Architect's response to each RFI shall be a substantive and acceptable response. This seven-day time period shall not include time when a submittal is within District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents. Architect must verify that RFIs are passed through the CM and Project Inspector, if any.

1. Categorize all RFIs by attributes as listed. This will assist the District in tracking the percentage of additional costs incurred attributable to, for example, Owner requests, Architect responsibility, unforeseen conditions, LLB GC responsibility, other LLB GC generated conditions, and new regulatory mandates.

Notices of Deficient Work

On the basis of on-site observations, Architect shall keep District informed of the progress and the quality of the work and shall endeavor to guard District against defects and deficiencies in the work. Architect shall timely notify District in writing of any defects or deficiencies in the work by any of District's LLB GC that Architect may observe. However, Architect shall not be a guarantor of the LLB GC's performance.

Inspections and Testing

1. The District will be responsible for providing day-to-day field inspection services and shall cooperate and coordinate with the Architect in matters pertaining to the Architect's work. The Architect and its sub-consultants shall, in turn, coordinate and cooperate with the CM to time visits jointly to observe and discuss the LLB GC's field work and installation to reduce duplication of work. There will be times when the requested architectural presence or visits shall have simultaneous bilateral or trilateral LLB GC representation and attendance. Architect shall also coordinate and cooperate as needed with the designated building commissioning agent as required and directed by the CM, District PM.
2. Review proposed procedures and results of testing and special inspection procedures that are required by the construction Contract Documents, and report comments to the District. Review and advise the District on special testing and/or inspection that may arise due to field conditions or as requested by appropriate authorities. It is understood that separate contracts for testing and special inspection consultants, laboratories or agencies will be arranged by the CM for approval by the District. Attend inspections with appropriate consultants when requested to do so by the District.
3. The Architect shall advise the District to reject work that the Architect knows does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable to implement the intent of the Contract Documents, the Architect will advise the District to require additional inspection or testing of the

work in accordance with the provisions of the Contract Documents, whether or not such work is fabricated, installed or completed.

Punchlist

After compilation of the initial punch list by the LLB GC, the Architect, in coordination with the CM, will develop the final punch list, participate in site visits to determine and track the status of the acceptability of all punch list items, participate in the final review of the Project and advise the District as to the approval of work performed by LLB GC. The Architect formally sign-off on the completed project punch list.

Commissioning

Cooperate with District's building commissioning agent in arranging for building commissioning, start-up and testing, adjusting and balancing and the coordination of operational testing and proper functioning of all installed equipment.

As-Built Drawings.

Architect, in conjunction with the CM, shall review and evaluate for District the LLB GC's documentation of the actual construction performed during the Project that the LLB GCs should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives , and detailed by District's LLB GC on a Conforming Set. The LLB GC shall submit to the Architect a single posted PDF set of Constriction Documents for their use in preparing Record Drawings (documents)

O&M Manuals and Warranties.

Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications. Warranty timeline is a 2-year period.

Start-up.

Architect shall also provide, at District's request, architectural/engineering advice to District on start-up, break-in, and debugging of facility systems and equipment, and on apparent deficiencies or defects in construction following the acceptance of the LLB GC's work.

a. Update checklists of all special inspection and testing, equipment startups, submittals, warranties, guarantees, maintenance and operation manuals, extra stock requirements and all other close-out documents that will be required of the LLB GC or assist CM in doing so as directed.

Payment Statements.

Recommendations of Payment by Architect constitute Architect's representation to District that work has progressed to the point indicated to the best of Architect's knowledge, information, and belief, and that the quality of the work is in general conformance with the Contract Documents.

a. Conduct observations and review completed work to determine the date or dates of beneficial occupancy and the date of final completion and in writing advise the District as to the same. The Architect shall advise the District as to the appropriateness of the issuance of a Contract Payment Final Recommendation.

Claims

Review and advise the District and attend meetings when requested on claims, disputes and other matters in question between LLB GC and the District relating to the interpretation of the construction Contract Documents or proposed changes to the same.

Meetings

During this CA Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J.

1. The Architect and its sub-consultants, as appropriate to the stage of construction, shall make routine visits to the project site on a weekly basis to attend progress meetings and be available on a pre-arranged basis to observe that the progress of the work, the character, scope and quality of construction, the finish materials, compliance with applicable codes and the standard of workmanship generally conforms with the intent of the design as expressed in the Contract Documents and by the Architect's directives. These visits are not to be construed to require supervision or inspection.
2. The Architect shall advise and report to the District in writing of any non-conforming items or issues of concern observed during such visits. The Architect shall attend project meetings as requested by the District. Such visits, project meetings and project reports shall occur no less than once a week, and more often as may be necessary to clarify items in the work or to clarify the Architect's intent in the design of the project in the event such clarifications are necessary. The Architect's sub-consultants shall make such visits and attend project meetings when appropriate to observe the progress of work designed or specified by them.

I CLOSE OUT PHASE

As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for District as required in a timely manner:

1. Architect, in coordination with the CM/District PM, shall review the Project and observe the construction as required to determine when the LLB GC has completed the construction of the Project and shall complete Architect close out lists, and District PM provided punch lists of items that remain in need of correction or completion.
2. Architect, in coordination with the CM/District PM, will review and comment on the CM collected documents including CM project close out lists. CM will forward to District and/or designated representatives all written warranties, operation manuals, and spare parts, and close out lists.
3. The Architect, upon request from the CM/District PM, shall assist District maintenance and operation personnel in conducting Warranty Inspections during the Warranty Period following Final Completion as set forth below. In the event of phased construction and phased beneficial occupancy, the following activities shall apply to each phase:
    a. Architect, shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work. shall be responsible for all scheduling for completion of systems, components, equipment, and finishes that have failed to meet the specified performance criteria or the terms of specific product warranties during the warranty period following Substantial Completion.

b. The Final Warranty review shall take place no earlier than the 21st month following warranty effective date and no later the month following warranty effective date. If required, upon request, the Architect shall coordinate with the designated building commissioning agent as directed by the District PM.
c. In the event that systems, components, equipment, and finishes fail to meet the specified performance criteria or the terms of specific product warranties at any time prior to the Final Warranty review, District PM shall observe and review the condition of completed work and provide assistance to the District to develop a list of Corrective Warranty Work and a schedule for completion.
d. The District PM may agree to final payment before the warranty period expires.

4. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.
5. Architect shall respond to the DSA "90-day" letter.
6. Architect shall obtain all required DSA approval of all Construction Change Documents and addenda to the LLB GC's contract.
7. Architect shall prepare a set of Record Drawings for the Project, as required by District and coordinated by the CM and/or District PM based upon the received As Built Document Set.
    a. Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one (1) set of final Record Drawings for District. The Record Drawings shall incorporate onto one (1) set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information, Construction Change Documents and Change Events, Change Orders, Contingency Expenditure Directives, Allowance Expenditure Directives based upon the construction LLB GC's representations of actual construction. Architect shall deliver the Record Drawings to District at completion of the construction in a format acceptable to District, and it shall be a condition precedent to District's approval of Architect's final payment.
        i. Provide Record Documents in both an indexed, electronic PDF, and "live" CADD-based editable files of site and building plans ready for use by District Facilities Staff.
        ii. Provide one set of Record Documents as follows:
            a) A complete set of CDs incorporating LLB GC's mark-ups of all changes.
            b) A simplified set of drawings including site plan and floor plans with room names and numbers and door swings and numbers. Drawings to be provided as one indexed, electronic PDF set to the District's CM.
            c) The CADD drawing files shall be bound by sheet with Xrefs (external reference, a method to link external files into a main drawing for better organization) and similarly linked files, so that all necessary files required to read each sheet are included. Each sheet shall be tested to ensure it is correctly bound with all external references and shall be appropriately named using the sheet number. Record documents set, drawings and specifications to have indexes updated to reflect any changes that have occurred.
            d) Provide an indexed, electronic PDF and original Word document electronic versions of the Project Manual / specifications via shared file transfer.
        iii. Architect may insert the following notice on the Record Drawings:

a) "These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care."

iv. Record drawings (or Plans) prepared pursuant to the requirements of the Contract Documents, that reflect all changes made during the performance of the Work, recording differences between the original design of the Work and the Work as constructed upon completion of the Project

8. Upon request of the District PM, the Architect will assist in coordination of all Services required to close-out the design and construction of the Project with District and among Consultants.
9. When the design and construction of the Project is complete, District shall prepare and record with the County Recorder a Notice of Completion for the Project.
10. Deliverables and Number of Copies
    a. Upon completion of the Project, all related Project documents, Record Drawings, and DSA-required documents. These are the sole property of District.
    b. Campus specific documentation prepared by the Architect;
        i. Campus facility map and site/floor plan diagram identifying all major rooms and spaces and key utility shut-off locations and control stations. Example diagram available from District M & O Office. PDF and Auto CADD format.
        ii. Fire Evacuation site/floor plan diagram identifying all major rooms and spaces. PDF and Auto CADD format.
        iii. Updated campus 1A Diagrams as outlined by the Office of School Planning, California Department of Education, in an electronic, PDF indexed and Auto CADD format.
11. Meetings
    During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section J and as noted below:
    a. Architect shall visit the District PM, CM as necessary or when requested, sufficient to determine that the Project is in accordance with the plans, specifications and all required contractual obligations.

J. MEETINGS / SITE VISITS / WORKSHOPS

Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Architect shall invite District and/or its representative to participate in these meetings. Architect shall keep a separate log to document design/coordination comments generated in these meetings.

1. General Meeting, Site Visit, and Workshop Requirements
    a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, LLB GC, and/or CM, as applicable.
    b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.

c. As required, Architect shall provide at no additional cost to District copies of all documents or other information needed for each meeting, site visit, and workshop.
d. Each meeting may last up to a full day (eight (8) hours) and shall be held at District office or at the Project site, unless otherwise indicated.
e. District intends to bring on a LLB GC and CM, the Architect will be responsible for coordinating with the LLB GC, CM, and District PM during the design and construction phases (i.e., SD, DD, CD, construction admin, closeout, etc.) with items such as constructability review, front ends, scheduling, bidding/GMP development and generation, value engineering and cost estimating.
f. Refer to specific phase section for detailed information concerning meetings associated with each subsection. I.e., SD, DD, CD, etc.
g. Meetings by Building Use: Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building use or type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)

2. Meetings During at Project Start-Up: One (1) Kick-off meeting
   a. Within the first week following execution of the Agreement, Architect shall participate in one (1) Project kick-off meeting to determine the Project intent, scope, budget and timetable, which shall encompass the following:
      i. Architect, its appropriate consultant(s), and District staff, shall attend the meeting.
      ii. The Project kick-off meeting will introduce key team members from District and Architect to each other, defining roles and responsibilities related to the Project.
      iii. During this meeting, Architect shall:
         a) Identify and review pertinent information and/or documentation necessary from District for the completion of the Project.
         b) Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
         c) Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
         d) Review documentation of the Project kick-off meeting prepared by District's representative and comment prior to distribution.

3. Meetings During Schematic Design Phase
   a. Within the first two weeks following the start of the SD Phase, Architect shall conduct one (1) design workshop[s] with District's facilities team and site personnel to complete a basic design framework. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with Architect's preliminary design. This workshop shall include the following:
      i. Architect shall designate its team member duties and responsibilities.
      ii. Architect and District shall review District goals and expectations.
      iii. District shall provide input and requirements.
      iv. Architect, District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.

v. Prepare and/or revise the scope of work list and general work plan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.
vi. Establish methods to facilitate the communication and coordination efforts for the Project.
vii. Participate in LLB GC interview screening process.
viii. Coordinate with Schematic Phase section on identified meetings.

4. Meetings During Design Development Phase
   a. At the time designated for completion of the DD package, Architect shall conduct four(4) meeting[s] with District to review the following:
      i. Present the DD package for review and comment to proceed with preparation of final plans and specification.
         a) Architect, LLB GC, and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
      ii. Architect shall conduct value engineering workshop(s), as requested by District, which shall include all of Architect's Consultant(s), District, LLB GC, during the DD Phase. This workshop shall be ongoing and may include several meetings.
      iii. Participate in CM interview screening process, as requested by District.
      iv. Coordinate with Design Development Phase section on identified meetings.
5. Meetings During Construction Documents Phase
   a. CM shall lead a reconciliation of scope/cost workshop with the Architect, LLB GC, and District.
      i. CM shall lead one (1) scope/cost workshop.
      ii. If required, a follow up may be required.
      iii. Coordinate with Construction Document Phase section on identified meetings.
6. Meetings During Bidding/GMP Phase
   a. Attend and take part in pre-bid site walks/ meeting(s), per package or submittal, with all potential subcontractor bidders, LLB GC, District staff, and CM.
   b. Participate in subcontractor bidding questions and providing appropriate answers, as required.
7. Meetings During Construction Administration Phase (weekly Project meetings until entire Project is complete)
   a. Attend project kick-off meeting(s) with the project team, LLB GC, District PM, and CM to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.
   b. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the Contract Documents and to monitor the progress of the construction of the Project.
   c. Participate in weekly Project meetings with LLB GC, CM and District PM, to review with District staff the progress of the work. Architect agrees to attend weekly Project meetings and weekly site walks, at no additional cost to District, until the work of the Project is complete.

d. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that Consultant agreements shall reference District requirements for Construction Phase services.

8. Citizens' Bond Oversight Committee Meetings
   a. Architect acknowledges that the design and construction of the Project is subject to oversight by District's citizen bond oversight committee. Architect shall, at District's direction, attend District citizen bond oversight committee meeting(s) and present Architect's design to District's citizen bond oversight committee for review.
   b. Architects shall provide an allowance to attend two (2) CBOC meetings during the life of the contract.
9. Governing Board Meetings
   a. Architect acknowledges that District's Governing Board must approve all designs. Architect shall, at District's direction, attend District Governing Board meeting(s) and present Architect's design to District's Governing Board for review and approval.
   b. Architects shall provide an allowance to attend two (2) Governing Board meetings during the life of the contract.
10. Meetings by Building Type
   a. Depending on the size of the school and complexity of the campus project, it may be appropriate to include meetings by building type (i.e., Athletics, CTE, Science, GE classrooms, Wellness, Administration, etc.)
   b. This quantity shall be negotiated and justified, as appropriate, for each campus project in the AOR's proposal.

END OF EXHIBIT

EXHIBIT C

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver one (1) electronic copy to District along with the monthly billing.

B. Architect shall complete Services required under the Schematic Design ("SD") Phase within **196 calendar days** after written authorization from District to proceed.

C. Architect shall complete Services required under the Design Development ("DD") Phase within **149 calendar days** after receipt of a written authorization from District to proceed.

D. Architect shall complete Services required under Construction Documents ("CD") Phase within **189 calendar days** after written authorization from District PM to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with DSA review the Construction Documents back-check stage.

1. 100% Submittal Package **63 calendar days**
2. Final Contract Documents after Final Back-Check Stage **30 calendar days**

E. The durations stated above include the review periods of **22 calendar days** required by the District.

F. All times set forth in Sections A through E to complete tasks of this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by the District. Dates in table shown are for general reference.

Task Name:	Duration (calendar days):	Start	Finish
Board Authorization - Part II	1	3/26/26	3/26/26
Execute AOR Agreement	1	4/3/26	4/3/26
SCHEMATIC DESIGN PHASE	**196**	**4/6/26**	**10/19/26**
Meetings			
CAW / BMT Bi-Weekly Meetings	Ongoing	Every Two Weeks	
Design Team Kickoff Meeting	1	4/8/26	4/8/26

SSFS School Site Meeting #1	1	4/15/26	4/15/26
SSFS School Site Meeting #2	1	5/6/26	5/6/26
SSFS School Site Meeting #3	1	6/3/26	6/3/26
SSFS School Site Meeting #4	1	7/1/26	7/1/26
M&O and IT Meeting	1	7/15/26	7/15/26
Preliminary DSA Meeting	1	5/20/26	5/20/26
Schematic Design Drawings, Specs, BOD	135	4/6/26	8/19/26
SD Scope / Budget Reconciliation	55	8/19/26	10/13/26
Review Scope with BMT	1	8/19/26	8/19/26
SD Cost Estimate	21	8/17/26	9/7/26
BMT Cost Estimate	21	8/17/26	9/7/26
Budget Reconciliation Mtg #1	1	9/9/26	9/9/26
Reconcile Scope and Cost	14	9/9/26	9/23/26
Budget Reconciliation Mtg #2	1	9/23/26	9/23/26
BMT (PSC & Next Phase Authorization)	20	9/23/26	10/13/26
DESIGN DEVELOPMENT PHASE	**149**	**10/19/26**	**3/17/27**
Meetings			
CAW / BMT Bi-Weekly Meetings	Ongoing	Every Two Weeks	
Design Team Kickoff Meeting	1	10/21/26	10/21/26
SSFS School Site Meeting #1	1	11/4/26	11/4/26
SSFS School Site Meeting #2	1	12/9/26	12/9/26
M&O and IT Meeting	1	11/18/26	11/18/26
Local Fire Marshal Prelim Review	1	11/11/26	11/11/26
Design Development Drawings, Specs	112	10/19/26	2/8/27
DD Scope / Budget Reconciliation	35	2/10/27	3/17/27
Review Scope with BMT	1	2/10/27	2/10/27
DD Cost Estimate	14	2/8/27	2/22/27
BMT/LLB Cost Estimate	14	2/8/27	2/22/27
Budget Reconciliation Mtg #1	1	2/24/27	2/24/27
Reconcile Scope and Cost	7	2/24/27	3/3/27
Budget Reconciliation Mtg #2	1	3/3/27	3/3/27
BMT (PSC & Next Phase Authorization)	14	3/3/27	3/17/27
CONSTRUCTION DOCUMENTS PHASE	**189**	**3/17/27**	**9/22/27**
Meetings			
CAW / BMT Bi-Weekly Meetings	Ongoing	Every Two Weeks	
Design Team Kickoff Meeting	1	3/17/26	10/21/26
CM Scope and Cost Workshop	1	11/4/26	11/4/26

CM/LLB GC and District Meeting	1	12/9/26	12/9/26
DSA Project Registration	1	11/18/26	11/18/26
90% Construction Documents Drawings, Specs	**140**	**3/17/27**	**8/4/27**
CD Scope / Budget Reconciliation (TBD BASED ON PACKAGES)	49	8/4/27	9/22/27
Review Scope with BMT	1	9/1/27	9/1/27
90% CD Cost Estimate	14	8/9/27	8/23/27
BMT/LLB Cost Estimate	14	8/9/27	8/23/27
Budget Reconciliation Mtg #1	1	8/25/27	8/25/27
CAW / BMT Review Prior to DSA Submittal	7	8/30/27	9/6/27
Incorporate LLB / CM / BMT Constructability Review	7	9/6/27	9/13/27
Team Coordination	7	9/13/27	9/20/27
DSA Submittal	1	9/22/27	9/22/27
DSA SUBMITTAL (TBD)	**244**	**9/22/27**	**5/23/28**
BIDDING PHASE	**60**	**tbd**	**tbd**
CONSTRUCTION ADMINISTRATION PHASE	**720**	**7/13/28**	**7/3/30**

EXHIBIT D

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in **Exhibit A**, or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and **Exhibit B**, there shall be no payment for extra costs or expenses.

2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.

3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE	
Phase	**Phase Amount**
Schematic Design ("SD") Phase	18%
Design Development ("DD") Phase	15%
Construction Documents ("CD") Phase-Submittal to DSA	30%
Approval by DSA	5%
Bidding/GMP Phase	2%
Construction Contract Administration Phase	25%
Close Out Phase	5%
Generate Punch List 1%	
Sign Off On Punch List 1%	
Receive and Review All M & O Documents 1%	
Filing All DSA Required Close Out Documents 1%	
Receiving DSA Close Out, including DSA, Preparation and approval of the final set of Record Drawings, Evacuation maps updated. Provide updated 1A diagrams, 1%	
TOTAL BASE COMPENSATION	**100%**

B. Method of Payment

1. Invoices shall be on a form approved by District and are to be submitted to District via District's authorized representative.

2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its Consultant(s).

3. Architect shall submit to District for approval a copy of Architect's monthly pay request format.

4. Upon receipt and approval of Architect's invoices, District agrees to make payments of undisputed amounts within thirty (30) days of receipt of the invoice as follows:

   a. For Schematic Design ("SD") Phase:

      i. Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by District.

   b. For Design Development ("DD") Phase:

      i. Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by District.

   c. For Construction Documents ("CD") Phase:

      i. Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by District.

   d. For Bidding/Guaranteed Maximum Price ("GMP") Phase:

      i. Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's award of the bid.

   e. For Construction Contract Administration ("CA")Phase:

      i. Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon District's notice of completion.

   f. For Close Out:

      i. Lump sum payment no sooner than thirty-five (35) days and no later than forty-five (45) days after completion of all items in this Phase.

Attachment D

Part 2

FEE PROPOSAL - MARCH 3, 2026

Project: South San Francisco High School
Address: 400 B Street, South San Francisco, CA 94080
Bond Project #:
Architect: CAW ARCHITECTS
Proposal Date: 3/3/26

Issued 11/19/2025

			Part 2 Scope of Services & Tasks									
		Hourly Rate	Schematic Design	Design Development	Construction Documents	Project Approvals/DSA	Bidding/ GMP Phase	Construction Administration	Close Out Phase	Total Hours	Costs	Totals
Architecture	**Consultant Name**		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Principal 2	CAW Architects	$275	0	0	0	0	0	0	0	0	$0	
Principal 1	CAW Architects	$230	480	512	1,056	192	109	3,872	24	6,245	$1,436,350	
Project Manager	CAW Architects	$205	0	2	0	0	3	6	0	11	$2,305	
Project Architect	CAW Architects	$185	480	512	648	0	0	0	0	1,640	$303,400	
Job Captain	CAW Architects	$160	160	768	1,440	0	0	0	0	2,368	$378,880	
Designer 2	CAW Architects	$145	171	264	400	48	0	0	0	883	$128,000	
Designer 1	CAW Architects	$135	1,869	1,376	1,704	336	176	2,060	64	7,585	$1,023,982	
Interior Design Manager	CAW Architects	$185	0	0	0	0	0	0	0	0	$0	
Interior Design Coordinator	CAW Architects	$135	0	0	0	0	0	0	0	0	$0	
Administrative	CAW Architects	$50	0	0	0	0	0	0	0	0	$0	
Subtotal Architect's Fee:			$ 501,857	$ 559,750	$ 881,200	$ 96,550	$ 49,445	$ 1,169,955	$ 14,160	18,732		$3,272,917
											$0	

Services	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Subtotal**	**Subtotal with Markup**	
Mechanical	Engineering 350		$ 55,510	$ 69,400	$ 83,270	$ -	$ 8,830	$ 35,330	$ -	$ 252,340	$264,957	
Plumbing	Engineering 350		$ 43,920	$ 54,910	$ 65,880	$ -	$ 6,980	$ 27,950	$ -	$ 199,640	$209,622	
Electrical	Engineering 350		$ 56,940	$ 71,180	$ 85,400	$ -	$ 9,060	$ 36,230	$ -	$ 258,810	$271,751	
Telcom, AV, Security	Engineering 350 - Included in Electrical		$ -	$ -	$ -	$ -	$ -	$ -	$ -	0	$0	
Structural *	ZFA Structural Engineers		$ 62,000	$ 88,000	$ 132,000	$ 36,000	$ 4,000	$ 118,000	$ -	$ 440,000	$462,000	
Civil Engineering	BKF		$ 40,000	$ 57,000	$ 123,500	$ -	$ -	$ 54,500	$ -	$ 275,000	$288,750	
SWPPP	BKF - Included in Civil		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0	
Landscape Architect	Carducci and Associates		$ 38,700	$ 37,350	$ 88,410	$ 9,355	$ 4,305	$ 51,300	$ -	$ 229,420	$240,891	
Fire Alarm	Engineering 350 - Included in Electrical		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0	
Waterproofing Consultant	ABB		$ -	$ 40,000	$ 60,000	$ -	$ -	$ -	$ -	$ 100,000	$105,000	
Cost Estimator	Silva		$ 21,780	$ 30,060	$ 34,560	$ -	$ -	$ -	$ -	$ 86,400	$90,720	
Lighting Consultant	HLB		$ -	$ 30,000	$ 55,000	$ -	$ -	$ -	$ -	$ 85,000	$89,250	
Acoustical	Salter		$ -	$ 15,000	$ 65,000	$ -	$ -	$ -	$ -	$ 80,000	$84,000	
Code	Jensen Hughes		$ -	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ 10,000	$10,500	
Spec Writer	Richard Sinner		$ -	$ 15,000	$ 35,000	$ -	$ -	$ -	$ -	$ 50,000	$52,500	
Title 24	Engineering 350		$ -	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000	$52,500	
Subtotal Base Services/ Subconsultants:**			$ 318,850	$ 517,900	$ 878,020	$ 45,355	$ 33,175	$ 323,310	$ -	$ 2,116,610	$2,222,440.50	$2,222,441
Total Fee Base Services (AOR + Consultants)												$5,495,358

*Tier 1 & Tier 2 Assessment are available, identify any sub-part cost associated with the Structural Mitigation Study

**Define percentage of sub-consultant mark-up

Note: Site Topographical Survey and Utility Location Survey provided by District

Accepted Alternates (Per Acceptance Letter)	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Subtotal**	**Subtotal w/Markup (If consult exp)**
#1: Vol. Seismic Upgrade - Gym	ZFA Structural Engineers		$ 20,000	$ 10,000	$ 50,000	$ -	$ -	$ 42,500	$ -	$ 122,500	$128,625
#2-#5: HVAC Equip Replace	Engineering 350 - Mech		$ 6,790	$ 8,490	$ 10,190	$ -	$ 1,080	$ 4,320	$ -	$ 30,870	$32,414
#2-#5: HVAC Equip Replace	Engineering 350 - Elect		$ 6,260	$ 7,820	$ 9,390	$ -	$ 1,000	$ 3,980	$ -	$ 28,450	$29,873
#2-#5: HVAC Equip Replace	ZFA Structural Engineers		$ -	$ -	$ 20,000	$ -	$ -	$ 10,000	$ -	$ 30,000	$31,500
#2-#5: HVAC Equip Replace	CAW Architects		$ 18,480	$ -	$ 30,480	$ -	$ -	$ 14,600	$ -	$ 63,560	$63,560
#2-#5: HVAC Equip Replace	Engineering 350 - Plumbing		$ 4,830	$ 6,030	$ 7,240	$ -	$ 770	$ 3,070	$ -	$ 21,940	$23,037
#2-#5: HVAC Equip Replace	Other Consultants		$ -	$ -	$ 10,000	$ -	$ -	$ -	$ -	$ 10,000	$10,500
Library DSA Closeout	CAW & Other Consultants		$ 7,600	$ -	$ 12,330	$ 6,930	$ 1,020	$ 5,440	$ 1,000	$ 34,320	$34,320
Temp Housing - Gym Locker Rm	CAW & Other Consultants		$ 14,288	$ 17,804	$ 34,074	$ 8,160	$ 2,091	$ 18,341	$ 1,000	$ 95,758	$95,758
Temp Housing - CTE / S Wing	CAW & Other Consultants		$ 13,049	$ 16,239	$ 32,205	$ 8,160	$ 1,892	$ 17,543	$ 1,000	$ 90,088	$90,088
Subtotal Alternates			$ 91,297	$ 66,383	$ 215,909	$ 23,250	$ 7,853	$ 119,794	$ 3,000	$ 527,486	$539,674.00

*Accepted Alternates May Be Unfunded

Total Design Basis (Base AOR + Base Consultants + Accepted Alternates)	$ -	$6,035,032
Reimbursable Expense Allowance		$0

END OF EXHIBIT

March 3, 2026

Lori Shelton
Measure T Bond Program Director
South San Francisco Unified School District
398 B Street
South San Francisco, CA 94080

RE: PROPOSAL FOR PROFESSIONAL SERVICES
MODERNIZATION AT SOUTH SAN FRANCISCO HIGH SCHOOL

Dear Lori:

Thank you for inviting CAW Architects to submit a proposal to South San Francisco Unified School District ("Client") for professional services for the Modernization of South San Francisco High School ("Project"). Below is our proposal for your consideration.

PROJECT DESCRIPTION

OVERVIEW:
The district intends to execute a campus-wide improvements program based on the Project Scope and Cost document developed from the Project Assessment. The program encompasses the approved cope of work summarized in the District's October 23, 2025 Project Assessment Acceptance letter, which includes improvements to the gymnasium, locker room, underground utilities, a new CTE / S Wing, and mechanical system improvements to the classroom wings. To maintain bidding and scope flexibility across the different areas of campus, the scope is proposed to subdivide into three separate DSA projects:

1) Gymnasium and Locker Room Modernization and Addition,
2) CTE S Wing Replacement, and
3) Site Utility Improvements.

These three projects form the base scope of the overall project. The District plans to consider some alternate projects that may or may not be included in the final project based on the final construction budget estimates. These include:

1) In-Kind Replacement of HVAC mechanical equipment at the B, C, D, and E Wings
2) Voluntary Seismic Upgrade at the existing gymnasium building

The HVAC in-kind replacement may be a direct project without DSA review as it complies with the provision of IR A-22, as an exempt project. The voluntary seismic upgrade, if included in the final design, will be part of the gymnasium modernization application.

Temporary housing will likely be required, and the project currently plans for 6 classrooms for the S Wing / CTE Building and then a second group of temporary housing that includes two locker portables and a restroom portable. It's assumed that these will be two separate stand-alone DSA applications so that the construction can occur independently of the primary project they are serving. The temporary housing plan will be finalized at the completion of the schematic

design phase.

The existing library requires some additional design and construction work to obtain final certification on a legacy-closeout project with the DSA. Although no other improvements are planned for the library, these minor improvements will be addressed as a stand-alone effort through the DSA legacy closeout process.

The project will be permitted through the DSA and local fire marshal's office, a separate encroachment permit set will be necessary for underground utility modifications. A $54 million budget funds the base scope while an additional $3.879 million quantifies the unfunded additive alternates, currently setting a design budget of $57.879M for the project. Once Schematic Design is complete, the approved budget will be further evaluated.

During the schematic design phase, the complete scope described in the Project Assessment (PA) Acceptance Letter will be developed as a single project. The project will then split into a number of separate, stand-alone DSA projects based on the approved scope at the end of Schematic Design. The number of separate design packages will be determined by the District and team.

For the basis of determining a design scope and fee, the following separate projects are proposed with this proposal:

SCOPE DESCRIPTION: PROJECT #1 – GYM AND LOCKER ROOM MODERNIZATION AND ADDITION:
The locker rooms will be reconfigured and modernized to provide new spaces that meet the programmatic needs of the PE and athletics programs at the school. These include new locker rooms, restrooms, shower areas, and improved access to all spaces. Existing locker room spaces will be fully modernized with new finishes, lockers, equipment, and building systems. The weight room and team rooms will be demolished while a new one-story addition will provide a new wrestling practice room, weight room, and team room.

The gym will receive minimum, code-required and life-safety improvements. These include: accessibility improvements, new spectator restrooms, and a new fire alarm system. New lighting is being provided under a separate project and outside this scope. The existing bleachers, basketball backstops, and other gym equipment and accessories will remain. The scope will be limited to avoid a mandatory seismic upgrade of the entire building. However, voluntary seismic improvements will be designed as an additive alternate to further strengthen key components of the gym.

SCOPE DESCRIPTION: PROJECT #1A – TEMPORARY HOUSING, LOCKER ROOMS & PE SUPPORT
Two 3,000 square foot portable buildings along with two portable restroom buildings are planned as a separate project. These would provide temporary locker room, coaches' offices, team rooms, and restroom facilities for the school during the gym and locker room project. This scope is envisioned to be a separate DSA project and application to afford bidding and construction flexibility for the District. As a separate project, the District can have the temporary housing installed before the start of the larger renovation project.

SCOPE DESCRIPTION: PROJECT #2 – NEW CTE / S WING BUILDING:
The existing one-story S Wing outdoor patio, and covered walkways will be replaced with a new one-story structure. This new classroom wing will house the CTE-Dance / Ballet Folklorico program, CTE Construction Technology, ceramics, art, digital media, and the wellness program. The adjacent covered canopies and plaza area will be replaced with an improved outdoor center plaza for student gathering. Gas, low voltage, and electrical power will be relocated from the top of these canopies and placed underground. The existing campus main electrical service will be relocated. The back parking area will be resurfaced and striped to fit around the new building location.

SCOPE DESCRIPTION: PROJECT #2A – TEMPORARY HOUSING, CLASSROOMS

Six portable classrooms will be designed as part of this project. These could be larger spaces to accommodate the specialized programs. The final quantity and configuration of these temporary spaces will be finalized at the completion of schematic design. A campus location for temporary housing could likely be placed in front of the theater or near the softball field. The temporary housing design drawings will be included with the CTE / S Wing project. This scope is envisioned to be a separate DSA project and application to afford bidding and construction flexibility for the District. As a separate project, the District can have the temporary housing installed before the start of the larger renovation project.

SCOPE DESCRIPTION: PROJECT #3 – UNDERGROUND UTILITIES:

The project will replace deficient portions of the campus underground sanitary sewer line, storm drain lines, and underground fire water lines as shown on the attached diagrams. Additional grading will be provided to address localized flooding near the cafeteria entry and near the west end of the theater. Storm drain improvements will be provided in and around the gymnasium to address flooding. The fire line will be improved to create a partial loop through the campus and improve fire water pressure and to address underground fire-water lines that do not meet the current code. The fire-water utility improvements will trigger a review by the DSA.

SCOPE DESCRIPTION: PROJECT #4 – HVAC EQUIPMENT REPLACEMENT:

The exterior ground-mounted air handling units and the ceiling mounted VAV boxes at each classroom will be replaced in kind with the same or smaller unit by size and weight. This will be a separate, additive alternate project and exempt from DSA review.

SCOPE DESCRIPTION: PROJECT #5 – LIBRARY REPAIRS / DSA LEGACY CLOSEOUT:

Incomplete improvements from a prior project at the library will be included with this scope. A prior library modernization project did not receive DSA closeout due to unverified work at the suspended ceiling, the entrance doors, and the accessible path of travel into the building. This scope will be performed independently and follow the DSA legacy closeout process.

PROJECT TEAM

Our team includes the following consultants. Other consultants, either discretionary or required for the project scope, can be provided as an additional service.

Architect:	CAW Architects
Civil Engineer:	BKF Engineers
Landscape Architect	Carducci and Associates
Structural Engineering:	ZFA Structural Engineers
Mechanical / Plumbing Engineer:	Engineering 350
Electrical Engineer:	Engineering 350
Low Voltage: IT/Data, Security, Public Address:	Engineering 350
Fire Sprinkler Engineering	Engineering 350
Title 24 Consultant:	Engineering 350
Cost Consultant:	Silva Cost Consulting
Acoustical Consultant:	Salter

Lighting Consultant:	HLB Lighting Engineers
Waterproofing / Envelope Consultant:	ABB

Our subconsultant agreements will be tied to the final form of the Owner Architect Agreement. We will contract with these consultants after we have been authorized to proceed with this proposal.

SCOPE OF WORK – BY PROJECT PHASE

Although we will split the projects, into separate DSA drawing sets, we will lead the design phases together. The CTE-S Wing and the Gym-Locker Room projects will follow a concurrent design process. The underground utilities project will likely finish the construction documents phase before other two projects. We propose the following scope to complete overall project outlined by phase as described in Attachment A which is included with the agreement.

PROJECT SCHEDULE

We have attached a preliminary project schedule included as Exhibit C that illustrates the durations we anticipate will be needed to properly complete the project. Adjustments, which could extend the timelines of the project phases, could be necessary for Client reviews, or approvals by permit agencies having jurisdiction.

CONSTRUCTION BUDGET

We have used a construction budget of **$58.7 million** to help determine the quantity of hours and overall effort needed to complete the design services provided in this proposal. This includes the base scope and the additive alternates per the District's Project Scope Summary document.

PROJECT ASSUMPTIONS AND EXCLUSIONS

These assumptions and exclusions were prepared to further define the scope of work and compliment the Attachment A – Description of Services which is included with the agreement.

General, Administrative and Project Startup:

1. The Attached Terms and Conditions form part of this agreement.
2. The Client will provide PDF plan drawings of the existing buildings and site.
3. The Client will provide topographic survey, utility surveys, geotechnical investigation, hazardous materials reports, and any other applicable studies at the beginning of the project.
4. Client will provide record drawings of the existing conditions sufficient to develop the design. Additional field surveys to measure existing conditions or assemblies, beyond a general visual review, are excluded.
5. Existing utility connections points are near the project area of work, and are adequately sized for any increased electrical power, water, or gas loads caused by the design. Except as otherwise specifically described in this proposal, redesigning the main service on site or connecting new utilities at the street are excluded.
6. Printing and other similar reimbursable costs, when requested of the Client and in excess of the sets required by the contract shall be provided as an additional reimbursable expense and are excluded from this fee.
7. Sub-consultant expenses and reimbursable expenses will be invoiced at **direct cost plus 5%.**

Design and Subconsultant Scope Assumptions:

8. Additional limits to the scope of work, project assumptions and any exclusions to the work of the engineering subconsultants shall be as outlined on their attached proposals and form part of this agreement.
9. Three project estimates are included with one estimate each at 100% SD, 100%DD, and 100% CD phases of the project. 50% Construction Documents estimate is excluded
10. Presentation renderings or physical models are excluded and can be provided as an additional service.

11. A voluntary seismic upgrade at the existing gymnasium building is included as an additive alternate. Other mandatory or voluntary seismic upgrades, including the preparation for any DSA Evaluation Design Criteria Report (EDCR) are excluded.
12. The HVAC equipment replacement (B, C, D, E Wings) project is limited to in-kind replacement only without modification to other adjacent systems. DSA permit review of this scope is excluded.
13. For the removal of any underground storage tanks at the CTE S Wing, the technical design, remediation, or site improvement design beyond typical site demolition and grading is excluded. CAW and their consultants will coordinate with the District's environmental consultant as part of any remediation.
14. Except as otherwise specifically described in this proposal, upsizing or upgrades to the site utilities at the utility or public point of connection such as gas service size, electrical service size, sanitary or storm sewer size or domestic water service size are excluded.

FF&E and Sustainable Design Assumptions:

15. The structural design of the roofs and the electrical infrastructure will be designed to be solar ready. Solar panel system design is excluded.
16. The project is not pursuing LEED Certification or other green programs. The design will adhere to pragmatic sustainable design practices.
17. Furniture selection and specification is excluded. Generic furniture will be shown for general space planning purposes through Design Development Phase.

Permit and Construction Phase Assumptions:

18. Additional meetings, public hearings, or design revisions will be provided as an additional service.
19. The project will be reviewed by the following Agencies only: Division of the State Architect and Local Fire Marshal. Review by other agencies not listed here are excluded and could be provided as an additional service.
20. The project will be submitted as three stand-alone DSA Submittal sets as described above, each with separate permit reviews and closeouts. DSA increments are excluded.
21. Any offsite work in the public right-of-way or separate encroachment permits is excluded.
22. The project will be bid out as three separate projects but constructed over a continuous 24 month Construction Administration Phase.

COMPENSATION SUMMARY

Compensation for the professional services performed as described herein, shall be paid to CAW Architects as:

Lump sum not to exceed fee of $6,035,032

Fee as Percentage of Construction: 10.27%

Fee breakdown for reference:

SOUTH SAN FRANCISCO HIGH SCHOOL - MODERNIZATION PROJECTS
PA PHASE CONSTRUCTION BUDGETS
SUMMARY BY PROJECT
3/3/26

	PROJECT #1	PROJECT #2	PROJECT #3	ADD ALT #1	ADD ALT #2	SUBTOTAL:	PROJECT #5	PROJECT #1A	PROJECT #2A	SUBTOTAL:	PROJECT TOTAL:
	Gym / Locker Rm	CTE / S Wing	Site Utilities	Voluntary Seismic	HVAC Equip		Library Closeout	Temp Housing	Temp Housing		
sf	35,021	21,216						Gym / Locker Project	CTE / S Wing		
CAW ARCHITECTS											
Schematic Design	$ 204,000	$ 205,000	$ 69,200	$ -	$ 18,480	$ 496,680	$ 7,600	$ 4,890	$ 4,890	$ 17,380	$ 514,060
Design Development	$ 264,080	$ 229,640	$ 46,720	$ -	$ -	$ 540,440	$ -	$ 4,080	$ 4,080	$ 8,160	$ 548,600
Construction Documents	$ 428,360	$ 393,480	$ 96,360	$ -	$ 30,480	$ 948,680	$ 7,080	$ 8,160	$ 8,160	$ 23,400	$ 972,080
Permitting	$ 36,320	$ 41,520	$ 11,680	$ -	$ -	$ 89,520	$ 6,930	$ 8,160	$ 8,160	$ 23,250	$ 112,770
Bidding	$ 27,520	$ 32,000	$ -	$ -	$ -	$ 59,520	$ 1,020	$ 1,020	$ 1,020	$ 3,060	$ 62,580
Construction Administration	$ 516,000	$ 609,280	$ 47,600	$ -	$ 14,600	$ 1,187,480	$ 5,440	$ 11,400	$ 11,400	$ 28,240	$ 1,215,720
Project Closeout	$ 6,160	$ 8,000	$ -	$ -	$ -	$ 14,160	$ 1,000	$ 1,000	$ 1,000	$ 3,000	$ 17,160
SUBTOTAL:	**$ 1,482,440**	**$ 1,518,920**	**$ 271,560**	**$ -**	**$ 63,560**	**$ 3,336,480**	**$ 29,070**	**$ 38,710**	**$ 38,710**	**$ 106,490**	**$ 3,442,970**
SUBCONSULTANT EXPENSES											
Structural Engineering	$ 240,000	$ 200,000	$ -	$ 122,500	$ 30,000	$ 592,500	$ 5,000	$ -	$ -	$ 5,000	$ 597,500
Civil Engineering	$ 60,000	$ 90,000	$ 125,000	$ -	$ -	$ 275,000	$ -	$ 20,000	$ 20,000	$ 40,000	$ 315,000
Landscape Architecture	$ 84,200	$ 145,220	$ -	$ -	$ -	$ 229,420	$ -	$ -	$ -	$ -	$ 229,420
Mechanical Engineering	$ 140,420	$ 111,920	$ -	$ -	$ 30,870	$ 283,210	$ -	$ -	$ -	$ -	$ 283,210
Plumbing Engineering	$ 99,770	$ 79,510	$ 20,360	$ -	$ 21,940	$ 221,580	$ -	$ 16,130	$ 9,570	$ 25,700	$ 247,280
Electrical Engineering	$ 129,340	$ 103,080	$ 26,390	$ -	$ 28,450	$ 287,260	$ -	$ 13,200	$ 14,360	$ 27,560	$ 314,820
Lighting Design	$ 45,000	$ 40,000	$ -	$ -	$ -	$ 85,000	$ -	$ -	$ -	$ -	$ 85,000
Acoustical Engineering	$ 35,000	$ 45,000	$ -	$ -	$ -	$ 80,000	$ -	$ -	$ -	$ -	$ 80,000
Waterproofing	$ 60,000	$ 40,000	$ -	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
Cost Estimating	$ 34,200	$ 37,800	$ 14,400	$ -	$ -	$ 86,400	$ -	$ -	$ -	$ -	$ 86,400
Code	$ 5,000	$ 5,000	$ -	$ -	$ -	$ 10,000	$ -	$ -	$ -	$ -	$ 10,000
Spec Writer	$ 20,000	$ 20,000	$ 10,000	$ -	$ 10,000	$ 60,000	$ -	$ 5,000	$ 5,000	$ 10,000	$ 70,000
Title 24 Consultant	$ 25,000	$ 25,000	$ -	$ -	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
SUBTOTAL:	**$ 977,930**	**$ 942,530**	**$ 196,150**	**$ 122,500**	**$ 121,260**	**$ 2,360,370**	**$ 5,000**	**$ 54,330**	**$ 48,930**	**$ 108,260**	**$ 2,468,630**
5% Consultant Markup	$ 48,897	$ 47,127	$ 9,808	$ 6,125	$ 6,063	$ 118,019	$ 250	$ 2,717	$ 2,447	$ 5,413	$ 123,432
TOTAL FEE	**$ 2,509,267**	**$ 2,508,577**	**$ 477,518**	**$ 128,625**	**$ 190,883**	**$ 5,814,869**	**$ 34,320**	**$ 95,757**	**$ 90,087**	**$ 220,163**	**$ 6,035,032**
Construction Budget:	$ 22,974,555	$ 26,911,169	$ 5,064,807	$ 2,898,857	$ 890,242	$ 58,739,630	$ -	$ -	$ -	$ -	$ 58,739,630
Fee - % of Construction:	10.92%	9.32%	9.43%	4.44%	21.44%	9.90%					10.27%

Attachment D

Part 2

FEE PROPOSAL - MARCH 3, 2026

Project: South San Francisco High School — Issued 11/19/2025
Address: 400 B Street, South San Francisco, CA 94080
Bond Project #:
Architect: CAW ARCHITECTS
Proposal Date: 3/3/26

			Part 2 Scope of Services & Tasks									Totals
		Hourly Rate	Schematic Design	Design Development	Construction Documents	Project Approvals/DSA	Bidding/ GMP Phase	Construction Administration	Close Out Phase	Total Hours	Costs	
Architecture	**Consultant Name**		**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**	**Hours**			
Principal 2	CAW Architects	$275	0	0	0	0	0	0	0	0	$0	
Principal 1	CAW Architects	$230	480	512	1,056	192	109	3,872	24	6,245	$1,436,350	
Project Manager	CAW Architects	$205	0	2	0	0	3	6	0	11	$2,305	
Project Architect	CAW Architects	$185	480	512	648	0	0	0	0	1,640	$303,400	
Job Captain	CAW Architects	$160	160	768	1,440	0	0	0	0	2,368	$378,880	6035445
Designer 2	CAW Architects	$145	171	264	400	48	0	0	0	883	$128,000	6035032
Designer 1	CAW Architects	$135	1,869	1,376	1,704	336	176	2,060	64	7,585	$1,023,982	413
Interior Design Manager	CAW Architects	$185	0	0	0	0	0	0	0	0	$0	
Interior Design Coordinator	CAW Architects	$135	0	0	0	0	0	0	0	0	$0	3.059259259
Administrative	CAW Architects	$50	0	0	0	0	0	0	0	0	$0	
Subtotal Architect's Fee:			**$ 501,857**	**$ 559,750**	**$ 881,200**	**$ 96,550**	**$ 49,445**	**$ 1,169,955**	**$ 14,160**	18,732		**$3,272,917**
											$0	

Services	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	Subtotal	Subtotal with Markup	
Mechanical	Engineering 350		$ 55,510	$ 69,400	$ 83,270	$ -	$ 8,830	$ 35,330	$ -	$ 252,340	$264,957	
Plumbing	Engineering 350		$ 43,920	$ 54,910	$ 65,880	$ -	$ 6,980	$ 27,950	$ -	$ 199,640	$209,622	
Electrical	Engineering 350		$ 56,940	$ 71,180	$ 85,400	$ -	$ 9,060	$ 36,230	$ -	$ 258,810	$271,751	
Telcom, AV, Security	Engineering 350 - included in Electrical		$ -	$ -	$ -	$ -	$ -	$ -	$ -	0	$0	
Structural *	ZFA Structural Engineers		$ 62,000	$ 88,000	$ 132,000	$ 36,000	$ 4,000	$ 118,000	$ -	$ 440,000	$462,000	
Civil Engineering	BKF		$ 40,000	$ 57,000	$ 123,500	$ -	$ -	$ 54,500	$ -	$ 275,000	$288,750	
SWPPP	BKF - included in Civil		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0	
Landscape Architect	Carducci and Associates		$ 38,700	$ 37,350	$ 88,410	$ 9,355	$ 4,305	$ 51,300	$ -	$ 229,420	$240,891	
Fire Alarm	Engineering 350 - included in Electrical		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$0	
Waterproofing Consultant	ABB		$ -	$ 40,000	$ 60,000	$ -	$ -	$ -	$ -	$ 100,000	$105,000	
Cost Estimator	Silva		$ 21,780	$ 30,060	$ 34,560	$ -	$ -	$ -	$ -	$ 86,400	$90,720	
Lighting Consultant	HLB		$ -	$ 30,000	$ 55,000	$ -	$ -	$ -	$ -	$ 85,000	$89,250	
Acoustical	Salter		$ -	$ 15,000	$ 65,000	$ -	$ -	$ -	$ -	$ 80,000	$84,000	
Code	Jensen Hughes		$ -	$ 10,000	$ -	$ -	$ -	$ -	$ -	$ 10,000	$10,500	
Spec Writer	Richard Sinner		$ -	$ 15,000	$ 35,000	$ -	$ -	$ -	$ -	$ 50,000	$52,500	
Title 24	Engineering 350		$ -	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000	$52,500	
Subtotal Base Services/ Subconsultants:**			**$ 318,850**	**$ 517,900**	**$ 878,020**	**$ 45,355**	**$ 33,175**	**$ 323,310**	**$ -**	**$ 2,116,610**	**$2,222,440.50**	**$2,222,441**
Total Fee Base Services (AOR + Consultants)												**$5,495,358**

* Tier 1 & Tier 2 Assessment are available, identify any sub-part cost associated with the Structural Mitigation Study

**Define percentage of sub-consultant mark-up

Note: Site Topographical Survey and Utility Location Survey provided by District

Accepted Alternates (Per Acceptance Letter)	**Consultant Name**		**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	**Cost**	Subtotal	Sutotal w/Markup (if consult exp)
#1: Vol. Seimsic Upgrade - Gym	ZFA Structural Engineers		$ 20,000	$ 10,000	$ 50,000	$ -	$ -	$ 42,500	$ -	$ 122,500	$128,625
#2-#5: HVAC Equip Replace	Engineering 350 - Mech		$ 6,790	$ 8,490	$ 10,190	$ -	$ 1,080	$ 4,320	$ -	$ 30,870	$32,414
#2-#5: HVAC Equip Replace	Engineering 350 - Elect		$ 6,260	$ 7,820	$ 9,390	$ -	$ 1,000	$ 3,980	$ -	$ 28,450	$29,873
#2-#5: HVAC Equip Replace	ZFA Structural Engineers		$ -	$ -	$ 20,000	$ -	$ -	$ 10,000	$ -	$ 30,000	$31,500
#2-#5: HVAC Equip Replace	CAW Architects		$ 18,480	$ -	$ 30,480	$ -	$ -	$ 14,600	$ -	$ 63,560	$63,560
#2-#5: HVAC Equip Replace	Engineering 350 - Plumbing		$ 4,830	$ 6,030	$ 7,240	$ -	$ 770	$ 3,070	$ -	$ 21,940	$23,037
#2-#5: HVAC Equip Replace	Other Consultants		$ -	$ -	$ 10,000	$ -	$ -	$ -	$ -	$ 10,000	$10,500
Library DSA Closeout	CAW & Other Consultants		$ 7,600	$ -	$ 12,330	$ 6,930	$ 1,020	$ 5,440	$ 1,000	$ 34,320	$34,320
Temp Housing - Gym Locker Rm	CAW & Other Consultants		$ 14,288	$ 17,804	$ 34,074	$ 8,160	$ 2,091	$ 18,341	$ 1,000	$ 95,758	$95,758
Temp Housing - CTE / S Wing	CAW & Other Consultants		$ 13,049	$ 16,239	$ 32,205	$ 8,160	$ 1,892	$ 17,543	$ 1,000	$ 90,088	$90,088
Subtotal Alternates			**$ 91,297**	**$ 66,383**	**$ 215,909**	**$ 23,250**	**$ 7,853**	**$ 119,794**	**$ 3,000**	**$ 527,486**	**$539,674.00**

*Accepted Alternates May Be Unfunded

Total Design Basis (Base AOR + Base Consultants + Accepted Alternates)	$ -	**$6,035,032**
Reimbursable Expense Allowance		$0

REIMBURSABLE EXPENSES

Reimbursable Expenses that include the print sets required by the contract and expenditures required by our team are included in the above fee. Other Owner requested expenditures, beyond the print sets specified in the contract, are billed in addition to the above listed fee. These expenses include, but are not limited to printing, reproductions, plotting, model materials, shipping and delivery, and travel costs outside the greater Bay Area.

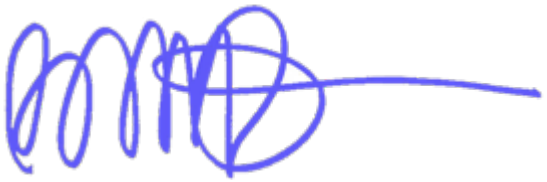
ADDITIONAL SERVICES

Effort expended beyond the scope described in this proposal will be billed on an hourly basis in accordance with the hourly rate sheet attached, or for a mutually agreed-to lump sum fee. Additional services could result from, but not be limited to, the following:

1. Design revisions initiated by the client, after receiving prior approvals.
2. Increases or changes to the design scope, or changes to the Scope of Work, Proposed Services, Assumptions or Exclusions listed within this proposal, as directed by the Client.
3. Adding consultants, either required or discretionary, that are currently excluded or not listed in this proposal.
4. An increase to the construction budget, independent of a modification or change to the project scope, where the budget increase reflects a general increase in the quantity of work outlined in this proposal.
5. Deviations from the agreed-to project schedule, including construction administration services that continue past the duration listed in this proposal.
6. Developing multiple drawing sets, designing separate construction phases, or providing separate increments beyond what is listed in this proposal.
7. Substantive value engineering changes to revise the drawings after design development approval.

We want to thank you again for this great opportunity, and we look forward with you and the entire client team on this exciting project.

Sincerely,



Brent McClure, AIA
Principal
CAW Architects, Inc.

Attachment A: Agreement Terms and Conditions
Attachment B: Billing Rates
Attachment C: Project Schedule
Attachment D: Subconsultant Agreements

EXHIBIT C

SCHEDULE OF SERVICES

A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver one (1) electronic copy to District along with the monthly billing.

B. Architect shall complete Services required under the Schematic Design ("SD") Phase within **196 calendar days** after written authorization from District to proceed.

C. Architect shall complete Services required under the Design Development ("DD") Phase within **149 calendar days** after receipt of a written authorization from District to proceed.

D. Architect shall complete Services required under Construction Documents ("CD") Phase within **189 calendar days** after written authorization from District PM to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with DSA review the Construction Documents back-check stage.

1. 100% Submittal Package **63 calendar days**
2. Final Contract Documents after Final Back-Check Stage **30 calendar days**

E. The durations stated above include the review periods of **22 calendar days** required by the District.

F. All times set forth in Sections A through E to complete tasks of this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are incurred as a result of District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by the District. Dates in table shown are for general reference.

Task Name:	**Duration (calendar days):**	**Start**	**Finish**
Board Authorization - Part II	1	3/26/26	3/26/26
Execute AOR Agreement	1	4/3/26	4/3/26
SCHEMATIC DESIGN PHASE	**196**	**4/6/26**	**10/19/26**
Meetings			
CAW / BMT Bi-Weekly Meetings	Ongoing	Every Two Weeks	
Design Team Kickoff Meeting	1	4/8/26	4/8/26

SSFS School Site Meeting #1	1	4/15/26	4/15/26
SSFS School Site Meeting #2	1	5/6/26	5/6/26
SSFS School Site Meeting #3	1	6/3/26	6/3/26
SSFS School Site Meeting #4	1	7/1/26	7/1/26
M&O and IT Meeting	1	7/15/26	7/15/26
Preliminary DSA Meeting	1	5/20/26	5/20/26
Schematic Design Drawings, Specs, BOD	135	4/6/26	8/19/26
SD Scope / Budget Reconciliation	55	8/19/26	10/13/26
Review Scope with BMT	1	8/19/26	8/19/26
SD Cost Estimate	21	8/17/26	9/7/26
BMT Cost Estimate	21	8/17/26	9/7/26
Budget Reconciliation Mtg #1	1	9/9/26	9/9/26
Reconcile Scope and Cost	14	9/9/26	9/23/26
Budget Reconciliation Mtg #2	1	9/23/26	9/23/26
BMT (PSC & Next Phase Authorization)	20	9/23/26	10/13/26
DESIGN DEVELOPMENT PHASE	**149**	**10/19/26**	**3/17/27**
Meetings			
CAW / BMT Bi-Weekly Meetings	Ongoing	Every Two Weeks	
Design Team Kickoff Meeting	1	10/21/26	10/21/26
SSFS School Site Meeting #1	1	11/4/26	11/4/26
SSFS School Site Meeting #2	1	12/9/26	12/9/26
M&O and IT Meeting	1	11/18/26	11/18/26
Local Fire Marshal Prelim Review	1	11/11/26	11/11/26
Design Development Drawings, Specs	112	10/19/26	2/8/27
DD Scope / Budget Reconciliation	35	2/10/27	3/17/27
Review Scope with BMT	1	2/10/27	2/10/27
DD Cost Estimate	14	2/8/27	2/22/27
BMT/LLB Cost Estimate	14	2/8/27	2/22/27
Budget Reconciliation Mtg #1	1	2/24/27	2/24/27
Reconcile Scope and Cost	7	2/24/27	3/3/27
Budget Reconciliation Mtg #2	1	3/3/27	3/3/27
BMT (PSC & Next Phase Authorization)	14	3/3/27	3/17/27
CONSTRUCTION DOCUMENTS PHASE	**189**	**3/17/27**	**9/22/27**
Meetings			
CAW / BMT Bi-Weekly Meetings	Ongoing	Every Two Weeks	
Design Team Kickoff Meeting	1	3/17/26	10/21/26
CM Scope and Cost Workshop	1	11/4/26	11/4/26

CM/LLB GC and District Meeting	1	12/9/26	12/9/26
DSA Project Registration	1	11/18/26	11/18/26
90% Construction Documents Drawings, Specs	**140**	**3/17/27**	**8/4/27**
CD Scope / Budget Reconciliation (TBD BASED ON PACKAGES)	49	8/4/27	9/22/27
Review Scope with BMT	1	9/1/27	9/1/27
90% CD Cost Estimate	14	8/9/27	8/23/27
BMT/LLB Cost Estimate	14	8/9/27	8/23/27
Budget Reconciliation Mtg #1	1	8/25/27	8/25/27
CAW / BMT Review Prior to DSA Submittal	7	8/30/27	9/6/27
Incorporate LLB / CM / BMT Constructability Review	7	9/6/27	9/13/27
Team Coordination	7	9/13/27	9/20/27
DSA Submittal	1	9/22/27	9/22/27
DSA SUBMITTAL (TBD)	**244**	**9/22/27**	**5/23/28**
BIDDING PHASE	**60**	**tbd**	**tbd**
CONSTRUCTION ADMINISTRATION PHASE	**720**	**7/13/28**	**7/3/30**

2024-2025 HOURLY BILLING RATES

Effective October 1, 2023

Our billing rate schedule is as noted below, listing the range of rates for each staff position. We adjust these periodically through normal salary review practices.

Principal 2	$275
Principal 1	$230
Associate / Project Manager	$205
Project Architect	$185
Interior Designer	$185
Job Captain	$160
Designer 2	$145
Designer 1	$135
Administrative	$85

December 8, 2025

Brent McClure
CAW Architects
703 Market Street, Suite 2100
San Francisco, CA 94103

RE: South San Francisco High School
South San Francisco, California
Structural Engineering Professional Services Proposal

Brent,

We are pleased to present our proposal for structural engineering services for the above-mentioned project located at 400 B Street in South San Francisco, California. This proposal is between ZFA Structural Engineers (Consultant) and CAW Architects (Client) and provides structural engineering services from Schematic Design through Construction Administration and Project Closeout. Our proposed project scope is based on the emails received on December 3 and 5, 2025, which included the Budget Summary, Scope of Work, and Concept Sketches, along with our previous work on the campus assessment completed earlier this year.

PROJECT DESCRIPTION

The proposed project consists of new construction and renovations at an existing high school campus. The overall project will include a new Building S / CTE Wing and plaza, renovation and addition to the gym and locker room Building N, and underground site utilities. As noted below, the locations of Building S and the Building N Locker Room addition will require removal of portions of existing buildings, requiring evaluation and retrofit of the portions to remain. The overall project will be split into three stand-alone concurrent projects, outlined below.

Building S /CTE Wing and Plaza

- New S Wing to house CTE programs, comprised of two separate one-story buildings, assumed to be approximately 24,000SF total, constructed with structural steel framing on shallow concrete foundations.
- A portion of the existing Building S is proposed to be removed to provide space for the new Building S, which will be used temporarily prior to demolition of the entire building. This partial removal will trigger a mandatory seismic retrofit of the existing building to remain, including an EDCR. Separate line items are provided for this mandatory seismic retrofit and EDCR.

Building N - Gym and Locker Room

- Renovation of 36,000SF 1-story gym & locker room building.
- New Locker room building addition (seismically separated from the existing locker room structure), assumed to be approximately 7,000SF, constructed with steel framing on a shallow concrete foundation.

- A portion of existing Building N will need to be removed to provide space for the new locker room addition. Removal of the existing structure will require an evaluation of the remaining seismic-force-resisting system to determine if a full building mandatory retrofit is triggered. If this removal does trigger a full building mandatory retrofit, an EDCR will also be required which is provided as a separate line item in the fee provided below.
- If mandatory is not triggered, a localized mandatory seismic retrofit of the existing building to remain will be provided. An EDCR is not expected to be required, but is included as a line item if required by DSA.

Site Work

- Verification that gas lines fiber, date, security, and intercom conduits on roofs and exterior walkways do not trigger any structural upgrades
    - Structural upgrades to existing structures to support new utilities is excluded.
- Design of foundation and anchorage for new switchgear.

Add-Alternates

The following Add-Alternates are included as optional line items should the District decide to include them in the project scope:

1. Voluntary Seismic Upgrade at Gym, based on the recommended scope outlined in our retrofit markups dated June 10, 2025, and noted below:
    a. Steel braced frames at transverse end walls and demising wall.
    b. Steel arch connection strengthening.
    c. Concrete arch strengthening.
    d. Arch foundation strengthening.
    e. Diaphragm strengthening.

    Since this proposed scope may trigger a mandatory retrofit, pending structural interpretation by DSA, the voluntary scope may be reduced to avoid triggers. The final scope will be determined during the SD phase.

2. Replace Building B (2-Story) HVAC Equipment
    a. Design of anchorage for replacement AHU (assumed maximum of 2 units), to be installed on grade.
    b. Evaluation of existing on-grade concrete pad to support replacement AHU. If existing pad is not adequate, and new pad will be designed.
    c. Review and markup of MEP consultant's details for ductwork anchorage up the side of the building to allow for connection to existing duct distribution system.
    d. No scope is anticipated or included inside the existing building.

3. Replace Building C (2-Story) HVAC Equipment
    a. Design of anchorage for replacement AHU (assumed maximum of 2 units), to be installed on grade.
    b. Evaluation of existing on-grade concrete pad to support replacement AHU. If existing pad is not adequate, and new pad will be designed.
    c. Review and markup of MEP consultant's details for ductwork anchorage up the side of the building to allow for connection to existing duct distribution system.
    d. No scope is anticipated or included inside the existing building.

4. Replace Building D (2-Story) HVAC Equipment
    a. Design of anchorage for replacement AHU (assumed maximum of 2 units), to be installed on grade.

   b. Evaluation of existing on-grade concrete pad to support replacement AHU. If existing pad is not adequate, and new pad will be designed.
   c. Review and markup of MEP consultant's details for ductwork anchorage up the side of the building to allow for connection to existing duct distribution system.
   d. No scope is anticipated or included inside the existing building.

5. Replace Building E (2-Story) HVAC Equipment
   a. Design of anchorage for replacement AHU (assumed maximum of 2 units), to be installed on grade.
   b. Evaluation of existing on-grade concrete pad to support replacement AHU. If existing pad is not adequate, and new pad will be designed.
   c. Review and markup of MEP consultant's details for ductwork anchorage up the side of the building to allow for connection to existing duct distribution system.
   d. No scope is anticipated or included inside the existing building.

The initial approved construction budget for this project is $54M. The total base construction cost estimate is $54,950,531.

The currently unfunded Add-Alternate construction cost estimate is $3,789,098, with is itemized below:

- Add-Alternate 1: $2,898,857
- Add-Alternate 2: $213,177
- Add-Alternate 3: $213,177
- Add-Alternate 4: $231,944
- Add-Alternate 5: $231,944

The total cost estimate for base scope + accepted Add-Alternates is $58,739,629.

SCOPE AND APPROACH

Our overarching approach is to provide full-service engineering with a focus on strong collaboration and coordination with all team members. The following lists the scope of services that will be provided for each phase of this project. Additional scope assumptions are as noted in Attachment A.

Schematic Design (SD)

1. Attend virtual design meetings as required to validate scope and systems. Assume one meeting at the Architect's office and virtual meetings as required.
2. Prepare Schematic Design Drawings via PDF markups on architectural drawings including foundation and framing plans and key elevations. Submit drawings at 50%, Cost Estimate milestones. (Note: three separate submittals will be required, one for each separate project.)
3. Provide a structural narrative outlining the project structural design criteria, analysis procedures, structural systems selection process, and structural material properties.
4. Review cost estimate and incorporate comments into final 100% SD Drawings via PDF markups on architectural drawings.
5. Finalize voluntary scope based on cost feedback and evaluation of DSA triggers for mandatory upgrade for existing buildings.

Design Development (DD)

1. Attend virtual design meetings as required to coordinate design work. Assume one meeting at Architect's office and virtual as required.
2. Develop the Revit BIM model to approximately LOD 200 in accordance with AIA 202-08. This model will be coordinated at regular intervals with Revit design models provided by other design consultants on the team.
3. Prepare Design Development Drawings from the Revit Model including foundation and framing plans with member sizing as well as general notes and typical details. Submit drawings at DD Cost Estimate milestone. (Note: three separate submittals will be required, one for each separate project.)
4. Submit progress structural specifications.
5. Review cost estimate and incorporate comments into final 100% DD Drawings.

Construction Documents (CD)

1. Attend virtual design meetings as required to coordinate design work. Assume one meeting at the Architect's office and virtual as required.
2. Develop primary structural elements in the Revit BIM model to LOD 300 in accordance with AIA 202-08. This model will be coordinated at regular intervals with Revit design models provided by other design consultants on the team.
3. Prepare Construction Drawings with fully developed framing plans and details that are coordinated with architecture, mechanical, and electrical designs. Submit drawings for DSA submittal. (Note: three separate submittals will be required, one for each separate project.)
4. Prepare finalized specifications in book format that are coordinated with the design.
5. Provide structural calculations for DSA submittal.
6. Prepare DSA-103 forms for structural testing and inspection for submittal.

DSA Plan Check Process

1. Respond to DSA comments for each separate project (3 projects total).
2. Attend (3) DSA backcheck meetings total, one for each separate project.
3. Issue revised calculations and drawings as required to address comments and obtain required permits.

Bidding and Negotiation

1. Prepare responses to questions from prospective bidders, as well as clarifications for Addenda to the Bidding Documents.

Construction Administration (CA)

1. Attend kick-off meeting at project site.
2. Attend virtual construction design meetings as deemed required by the Architect.
3. Perform site visits to observe foundations, framing, and final structure, as required to meet the code minimum structural observation requirements.
    a. Building S /CTE Wing and Plaza: 8 site visits total.
    b. Building N Gym and Locker Room: 8 site visits total.
    c. Site Work: 2 site visits total
    d. Add-Alternate #1: 10 site visits total (max)
4. Prepare Structural Observation Reports for each site visit made.
5. Submittal Review
    a. Structural items designed by ZFA.
    b. Deferred approval submittals for items designed by others to confirm loads imposed on structural members.

   c. We will review each submittal no more than two times. If additional reviews are required, there will be an additional service request prior to commencement of review.
   d. We will endeavor to turn around reviews in two weeks.
6. Respond to requests for information (RFIs)
   a. Clarification or coordination of structural plans and details.
   b. Additional services will be required to review substitutions, revisions to approved structural materials and details, and to develop field fixes.
   c. We will endeavor to turn around responses within three days.
7. Review of testing and inspection reports provided by independent agency hired by the Owner.
8. Review and comment on change orders as deemed necessary by the Architect.

Project Closeout

1. Perform final walk-through and assist in developing punch list.
2. Work through change orders and related discussions.
3. Provide completed DSA 6-AE Architect/Engineer Verified Report when the observed completed construction is in accordance with the structural design intent.

PROJECT ASSUMPTIONS

General project assumptions are as follows:

1. All structural design and structural related services will be in accordance with the 2025 California Building Code (as amended by DSA).
2. Voluntary retrofits will be designed in accordance with the CEBC, which references ASCE 41-23.
3. The Add-Alternates will not be separate DSA submittals.
4. All drawings will be produced with Autodesk Revit 2025.
5. ZFA assumes that all the deliverables for this job will be electronic.
6. Any additional work outside of the Scope of Services outlined above and in Attachment A will be billed separately in accordance with our current rate schedule included in Attachment B.

PROJECT SCHEDULE

A draft design schedule was provided by the Architect, which is outlined below (noted to be subject to change). ZFA is able to meet the schedule shown for all design phases.

Submittal	Milestones
NTP	January 12, 2026
Concept Design	April 17, 2026
SD Cost Estimate Set	May 22, 2026
100% SD	July 31, 2026
DD Cost Estimate Set	November 13, 2026
100% DD	December 18, 2026
DSA Submittal	May 17, 2027
100% CD	June 18, 2027
DSA Review and Approval	January 17, 2028
Construction Complete	February 17, 2030

PROJECT FEE

Our fee for the above services are Fixed Fees which are itemized per scope and phase in the tables below.

Building S /CTE Wing and Plaza Fee Schedule

Phase	Fee
Concept Design	$6,000
Schematic Design	$22,000
Design Development	$40,000
Construction Documents	$60,000
DSA Plan Check Process	$16,000
Bidding	$2,000
Construction Administration / Project Closeout	$54,000
Total	**$200,000**
Existing Building S EDCR	**$12,000 (additional)**
Existing Building S Mandatory Seismic Retrofit	**TBD (additional)**

Building N Fee Schedule

Phase	Fee
Concept Design	$8,000
Schematic Design	$26,000
Design Development	$48,000
Construction Documents	$72,000
DSA Plan Check Process	$20,000
Bidding	$2,000
Construction Administration / Project Closeout	$64,000
Total	**$240,000**
Building N EDCR, if required	**$20,000 (additional)**
Building N Mandatory Full Building Seismic Retrofit	**$200,000 (additional)**
Building N Mandatory Localized Seismic Retrofit	**$40,000 (additional)**

Site Work Fee Schedule

Phase	Fee
Construction Documents	$30,000
DSA Plan Check Process	$7,000
Bidding	$1,000
Construction Administration / Project Closeout	$12,000
Total	**$50,000**

Add Alternate Fee Schedule

Phase	CD Fee	CA Fee	Total
#1: Voluntary Seismic Upgrade at Gym (depending on final scope)	$65,000 - $95,000	$30,000 - $55,000	**$95,000 - $150,000**
#2: Replace Building B (2-Story) HVAC Equipment	$10,000	$5,000	**$15,000**
#3: Replace Building C (2-Story) HVAC Equipment	$10,000	$5,000	**$15,000**
#4: Replace Building D (2-Story) HVAC Equipment	$10,000	$5,000	**$15,000**
#5: Replace Building E (2-Story) HVAC Equipment	$10,000	$5,000	**$15,000**

EXCLUSIONS

This agreement does not include the following:

1. Design of temporary support systems, shoring, bracing, or construction means and methods items.
2. Design of deep foundations (i.e. drilled piers or piles).
3. Structural review and/or design for MEP equipment inside the building for Add-Alternates #2 through #5.
4. Structural strengthening/retrofit design of existing buildings required to support new utilities included in Site Work scope.
5. Design related to Interim Housing.
6. Determination and specification of top of footing elevations.
7. Sharing of BIM model with contractor for generation of shop drawings.
8. Major changes in the scope or design of the project as initiated by the Owner or Architect past the DD phase.
9. Specific exclusions listed in item VII of Attachment A.

TERMS AND CONDITIONS

This agreement includes the Terms and Conditions attached in Attachment B: Terms and Conditions.

PROJECT AUTHORIZATION

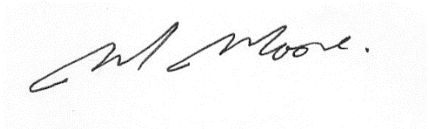
We appreciate the opportunity to work with you on this project. We have attempted to anticipate the services required to successfully complete this project. If our fee is not in accordance with what you anticipated, please contact me. Should you find this proposal acceptable, please return a signed copy of the attached Terms and Conditions document (Attachment B), along with this letter.

Thank you for providing us the opportunity to be considered to join your team.

Offered by:
ZFA STRUCTURAL ENGINEERS



Matt Frantz, SE
Principal



Mark Moore, SE
Executive Principal
December 8, 2025

Accepted by:
CAW ARCHITECTS

Name: _____

Title: _____

Company: _____

Date: _____

ATTACHMENT A: SCOPE OF SERVICES

The following matrix lists those structural engineering services which are and which are not included in this proposal.

Scope of Structural Services	Included	NIC	Comments
I. SCHEMATIC DESIGN (SD) PHASE			
Attend meetings	x		As noted in Project Scope
Review and confirm existing conditions on site		x	
Assist in selection of structural foundation systems and appropriate materials	x		
Confirm structural payment schedule	x		
Prepare structural design criteria	x		
Comment on the development of project schedule	x		
Study alternative structural systems	x		
Develop schematic design documents			
• Preliminary site/foundation drawings	x		Via PDF markups
• Preliminary framing plans	x		Via PDF markups
• General Notes/Typical detail sheet(s)	x		Via PDF markups
Review and comment on opinion of probable costs	x		
Suggest possible value engineering options	x		
Develop BIM model to LOD 100		x	

Scope of Structural Services	Included	NIC	Comments
II. DESIGN DEVELOPMENT (DD) PHASE			
Attend meetings	x		As noted in Project Scope
Develop DD design documents: Provide progress drawings defining major framing sizes and key details of the primary structural system			
• DD level structural design calculations for typical elements	x		
• General Notes/Typical detail sheet(s)	x		
• DD level site/foundation plans	x		
• DD level framing plans	x		
• Limited details to convey most common conditions	x		
Prepare progress specifications for structural systems	x		
Identify deferred approval structural elements and/or systems designed by others	x		
Suggest possible value engineering options	x		
Review and comment on opinion of probable costs	x		

Develop BIM model to LOD 200	x		

Scope of Structural Services	Included	NIC	Comments
III. CONSTRUCTION DOCUMENTS (CD) PHASE			
Attend meetings	x		As noted in Project Scope
Develop CD level design documents			
• CD level structural design calculations for structural elements	x		
• General Notes/Typical detail sheet(s)	x		
• CD level site/foundation plans	x		
• CD level framing plans	x		
• Final structural details	x		
Complete structural calculations	x		
Develop structural design specifications on design documents		x	
Edit structural design specifications as a separate booklet per CSI standards	x		
Review the effects on the primary structural system of elements not designed by the Structural Engineer of Record	x		
Establish testing and inspection requirements for structural-related items and present on drawings	x		
Prepare any testing and inspection forms required by the Owner's testing and inspection agency	x		(Prepare DSA-103)
Mark-up architectural drawings to assist in the anchorage of non-structural systems	x		
Mark-up MEP drawings to assist in the anchorage of non-structural systems	x		
Review opinion of probable construction costs and provide comments		x	
Develop BIM model to LOD 300	x		

Scope of Structural Services	Included	NIC	Comments
IV. PERMIT AND BIDDING PHASE			
Respond to bidder questions	x		
Provide structural addenda and drawings where required	x		
Make revisions to construction documents as required by AHJ	x		

Scope of Structural Services	Included	NIC	Comments

V. CONSTRUCTION ADMINISTRATION (CA) PHASE			
Attend pre-construction meeting		x	
Advise client and contractor which structural elements require construction observation by SEOR	x		Per structural notes on drawings (and completed DSA-103 form)
Make site visits at intervals appropriate to the stages of construction	x		As noted in Project Scope
Prepare site visit reports	x		
Respond to structural RFIs	x		
Develop structural sketches or bulletins to address construction conditions	x		
Assist in determining whether non-conforming structural work shall be repaired or replaced	x		
Review deferred submittals for non-structural systems designed by others for loads imposed on the main structural system	x		
Review submittals for items designed by SEOR	x		
Review testing and inspection reports and initiate appropriate action to those reports, if required	x		

Scope of Structural Services	Included	NIC	Comments
VI. OPTIONAL ADDITIONAL SERVICES			
Provide structural services related to non-structural or secondary structural elements and their attachments as follows:			
• Exterior building skin/cladding system	x		Proprietary systems excluded
• Rooftop support for window washing systems		x	
• Design of mechanical roof screens	x		
• Calculations for anchorage of mechanical equipment	x		All information as it relates to anchorage of major equipment (over 400#) will be provided by MEP consultant. Details will be provided by MEP consultant but will be marked-up by ZFA. Calculations for anchorage will be provided by ZFA
• Calculations and details for anchorage of MEP distribution systems		x	Assume pre-qualified details will be provided by MEP consultant, except as noted in Project Scope.

• Calculations and details for anchorage of nonstructural architectural components	x		All information as it relates to anchorage will be provided by the Architect. Details will be provided by the Architect but will be marked-up by ZFA. Calculations will be provided by ZFA.
• Calculations and details for anchorage of owner-furnished equipment or equipment substituted by the contractor or owner after approval by reviewing agency		x	
• Structural support of guiderails for elevators, escalators or other conveying equipment		x	
• Provide services related to site work elements		x	As noted in Project Scope
• Free-standing site walls and retaining walls		x	
• Landscape elements		x	
• Flagpoles or lighting poles		x	
• Exterior building signs		x	
• Stairs systems (designed by others)		x	
Provide structural as-built verification or structural surveys of existing buildings or facilities		x	
Provide detailed estimates of construction cost for structural items		x	
Provide detailed quantity estimates of structural materials		x	
Assist with disputes regarding claims and other matters relating to execution or progress of the structural work		x	
Prepare record structural drawings		x	Update Revit model with significant changes. Record structural drawings will reflect these revisions only.
Develop a testing program to determine existing material properties for existing building or facilities relating to analysis assumptions		x	
Provide non-linear seismic analysis		x	
Provide analysis of floor response to foot-fall or vibratory equipment		x	
Provide analysis for rooftop photovoltaic (PV) systems		x	Designed for PV ready only
Respond to or incorporate peer review comments		x	
Prepare excavation, excavation shoring, or underpinning documents		x	

	Prepare a feasibility study or complete analysis regarding the use of base isolation or other passive energy dissipation systems		x	
	Study or advise owner or general contractor about construction sequencing and/or temporary loading requirements during construction		x	
	Field modifications or substitutions originated by contractor or owner		x	
	Redesign required due to construction costs exceeding the construction estimates		x	
	Redesign and/or investigation of alternative details or methods of construction requested after completion of design development documents		x	
	Redesign of structural systems due to significant changes after the 100% DD set is completed		x	

Scope of Structural Services	Included	NIC	Comments
VII. ITEMS EXCLUDED FROM BASIC SERVICES			
Design, detailing, or specifying of waterproofing		x	
Continuous job inspection or “special inspection” as required by Section 1701.5 of the building code		x	

ATTACHMENT B:
ZFA STRUCTURAL ENGINEERS TERMS AND CONDITIONS

1. **BILLINGS/PAYMENTS**
Invoices will be submitted monthly for labor charges and reimbursable expenses and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and ZFA Structural Engineers may without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. In addition, a service charge of 1.5 percent per month on the past due principal balance may be charged. In the event any portion or all of an account remains unpaid 90 days after billing, the Client will be liable for any costs of collection if necessary, including reasonable attorney's fees plus court and related costs. All late payments will be applied first to interest, then to attorneys' fees and costs, and lastly to principal. Visa and Mastercard payments are accepted and will be charged a convenience fee of 2.0% of the total invoice amount.

2. **REIMBURSABLE EXPENSES**
Expenses other than labor charges that are directly attributed to our professional services are invoiced at our cost plus 10 percent. Reimbursable expenses typically include: 1) extra prints and reproductions, 2) special delivery (e.g. overnight) costs, 3) sub-consultants hired for the project by ZFA Structural Engineers with Client's authorization and 4) any and all work, fees, expenses and costs that are not specifically listed and identified in the Agreement, Description, and Scope of Services.

3. **SUSPENSION OF ENGINEERING SERVICES**
If the Client fails to make payments when due or otherwise is in breach of *this Agreement or any other Agreements* Client has made with ZFA Structural Engineers, ZFA may suspend performance of *all* services entailed by these agreements upon five (5) calendar days' notice to the Client. In such instances, ZFA Structural Engineers shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of the Agreement(s) by the Client. In such instances, ZFA Structural Engineers shall also have the right, at its sole discretion, to apply any payment(s) under any one Agreement, to the balance owed under any of the Agreements between parties. Notwithstanding any of the foregoing the obligations of the Client under any Agreement(s) with ZFA Structural Engineers, remain separate and independent obligations of the Client, and nothing herein shall be construed to invalidate any portion of any of the respective Agreement(s).

4. **INDEMNIFICATION**
To the fullest extent permitted by law, the undersigned Client shall indemnify and hold ZFA harmless from any and all actions, causes of action, damages, claims, costs, demands and expenses including attorneys' fees, that result from injuries to and/or deaths to any and all persons, including but not limited to, ZFA and its employees, arising out of or connected in any manner with the performance or purported performance of the construction work specified or referenced in this Agreement; and for any and all destruction, including loss of use of any property, arising out of or in connection with the work specified or referenced in this Agreement, except when such actions, causes of actions, damages, claims, costs, demand, and expenses including attorneys' fees are due to the sole active negligence of ZFA.

5. **STATUTE OF LIMITATIONS**
As to acts or failures to act occurring prior to the relevant date of Substantial Completion, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than such date of Substantial Completion.

6. **TERMINATION**
This agreement may be terminated by either party within five (5) days of written notice to the other in the event of a substantial failure of performance by the other party through no fault of the terminating party. If this agreement is terminated, ZFA Structural Engineers shall be paid for services performed through the termination notice date, including reimbursable expenses due.

7. **EXPIRATION**
This Proposal and Agreement will expire automatically within 90 days from the date this document is issued and signed by ZFA, unless accepted and signed by Client within 90 days thereof, without modification.

8. **ACCESS TO SITE**
Unless otherwise stated, ZFA Structural Engineers will have access to the site for activities necessary for the performance of the services.

9. **HIDDEN CONDITIONS**
If ZFA Structural Engineers has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all costs necessary to correct said condition. If 1) the Client fails to authorize such investigation or correction after due notification, or 2) ZFA Structural Engineers has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and ZFA Structural Engineers shall not be responsible for the existing condition or any resulting damage to persons or property.

10. **CONSTRUCTION MEANS & METHODS**
ZFA Structural Engineers shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

11. **OTHER PROVISIONS**
ZFA Structural Engineers will prepare drawings and specifications in a timely manner, but ZFA Structural Engineers is not responsible for delays occasioned by factors beyond its control, nor by factors which could not reasonably have been foreseen at the time this agreement was executed. Unless a specific deadline or schedule is agreed to under the Description and Scope of Services, then all work under this Agreement shall be performed in a reasonable time as determined by ZFA Structural Engineers. If Client suspend(s) and restart(s) the work or project, ZFA will be entitled to bill Client for any remobilization and extra costs as agreed upon with client.

One or more waivers by either or both parties of any provision, part of any provision, term condition, or covenant of this agreement shall not be construed as a waiver by either party of any other provision, part of any other provision, term, condition or covenant of this agreement.

Any opinion of construction cost offered by ZFA Structural Engineers represents the judgment of a design professional and is supplied for your general guidance, but ZFA Structural Engineers does not guarantee the accuracy of its opinion as compared to actual contractor bids or actual cost to the owner.

12. **OWNERSHIP OF DOCUMENTS, MODELS, AND ELECTRONIC FILES**
All computer analysis and building information models (BIM), drawings, plans, calculations, and specifications are instruments of service and shall remain the property of ZFA Structural Engineers, whether the project for which they are made is executed or not. They are not to be used on other projects or extensions to this project except by agreement in writing and with appropriate compensation to ZFA Structural Engineers.

BIM model, CADD files, PDF documents, Digital Images, Scans, data, etc in any form of electronic media shall herein be referred to as "Electronic Files." Electronic files shall not be considered to be Contract or Construction Documents. Electronic Files do not in any way supersede or supplement the information included in the plans and specifications. Use of Electronic Files is not mandatory. Unless specifically noted in this agreement, an approved recipient, having the capability, may use the file as an added resource for conceptual understanding only. Transfer of Electronic Files is subject to all provisions of ZFA's Indemnification Agreement for Computer-Based Information.

13. **VENUE**
This agreement shall be interpreted and enforced in accordance with the laws of the State of California. The venue of any action brought to interpret or enforce any of the terms of this agreement or otherwise adjudicate the rights or liabilities of the parties hereto shall be laid in County of work.

14. **DISPUTE RESOLUTION**
At the discretion of ZFA Structural Engineers, all claims, counterclaims, disputes or other matters in question between the parties hereto arising out of or in relation to this Agreement or the breach thereof will be presented to non-binding mediation, subject to the parties agreeing to a mediator(s).

15. **ENTIRE AGREEMENT**
This Agreement is solely for the benefit of the signatories hereto and represents the entire and integrated agreement between the parties, and unless specifically referenced herein, supersedes all prior negotiations, representations or proposals, either written or oral. If any term of this Agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the Agreement's terms shall remain in full force and effect and shall not be affected thereby. This Agreement or any part thereof shall not be assigned or transferred by Client, without the prior consent of ZFA Structural Engineers.

16. **CONTINGENT GUARANTEE**
The representative of Client, who executes this Agreement, hereby represents and guarantees that Client is financially solvent and an ongoing business concern, and has the necessary resources to fulfill all obligations, including all financial obligations, of this Agreement. In the event that Client is unable to fulfill any of the obligations under this Agreement, within the timeframe called for in the Agreement or on demand, then said representative shall, on demand, be deemed personally liable to ZFA Structural Engineers, for any and all such obligations. In addition to the foregoing, during the existence of this Agreement, this contingent guarantee shall be binding on the following: as to a corporate Client, on all officers and shareholders; as to a limited liability company Client, on all members; as to any partnership Client, on all partners.

If Client or its representatives object to any of the foregoing, then Client must present to ZFA Structural Engineers at the time of execution of this Agreement, in writing, evidence of financial credit worthiness. Such evidence shall include, but not be limited to: current Dun & Bradstreet Report, current annual and quarterly Financial Statements, a current Credit Line Statement, current list of ongoing construction projects, and the last three banking statements for Client.

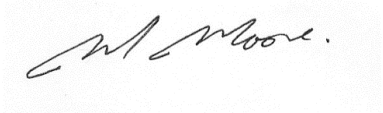
17. **PROJECT INFORMATION**
Upon execution of this Agreement by Client, Client will provide ZFA Structural Engineers, the physical address and legal description of the project property, and will identify by name, address and telephone number, the owner, architect, construction lender and/or surety for the project, including the reference number(s) for any loan and/or surety bond.

18. **BILLING RATES**

Executive Principal	$320.00 per hour	Engineer	$150.00 per hour
Principal	$250.00 per hour	Designer	$135.00 per hour
Associate Principal	$210.00 per hour	Project BIM Manager	$150.00 per hour
Senior Associate	$200.00 per hour	Senior BIM Tech	$140.00 per hour
Associate	$190.00 per hour	BIM Technician	$120.00 per hour
Senior Engineer	$170.00 per hour	Engineering Support	$75.00 per hour

19. ***LIMIT OF LIABILITY***
Neither ZFA Structural Engineers, their sub consultants, nor their agents or employees shall be jointly, severally, or individually liable to the Client in excess of ten times the compensation to be paid pursuant to this Agreement or fifty thousand dollars ($50,000), whichever is greater, by reason of any act or omission, sounding in tort or contract, including breach of contract, breach of warranty, or negligence.

Offered by: **ZFA STRUCTURAL ENGINEERS**



Mark Moore
Executive Principal
December 8, 2025

Accepted by:

Signature:

Print Name: _____

Date:_____

December 5, 2025

CAW ARCHITECTS, INC.
455 Lambert Avenue
Palo Alto, CA 94306
Brent McClure, AIA Principal
650.328.1818
bmcclure@cawarchitects.com

Proposal for Professional Landscape Architectural Services
New Gym / Locker Room & CTE Swing and Plaza Area – MSR T Bond
South San Francisco High School
400 B Street, South San Francisco, CA 94080
CARDUCCI PROJECT NO. CAW24-01

PROJECT DESCRIPTION

New 2-story classroom building and related exterior spaces including plaza and lunch areas.

Area of Scope: See Exhibit A – SSFHS
Phases: Programming, conceptual plan through construction administration. See EXHIBIT 'A' attached.

Base Scope includes:

A. SERVICES

1. Site Review/ Programming / Conceptual Design / Site Assessment

    a. Site walk with architectural team and district staff and arborist, if needed.
    b. Charette with architect to work on site solutions and design with new buildings and site work.
    c. Conceptual plan hand sketched for architect to get district approval, up to 2 options.

2. Schematic Design

    a. Meet with District/Architect to discuss project goals, budgets, and schedule.
    b. One (1) site visit to review visible existing conditions of each area identified above.
    c. Prepare a landscape development plan to be reviewed and approved by the District/Architect.
    d. Prepare a landscape imagery board showing probable plant material to be used.
    e. Coordinate with District, Architect, and arborist for landscape planting, irrigation, and site issues, including accessibility and EVA access applicable to this contract and scope.

3. Design Development

    a. Prepare hardscape materials plans and landscape planting plans and identify types of soils for planting areas.
    b. Development of hardscape and landscape details to communicate design intent assisting in pricing.
    c. Coordinate grading and drainage patterns and bio-filtration areas, if need, with Civil Engineer.

4. Construction Documents

    a. One (1) meeting with the Owner/Architect to review progress drawings, review goals, budgets, schedule and coordination with the consultant team for each independent area identified above.
    b. Materials Plans and Details: Detailed materials plan for pedestrian paving and site amenities within areas identified above.
    c. Layout Plan: Detailed layout plans prepared sufficiently to provide direction to the contractor to construct pedestrian paving.

d. Landscape Irrigation Plan and Details: Detailed layout of irrigation system, piping and valves to provide a total operative system that is coordinated with existing.
e. Soil Preparation Plan: Detailed soil preparation plans prepared to provide adequate growing medium for specific planting areas within areas identified above. Coordination of bio-filtration areas with applicable soil as required with Civil Engineer.
f. Planting Plan: Detailed planting plan for areas developed within the contract limits, including botanical names, common names, sizes and related details.
g. Specifications: Final specifications for aforementioned work will be Construction Specification Institute (CSI) format.

5. DSA Submittal, Permit Backcheck Submittal and Bidding

a. Submit drawing package for permit submittal and DSA L-1, if needed.
b. Submit drawings package to address plan check comments (back check).
c. Assist Owner/Architect with bidding, as needed.

6. Construction Administration

Construction Administration may include reviewing contractor's submittals, responding to contractor's request for information, providing supplemental information and three (3) visits to the site at intervals appropriate to the stages of job construction and at completion to determine general conformity of the work to the plans and specifications as applied to each area independently as listed above. This is not a full-time or exhaustive inspection, and the Landscape Architect shall not be responsible for job safety, construction methods or sequences, or work that has been negligently and incorrectly installed by the contractor.

a. Respond to Requests for Information
b. Review contractor's submittals. (1) One re-submittal will be accepted. Any further re-submittal will be reviewed and charged as additional services.
c. Provide supplemental information and clarifications as required.
d. Attend three (3) site visits during construction.
   i. One (1) Site visit and punch list at Substantial Completion.
   ii. One (1) Site visit and punch list backcheck and final completion inspection.
e. Further site visits, if requested, will be billed as additional services per the hourly rate listed herein.

B. SERVICES NOT INCLUDED IN THE BASE CONTRACT

1. Meeting with the City or DSA for plan approvals will be billed as additional services.

C. COMPENSATION

1. Fees for work performed by the Landscape Architect may be necessary to complete Items A-1a to 6dii will be for the gym locker rooms $84,200.00 (Eight-Four Thousand, Two Hundred dollars and no 100s), for CTE / S-Wing and quad plaza $145,220.00 (One Hundred Forty-Five Thousand, Two Hundred Twenty dollars and no 100s) payable per the following schedule:

Gym and Locker Rooms		CTE / S-Wing and Quad Plaza	
Conceptual / Programming	$2,500.00	Conceptual / Programming	$4,500.00
SD Phase	$12,750.00	SD Phase	$18,950.00
DD Phase	$12,750.00	DD Phase	$24,600.00
CD Phase	$35,850.00	CD Phase	$52,560.00
DSA	$4,825.00	DSA	$4,530.00
Bidding	$1,075.00	Bidding	$3,230.00
CA Phase	$14,450.00	CA Phase	$36,850.00
TOTAL:	$84,200.00	TOTAL:	$145,220.00

2. Additional services will be billed at monthly intervals.

3. Reimbursable Expenses: Included in fees.

4. Billing

   a. Billings are payable upon presentation and are past due (30) thirty days beyond the invoice date. Legal expenses necessary for the collection of delinquent fees will be paid to the prevailing party.
   b. Failure to honor any of the billing within this time will justify cessation of further services.

D. ADDITIONAL SERVICES

1. Additional services, if requested and authorized in writing by the Owner or Client beyond those listed under Items A-1a to A-6dii will be on an hourly basis charged at:

Principal	$265.00 per hour
Associate Principal	$215.00 per hour
Senior Associate	$200.00 per hour
Associate	$180.00 per hour
Designer	$155.00 per hour
Clerical/Word Processing time	$120.00 per hour

2. If, after the preliminary landscape plan has been approved, the Client makes a decision which, for its proper execution, involves additional services and expenses for changes in the drawings, specifications, or other documents, or if the Landscape Architect be put to labor or expense by delays caused by the client or a contractor, or by the delinquency or insolvency of either, or as a result of damage by fire or casualty, the Landscape Architect is to be paid by the Client for such additional services, expenses, or legal fees that may be incurred.

E. TERMINATION

1. If either party terminates the contract, the Landscape Architect will be paid for all work completed per the hourly fee schedule up to the point of termination. All expenses incurred up to the point of termination shall be reimbursed.

2. For purposes of this agreement, non-payment by the Client of invoices past 60 days is included as and considered a material breach of contract.

3. If this contract is terminated by either party prior to its completion, Carducci & Associates Inc. shall be held harmless and indemnified by the client for all claims by any use of the work produced during the course of the contract to the date of termination.

F. LIABILITY

1. The Client agrees to limit Carducci & Associates, Inc.'s liability to those negligent acts and errors and omissions of Carducci & Associates, Inc. own causing. Suits which arise from other's work, such as water-related damage, siding failure, leaks, or drainage, will be defended by the Client, covering reasonable attorney's fees and the Client agrees to provide Carducci & Associates, Inc. an attorney of his own choice.

2. Carducci & Associates, Inc. shall be held harmless with no recourse from the Client and shall be defended by the Client for claims against Carducci & Associates, Inc. if after the acceptance of bid documents, the Owner for any reason lessens the quality of a project by deletion of products, planting or procedures which may be construed to be detrimental to the planting, irrigation, drainage or landscape aesthetic value or any other resulting or claim arising from the changing of plans or specifications of Carducci & Associates, Inc.

3. The Client acknowledges that Carducci & Associates, Inc. reports, plans specifications and designs are instruments of professional service, and not products and as such instruments are retained by Carducci &

Associates, Inc. Following final payment to Carducci & Associates, Inc., reuse of said documents without the express written permission of Carducci & Associates, Inc. is prohibited. Such authorization is essential, because it requires Carducci & Associates, Inc. to evaluate the document's applicability to changed circumstances, not the least of which is passage of time. Prior to final payments unauthorized use of instruments of service shall be considered infringement of ownership and copyright rights. If the Client proceeds with unauthorized use they agree to waive any claim against Carducci & Associates, Inc. and shall defend, indemnify, and hold harmless Carducci & Associates, Inc. from all claims or liability for injury or loss allegedly arising from unauthorized reuse of Carducci & Associates, Inc. instruments of service. The Client further agrees to compensate Carducci & Associates, Inc. for any time spent or expenses incurred by Carducci & Associates, Inc. in defense of any such claim, in accordance with Carducci & Associates, Inc. prevailing fee schedule and expense reimbursement policy.

4. Nothing contained in this Agreement shall create a contractual relationship between Carducci & Associates, Inc. and a third party. Carducci & Associates, Inc. services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against Carducci & Associates, Inc. because of this Agreement or the performance or non-performance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

5. Limitation of Liability: In recognition of the relative risks and benefits of the project to both the Client and Carducci & Associates, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Carducci & Associates, Inc. and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from
any cause or causes, so that the total aggregate liability of Carducci & Associates, Inc. and its subconsultants to all those named shall not exceed $250,000.00 or Carducci & Associates' total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

G. SITE INFORMATION AND DRAWINGS

1. The Client agrees to furnish the Landscape Architect with accurate site information, topography, building plans or other documentation concerning the site's plant materials, existing conditions or restrictions of land use necessary to perform his work. This also includes the location of underground utilities so far as it will relate to the design and layout of the irrigation system. These may be drawings or in written document form.

2. Additional expenses during construction due to site plan changes or changes in contract documents caused by the failure of the Client to provide adequate information will not be the responsibility of the Landscape Architect. Services as may be necessary to correct the contract documents will be billed as additional services

H. EXCLUSIONS

1. This contract excludes design of all underground utilities except landscape irrigation, any off-site work, rough grading, balancing of on-site cut and fill and lighting circuit layout and electrical specifications.
2. The Landscape Architect is not responsible for site conditions or hazardous materials uncovered during construction, which are detrimental to the project.
3. The Landscape Architect is not responsible for surface and subsurface drainage except as outlined in the contract, failure of slopes, settlement or expansion of the soil, problems caused by inadequate soil conditions, compaction, or geologic subsurface conditions which become detrimental to the project.
4. Structural engineering.
5. Final grading and drainage.
6. SWPPP and erosion control plan.
7. Lighting design and electrical engineering.
8. Redesign due to program changes.
9. Design of signage.
10. Design of arbors or trellises or custom site furnishings
11. Design of water features.
12. Waterproofing.
13. Submittal of more than one package for each permit.

14. Value engineering and revisions due to value engineering.
15. Work beyond conceptual/SD for cost estimating
16. The design of vehicular paving and curbs is limited to color, finish, texture and pattern. Final engineering design by civil engineer.
17. LEED documentation
18. Cost estimating.
19. As-built documentation of any existing irrigation system that may be adjusted or modified as part of the renovation.
20. Cost estimating

I. COMPLETION

The terms and conditions of this contract will remain valid until **December 31, 2026.** If this Agreement meets with your approval, signing and returning one executed copy of this Contract to our office, will be our authorization to proceed.



Vincent Lattanzio, Principal
RLA No. 2554

The State of California regulates landscape architects. Any questions concerning a landscape architect may be referred to the Landscape Architects Technical Committee, 400 R Street, Suite 4000, Sacramento, CA 95814, 916-445-4954.

Accepted by:

Signature

Title

Date

February 3, 2026
BKF No. 20240990

Mr. Brent McClure
CAW Architects
50 W San Fernando Street, Suite 1250
San Jose, CA 95113
Transmitted Via Email bmcclure@cawarchitects.com

Subject: South San Francisco High School
Proposal for Civil Engineering Services

Dear Brent,

BKF Engineers welcomes the opportunity to submit this proposal for civil engineering services associated with the modernization project at South San Francisco High School in South San Francisco, CA. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

I. PROJECT UNDERSTANDING

Based on your proposal request and information obtained from CAW, we understand the project as follows:

The project will be designed and permitted via five separate DSA projects:

1. ***Gym Renovations:*** *Areas within the existing gym building will be renovated and a new team locker room addition and new wrestling and weight room addition will be constructed.*
2. ***New S Wing:*** *A new S Wing consisting of two separate buildings to house the Career and Technical Education (CTE) programs will be constructed in the existing parking lot on the west side of the campus. The existing storage sheds to the north of the parking lot will be removed to construct a new parking lot. The south end of the existing S Wing will be demolished to create room for the new S Wing.*
3. ***Site Utility Improvements:*** *Various upgrades to underground site utilities around the campus as shown on the Conceptual Sketches.*
   - *New underground fire water lines*
   - *New sanitary sewer line to serve the S Wing and replacement of existing 6" sewer lines*
   - *Various storm drainage improvements at six locations identified as B1-B6.*
4. ***S Wing Portable Buildings:*** *Six general ed portables will be installed near the new S Wing building.*
5. ***Gym Locker Room Portables:*** *Two portable buildings for locker rooms will be installed near the gym.*

The project will be designed and documented in five, stand-alone plan sets with five separate DSA permits as outlined above. We assume the design phases for all five projects will run concurrently and that design coordination meetings will be structured to efficiently address the five projects at each meeting.

II. BASIS OF DESIGN

Our proposal is based on the following:

1. Proposed Scope and Cost Summary (PA Phase)
2. Draft Project Schedule
3. Concept Sketches

III. SCOPE OF SERVICES

TASK 1: SCHEMATIC DESIGN PHASE

The schematic design phase will include one plan set for all five projects. The projects will be broken out into separate plan sets at the Design Development phase.

1. **Project Coordination:** BKF will coordinate with the Architect and the design team regarding design concepts and electronic data exchange associated with the Schematic Design Phase. Schematic design documents will be based on the digital site plan and building footprints provided by the Architect.
2. **Stormwater Programming:** BKF will work with the Architect and Landscape Architect to identify a preferred strategy to achieve local and state stormwater quality compliance. Stormwater treatment facilities will be conceptually programmed into the development and coordinated with the consultant team to confirm general feasibility.
3. **Schematic Design Documents:** BKF will prepare one set of Schematic Design plans that will include all five projects. We anticipate the following plans will be prepared for the planning submittal:
    - Existing Site Plan – Topographic survey, existing site improvements, and project boundary
    - Demolition Plan – Site and utility demolition
    - Grading and Drainage Plan – Preliminary building finish floor and site spot finish grade elevations, preliminary storm drainage system
    - Utility Plan – Preliminary plan showing domestic water, fire water and sanitary sewer mains and building services
    - Stormwater Control Plan – BKF will prepare a preliminary stormwater control plan for the projects. The plan will delineate drainage areas and their associated stormwater treatment measures such as bioretention planters, flow-through planters, pervious pavement, etc.
4. **Preliminary Design Calculations:** BKF will perform preliminary water quality C.3 calculations (i.e., impervious areas, tributary drainage areas, storm outfall flows, BMP sizing, etc.) necessary to confirm the preliminary planning design proposed for Design Review.
5. **Meetings:** BKF has budgeted up to a maximum of **twenty (20)** combined staff hours to attend virtual meetings during this phase.
6. **Submittals**: We have budgeted to provide five submittals during this phase: 1) 50% SD Milestone, 2) SD Cost Estimate, 3) 100% SD Milestone

TASK 2: DESIGN DEVELOPMENT PHASE

At the design development phase, we will prepare one plan set for each of the five separate projects. We anticipate the following scope of work for each project/plan set.

1. **Coordination:** Upon District approval of the schematic design plans, BKF will take ownership of the digital site plan layout and geometrics. We will coordinate with the team and verify that the proposed plan conforms to existing conditions, boundary, and site constraints. We will coordinate site utility services with the proposed building connection points along the frontages. BKF will verify, based on the available record information, if there are any identifiable conflicts between proposed and existing improvements. We will also determine during this phase if any additional survey is needed to facilitate the design process.
2. **Drawings:** Based on the approved site plan as developed by the Architect, BKF will prepare the following documents:
    - Existing Conditions
    - Demolition Plan
    - Horizontal Control Plan
    - Site Grading Plan

- Utility Plan
- Stormwater Control Plan
- Details

3. **NPDES C.3 Compliance:** BKF will advance the preliminary stormwater control plan from the schematic design phase to accommodate the detailed site design and proposed site improvements. We will adjust the treatment areas and associated BMP's to reflect a more thorough calculation process that includes the detailed site design elements.
4. **Specifications:** BKF will prepare technical specifications in CSI format for elements included in our scope of work. All work within the Public Right of Way will be designed in accordance with City of South San Francisco or Caltrans standards.
5. **Meetings:** BKF has budgeted 30 hours of combined staff time to attend meetings and participate in conference calls that will cover all five projects at each meeting.
6. **Submittals:** BKF will provide submittals at the 50% and 100% level of completion for internal coordination and client review. We have not included time for additional intermediate coordination sets with this phase of the project.

TASK 3: CONSTRUCTION DOCUMENTS PHASE

1. **Coordination:** Based on the comments received during Design Development, BKF will prepare documents for construction. We will continue to coordinate utility systems, hardscape, landscape and site grading with the team. BKF will further progress the design to ensure that backgrounds, utility points of connection, accessible paths of travel, and stormwater treatment areas are designed and detailed to the level required by the contractor to bid and construct.
2. **Drawings:** We will prepare the following drawings:
    - Civil Cover Sheet
    - Notes & Legend
    - Existing Conditions
    - Demolition/Utility Relocation Plan
    - Horizontal Control Plan
    - Grading Plan
    - Utility Plan
    - Stormwater Control Plan
    - Construction Details
    - Sedimentation and Erosion Control Plan
3. **Calculations:** BKF will update the calculations performed during the Design Development phase to reflect the construction level design.
4. **NPDES C.3 Compliance:** BKF will further develop the methods to meet the NPDES requirements for post-construction storm water discharge. BKF will work with the project architect and landscape architect to refine and finalize the site water quality features. BKF will prepare a Final Storm Water Control Report. This report will show calculations as well as site design features that will serve to treat the site stormwater.
5. **Stormwater O&M Agreement:** BKF will use the County's template and prepare an Operations and Maintenance Agreement defining the obligations of the land owner to operate and maintain the stormwater treatment facilities after construction is complete. The agreement will include details for each of the treatment facilities as well as reduced plans for the maintenance staff. We have assumed that the City will record the final document with the County.
6. **Specifications:** BKF will prepare final technical specifications in CSI format for elements included in

our scope of work.

7. **Meetings:** BKF has budgeted 40 hours of combined staff time to attend meetings and participate in conference calls that will cover all five projects at each meeting.
8. **Submittals:** BKF will provide Construction Document submittals at the 90% level of completion for submittal to DSA. We have not included time for additional intermediate coordination sets with this phase of the project.
9. **Project Approval:** BKF will update the drawings based on DSA comments and re-submit for review. We have allocated fee for up to eighty (80) hours to address minor comments that do not change the design of the civil improvements or site plan. We have assumed that no more than two plan submittals will be needed.

TASK 4: CONSTRUCTION SUPPORT

1. **Construction Support Services:** BKF has allocated up to a maximum of **220** hours of combined staff time to support the contractor and design team during the construction phase of all five projects. Anticipated services include written response to requests for information (RFI's), submittal reviews, substitution requests, informational bulletins, attending pre-construction meetings, site visits to provide clarification of the consultant's design intent for the contractor, Architect or owner, stormwater facility construction observations, punch list walks, and record drawings.

   This does not include work (site visit, design, and permitting) related to field changes needed to address unknown or unforeseen conditions or changes to the design based on the contractor's sequencing. If needed, we will provide an additional service request for these tasks.
2. **Construction Meetings:** BKF has budgeted for **four (4)** site meetings with the contractor during the construction process. Anticipated meetings include the following:
   - Pre-construction/kick-off meeting
   - Interim site visit
   - Stormwater facility observation at substantial completion
   - Final punch-list walk

IV. SCHEDULE

The scope and fee are based on the following schedule/timeline:

SCHEMATIC DESIGN	1/12/26 – 7/31/26	(29 weeks)
DESIGN DEVELOPMENT	8/3/26 – 12/18/26	(20 weeks)
CONSTRUCTION DOCUMENTS	12/21/26 – 6/18/27	(26 weeks)
DSA REVIEW AND APPROVAL	5/17/27 – 1/17/28	(32 weeks)
CONSTRUCTION SUPPORT	2/17/28 – 2/17/30	(24 months)

V. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. For the scope of work identified, we have assumed the following:

1. Basis of Design and Site Information
   a. **Topographic Survey:** A current design topographic base map at a scale of 1" =20' using ground surveying methods will be provided prior to the start of schematic design. This survey will include the location, rim, and invert of gravity utilities and location only 'dry' utilities within the project area

along with evidence of other buried utilities. The survey will include a boundary survey of the project for use in design and building permit. BKF can provide this survey either directly to the Client or as an addendum to the Civil Contract if requested.

b. **Title Report:** A current title report for the property will be provided by the owner.

c. **Geotechnical Report:** A geotechnical report for the project will be provided. At a minimum, this report should address the required paving structural sections, earthwork and compaction recommendations, soil bearing pressures, surcharge pressures, settlement issues, soil infiltration/percolation rates, groundwater levels, and corrosion recommendations.

d. **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.

e. **Potholing:** Potholing services are not included in this proposal unless specifically identified.

f. **Existing Utility Capacities**: Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.

g. **Site Plan:** At the completion of the Design Development phase, the site plan is final and only minor alterations will be made. Any significant changes from the Architect or owner may necessitate additional fees.

h. **Offsite Improvements:** We have assumed there are no offsite improvements required in the adjacent public streets.

2. Responsibilities

a. **Civil Engineering Scope Items**: BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design. BKF will provide horizontal control for the building location relative to the project boundary.

b. **Architect**: The Architect will be responsible for the overall site plan including accessible routes of travel, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A final site plan will be provided by the Architect prior to our beginning the CD phase. All work within the building (including any podium, porches, garages, or ramps) will be the Architect's scope of work.

c. **Site Dry Utilities:** All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work.

d. **Fire System:** Certification of the fire protection system from the point of connection at the public water main to the building sprinkler system must be provided by a properly-licensed fire protection engineer or contractor.

e. **Site Landscape/Irrigation:** The landscape architect will provide landscape, irrigation design, and layout and details of walks, plazas, trails, entry monuments, walls, and/or fences. The architect and landscape architect will lead the design development efforts for the design, grading, and detailing of interior courtyards, plaza areas, hardscape and landscape areas. BKF will utilize the provided design intent and document the exterior site grading and drainage during the Construction Documents phase

f. **Structural Details:** Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment

elements that retain ground, parking, or buildings foundations.

g. **Mechanical, Electrical and Plumbing (MEP):** All site HVAC, power, gas, communications, and low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.

h. **Joint Trench Design**: Services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) will be led by the joint trench/electrical designers unless otherwise contracted. Utility relocation/abandonment required as part of the joint trench design process is assumed to be coordinated and processed by the Joint Trench Consultant. BKF will support their efforts and coordinate with the site design and new wet (water, sewer, and stormwater) utilities. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.

i. **Lighting Design & Photometric Analysis**: Lighting design and photometric analysis for the site and public roadways will be provided by others.

j. **Traffic Signal Design:** Design or modification of traffic signals is not currently included in our scope of work. BKF can provide these services if the City conditions these improvements to the project.

k. **Water Design:** Proposal assumes that the project will require new water services for domestic, irrigation, and fire. We have not allocated budget to install main extensions within the public right of way or perform any water system modeling.

l. **Mapping**: We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.

m. **Cost Estimating:** All cost estimating will be provided by a project estimator. BKF will review the SD, DD, and CD estimates for general consistency with the plans and specifications.

n. **Pump Stations:** Pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.

o. **Earthwork**: Due to the variability in soils properties, existing site conditions, below ground demolition, foundation types and preparation, trench, imported material and other factors, no delineation of earthwork quantities or 'site balance' is implied with the scope of work. Any earthwork quantities generated are solely for bonding and permitting of the work with the local agency and must only be used as an approximate guide as to the actual earthwork and site balance.

3. Meetings

a. **Meetings:** Meetings are assumed to be held in the Bay Area or via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

4. Phasing, Delivery and Deliverables

a. **Phasing:** The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.

b. **Submittals:** All submittals, and the coordination thereof, will be facilitated by the lead consultant and /or owner representative.

c. **Permits:** Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be

South SFUSD New CTE/S Wing and Gym Renovation

CAW

MEP Engineering and Design Services



Every Project Counts

3106 Fillmore Street, San Francisco, CA 94123 T (415) 328 1450

1. INTRODUCTION

This proposal is respectfully submitted for Mechanical, Electrical and Plumbing engineering services for the South San Francisco Unified School District High School Project.

This fee proposal is based on the information received from CAW Architects via email on December 2nd, 2025.

1.1 Project Description

We understand the project involves scope that came out of the SSFUSD High School campus wide assessment conducted in 2025. The scope includes:

(1) A new S Wing to house CTE programs as well as Dance Studio, Drama Classroom, Computer Lab, Construction Tech Lab, Wellness Center, Ballet Folkorico, Ceramics, Art, and new restrooms. This project will involve existing canopy demo and rerouting of associated utilities.

(2) Renovation of the Locker Room Building, including new lockers, finishes , roofing, and all new MEP. New Locker Room Building expansion including new wrestling room and team rooms. Gym building modernization including restroom renovations and new fire alarm.

(3) Campus wide sitework and utilities upgrades

(4) Alt Scope: Voluntary seismic upgrade at the Gym, Replacement of Buildings B, C, D, and E HVAC Equipment

(5) CTE Interim Housing Scope – 6 portables

(6) Gym Interim Housing Scope – 2 locker room portables, and 2 restroom half portables

We understand these scopes will be split into six stand-alone, concurrent projects.

1.2 Our Approach

Engineering 350 is guided by the philosophy that all construction projects must play a role in atmospheric carbon reduction and resource conservation, i.e. every project counts. Our practice of integrative engineering design and balanced approach to sustainability produce design results that respond to both the owner's needs and the needs of the global community.

Each project is assessed for its net-zero energy potential by maximizing the use of passive elements before active systems are considered. Renewable energy generation is considered after the buildings energy use has been minimized.

2. SCOPE OF WORK MEP ENGINEERING

2.1 Schematic Design Service

In this phase E350 will:

Collaborate with the design team, owner and/or contractor to establish the optimal mechanical and electrical systems to comply with the California Green Building Code.

Attend the kick off meeting and up to two additional meetings with the design team, owner and/or contractor. Attend additional coordination meetings with the architect as required.

Advise Architect on space and distribution requirements for systems. Coordinate MEP services with other consultants as required.

Provide preliminary sustainability/ GPR goals.

E350 will commence coordination with PGE on the new service requirements. The owner representation will act as the main point of contact with PGE.

Develop Schematic Design Intent Narrative and Drawings. Schematic Design drawings will show unique floor levels and space requirements for all systems.

2.1.1Mechanical

Coordinate proposed systems types with Owner, Architect, and design team.

Calculate building heating and cooling loads.

Coordinate preliminary equipment locations and machine room sizes and requirements with Architect.

Coordinate preliminary shaft sizes and routing of mechanical services.

Schematic Design Drawings schematically representing HVAC systems and risers.

2.1.2 Electrical

Calculate electrical power requirements based on building type and programming.

Coordinate building systems with emergency power requirements with Owner and Architect.

Calculate emergency power loads.

Coordinate preliminary equipment locations and electrical room sizes and requirements with Architect.

Preliminary back-up battery analysis to help Owner navigate and optimize benefits of 2022 energy code.

Begin coordination on the lighting design. The Owner appointed lighting designer will propose fixtures and layout for the primary lighting in the common areas. E350 will assume responsibility for full building lighting design after Schematic Design based on lighting designer's proposed fixtures and layouts. E350 will work with the architect to select the back of house fixtures.

Begin coordination on service size. E350 will provide utility required load calculations and electrical room layout to 5' outside of building. The Dry Utility Consultant will be responsible for all other required drawings and all coordination with utilities.

Coordinate point of electrical service entry into building.

Coordinate electrical service routing.

Coordinate building hazard and fire alarm system requirements with Architect.

Schematic Design Drawings - single line diagram, electrical room plans.

2.1.3 Plumbing

Coordinate plumbing fixture count and selection with Architect.

Calculate building domestic cold water, hot water, and sanitary sewer loads.

Size and locate domestic hot water equipment.

Coordinate equipment locations and equipment room sizes and requirements with Architect.

Coordinate size and location of domestic water, sanitary sewer, and storm drainage connections with Civil Engineer, Landscape Architect, and Architect.

Schematic Design Drawings with single-line plumbing diagram.

2.1.4Fire Protection

Review the existing site fire protection system as built plans.

Survey the site and confirm the existing fire protection system design.

Request a fire flow test to determine the available water pressure for the sprinkler system.

Calculate firewater flow requirements

Coordinate with Civil Engineer for fire water service with water utility.

Coordinate with Civil Engineer and local fire department for fire sprinkler system requirements.

Coordinate points with Fire Alarm System.

Coordinate locations of FDC

Provide analysis of whether a fire pump is required

Provide fire protection drawings and documents showing major distribution loop, riser locations, FDC locations and fire pump if one is required

2.2 Design Development Services

In this phase E350 will:

Review in detail all MEP drawings already completed for the project, generate list of questions and prepare a written memo describing any issues with the current design.

Attend a DD kick-off meeting with the complete team and three additional design meetings with the design team, Owner and/or contractor. Attend additional coordination meetings, as needed, with Architect.

Assist in establishing design parameters, including developing GPR goals.

Prepare Design Development documents (in Revit® MEP Suite software formatted to CAW standards).

Prepare Outline Specifications.

Prepare Fire Sprinkler system design drawings and specs.

Prepare Develop Design Development Design Intent Narrative.

Coordinate MEP services with other consultants.

Coordinate with local utilities.

Review and comment on estimate of probable construction cost.

2.2.1 Mechanical

Generate heating and cooling load calculations.

Confirm current Sizes, selections, and locations of all major building heating and cooling equipment.

Coordinate mechanical room and shaft sizes with Architect to ensure proper space allocations.

Coordinate roof and slab penetrations with Architect and Structural Engineer.

Coordinate equipment pads and mounting with Architect and Structural Engineer.

Design Development drawings, including equipment locations, main duct and pipe routing, structural penetration locations, fire/smoke damper locations, equipment schedules, and piping schematics.

2.2.2 Electrical

Refine electrical power requirements for entire building based on unit power and equipment requirements from other building systems.

Define emergency power requirements and calculations.

Size and select electrical equipment for normal power system and emergency power system.

Coordinate and document the final lighting design based on the fixture layout and selections from the Owner appointed lighting designer. E350 will provide selections and layout for back of house spaces. E350 will design and specify the lighting control system. E350 will coordinate power supplies, ballasts, and sensors with controls. E350 will coordinate egress lighting under normal and emergency (loss-of-power) conditions.

Locate electrical equipment.

Coordinate final electrical room and shaft sizes with Architect.

Begin coordination on service size. E350 will provide utility required load calculations and electrical room layout to 5’ outside of building. The Dry Utility Consultant will be responsible for all other required drawings and all coordination with utilities.

Coordinate point of electrical service entry into building.

Coordinate electrical service routing with Architect.

Generate Electronic layout drawings to show location and zoning of all fire alarm devices, including detection devices, annunciation devices, Fire alarm panels, power sources and connectivity requirements.

The drawings will show required conduit runs and shall indicate where penetration protection is required.

Generate all riser diagrams and details required to convey the design intent and seek DSA approval.

Coordinate taper and flow switches on the Fire Protection system.

Provide Battery calculations as required for DSA approval.

Design Development drawings, including equipment rooms, single line diagram, floor plans, and riser diagrams.

2.2.3 Plumbing

Coordinate plumbing requirements for building equipment designed by other consultants.

Identify connection requirements for plumbing fixtures.

Finalize load calculations for all plumbing services.

Coordinate equipment location, shaft sizes, and equipment room sizes with Architect.

Finalize size and location of domestic water, sanitary sewer, and storm drainage connections with Civil Engineer and Architect.

Design Development Drawings with single-line plumbing diagram, equipment rooms and location layout, layout and routing of domestic cold water, hot water, sanitary sewer, and storm drainage services.

2.2.4 Fire Protection

Review the existing site fire protection system as built plans.

Survey the site and confirm the existing fire protection system design.

Request a fire flow test to determine the available water pressure for the sprinkler system.

Confirm Hazard class of each building and occupancy

Conduct hydraulic calculations

Participate in a pre-application meeting with the DSA.

2.3 Scope of MEP Construction Documents

In this phase E350 will:

Review in detail all MEP drawings already completed for the project, generate list of questions and prepare a written memo describing any issues with the current design.

Review and respond to the list of drawing and design related comments from the Architect, Owner appointed Construction Manager/ VE consultant, and Owner appointed General Contractor.

Attend periodic coordination meetings, as needed, with Architect and design team.

Final coordination of equipment connection requirements with design team.

Final coordination of equipment pads and bases and structural penetrations with Architect and Structural Engineer.

Issue Construction Documents in Revit® MEP Suite software formatted to CAW standards, 3 Part CSI Specifications, and Construction Document Design Intent Narrative.

E350 will participate in DSA Review meetings and provide comments during the plan check review.

E350 will review of design/build fire sprinkler designs to verify compliance with original design intent and performance specifications.

E350 will issue DSA/bid drawings.

2.4 Scope of Bid Negotiation Phase

In this phase E350 will:

Assist in selecting acceptable mechanical sub-contractors.

E350 will participate in a pre-bid meeting with mechanical sub-contractors.

E350 will answer contractor questions in regards to design documents.

2.5 Scope of MEP Construction Administration Services

In this phase E350 will:

Review product submittals in one submission per specifications. E350 has allowed for two reviews of submittal packages in this fee.

Conduct two site surveys during construction to become familiar with the progress and quality of installation. Field reports will be issued at each site visit. It will be the architect's responsibility to ensure that all the field reports are returned and signed, confirming compliance and completion, both by the General Contractor and the appropriate Sub-Contractor within three weeks of issue date.

Issue a final punch list after the second site survey. Final field report will occur following receipt of contractor's balancing reports.

2.6 Project Assumptions

Our proposal is based on the following assumptions:

Cost estimates will be provided at the end of each milestone by the Owner's independent cost consultant. E350 will assist in analyzing these cost estimates.

E350 will work with the Architect or Owner appointed Civil Engineer. E350 will detail plumbing lines to a Point of Connection (POC), 5 feet out from the exterior edge of the building. Where a slab extends beyond the edge of the building the POC shall still be 5 feet from the edge of the superstructure. Beyond this POC the Civil engineer will detail all pipe, trench and support details.

E350 will work with the Architect or Owner appointed Dry Utility Consultant. E350 will provide the electrical load calculation and layout the main electrical room to a Point of Connection (POC), 5 feet out from the exterior edge of the building. Beyond this POC the Dry Utility Consultant will detail all conduit, trench and support details. The Dry Utility Consultant is responsible for all other utility required drawings and documents, coordination and correspondence required by electrical utility to obtain permanent power to match the project schedule.

E350 will work with the architect-appointed Lighting Designer. The Architect or Lighting Designer will be responsible for the design and specification of lighting in all the main spaces. The Lighting Designer should provide a controls narrative. E350 will specify and show the controls to provide the controls intent. The Architect or Lighting Designer should design the lighting based on the State lighting allowance per square footage per different function. E350 will issue a Lighting Power Density allowance to the Lighting designer per zone if requested. E350 will only revise Title 24 calculation one time to demonstrate lighting system compliance. Additional revisions required due to the Lighting Designer failing to make the LPD requirements will be charged on a Time and Material basis.

Given the acoustically sensitive nature of the program it is imperative that the Owner/Architect hire an Acoustical Consultant before the Schematic Design Phase commences. The Acoustical Consultant shall generate the acoustical criteria that affect the design of the MEP systems. The Acoustical Consultant shall be responsible for the design and specification of noise criteria for all the spaces. E350 will work with the Acoustical Consultant beginning in the SD phase in the coordination and routing of MEP services

E350 will work with the Owner-appointed Telecommunications, IT/Data, Security, and Audio/Visual Consultant. Based on information and criteria given to us by these consultants E350 will design and coordinate the required raceway, “rough-in” and power infrastructure to support the systems being designed by these consultants. E350’s work does not include the design or specification of any signal cabling, outlets or equipment relating to these systems.

The owner or owner appointed consultant shall furnish all IT, A/V, Security power and rough in requirements in a complete and timely manner to allow the MEP engineering design to proceed according to the project schedule.

E350 will be the professional engineers of record for the MEP work on the project. Title-24 compliance calculations and energy modeling has been provided as a break out fee below.

Engineering designs for mechanical, electrical, and plumbing systems will be issued to a single contractor, responsible for the delegation of work.

E350 will attend meetings, as-needed, with architect in San Francisco Bay Area. Travel outside of the bay area will be charge as a reimbursable to the client.

No LEED certification is being sought for the project. Any LEED certification effort will be subject to an additional services request.

2.7 Deliverables

Schematic Design:	SD Drawings at 100%. SD Design Intent Narrative and Sketches
Design Development:	DD Drawings and Design Intent Narrative at 50% and 100%DD. Specifications at 100% DD.

Construction Documents: CD Drawings at 50%, 70% and Bid Set. DSA Plan Check revisions as required. Documentation set will also include full 3 part CSI specifications at each CD milestone as well as CD Design Intent Narrative.

2.8 Schedule

Schematic Design: 4/26 to 5/26

Design Development: 8/26 to 11/26

Construction Documents: 12/26 to 5/27

Construction Administration: 24 Months

(Note, any additional CA time beyond 21 months will require an add service for extended CA services)

3. REIMBURSEMENT

3.1 Fees for MEP Engineering Services

This proposal assumes that the estimated construction budget of $58.7M is a reasonable estimate and that the Owner is satisfied that this cost reflects program, scope, quality, schedule and market conditions. E350 will make reasonable efforts to design to the budget at each phase.

3.1.1 Fees for CTE / S Wing MEP SD to CA Full Design

Phase	Mechanical	Electrical/LV	Plumbing/FP	Total
Schematic Design	$24,620	$22,680	$17,490	$64,790
Design Development	$30,780	$28,350	$21,870	$81,000
Construction Documents	$36,930	$34,010	$26,240	$97,180
Bid	$3,920	$3,610	$2,780	$10,310
Construction Administration	$15,670	$14,430	$11,130	$41,230
Total	$111,920	$103,080	$79,510	$294,510

3.1.2 Fees for Gym and Locker Room Modernization and Addition MEP SD to CA Full Design

Phase	Mechanical	Electrical/LV	Plumbing/FP	Total
Schematic Design	$30,890	$28,450	$21,950	$81,290
Design Development	$38,620	$35,570	$27,440	$101,630
Construction Documents	$46,340	$42,680	$32,920	$121,940
Bid	$4,910	$4,530	$3,490	$12,930
Construction Administration	$19,660	$18,110	$13,970	$51,740
Total	$140,420	$129,340	$99,770	$369,530

3.1.3 Fees for Site Work and Utilities Upgrades E&PSD to CA Full Design

Phase	Electrical/LV	Plumbing/FP	Total
Schematic Design	$5,810	$4,480	$10,290
Design Development	$7,260	$5,600	$12,860
Construction Documents	$8,710	$6,720	$15,430
Bid	$920	$710	$1,630
Construction Administration	$3,690	$2,850	$6,540
Total	$26,390	$20,360	$46,750

3.1.4 Fees for Alt Scope – BDCE HVAC Upgrade and Gym Seismic SD to CA Full Design

Phase	Mechanical	Electrical/LV	Plumbing/FP	Total
Schematic Design	$6,790	$6,260	$4,830	$17,880
Design Development	$8,490	$7,820	$6,030	$22,340
Construction Documents	$10,190	$9,390	$7,240	$26,820
Bid	$1,080	$1,000	$770	$2,850
Construction Administration	$4,320	$3,980	$3,070	$11,370
Total	$30,870	$28,450	$21,940	$81,260

3.1.5 Fees for 6 Portables for CTE SD to CA Full Design

Phase	Electrical/LV	Plumbing/FP	Total
Schematic Design	$3,160	$2,110	$5,270
Design Development	$3,950	$2,630	$6,580
Construction Documents	$4,740	$3,160	$7,900
Bid	$500	$330	$830
Construction Administration	$2,010	$1,340	$3,350
Total	$14,360	$9,570	$23,930

3.1.6 Fees for Locker room and Restroom portables SD to CA Full Design

Phase	Electrical/LV	Plumbing/FP	Total
Schematic Design	$2,900	$3,550	$6,450
Design Development	$3,630	$4,440	$8,070
Construction Documents	$4,360	$5,320	$9,680
Bid	$460	$560	$1,020
Construction Administration	$1,850	$2,260	$4,110
Total	$13,200	$16,130	$29,330

3.2 Fee for Title 24/IES VE Scope is Lump Sum (per project): $25,000

E350 will perform and document Performance or Prescriptive Title 24 calculations (whichever is appropriate based on the scope) for envelope, mechanical, electrical, plumbing, and lighting equipment. The Architect or Lighting Designer should design the lighting based on the State lighting allowance per square footage per different function. E350 will provide T24 Compliance report for the Building DSA submittal. In addition to the T24 compliance E350 will perform thermal performance modeling using IES VE software to advise on optimized solutions for glazing and shading choices and potential insulation improvements required to both pass Title 24 and optimize efficiency.

Payment terms: Invoices are issued monthly on a predetermined scheduled agreed with the architect before work commences. Payments are due and payable in full within thirty (30) days from the date of invoice.

Change in Services: Any change in services outside the scope of this fee proposal that arises from a client, architect, and/or owner request is subject to an Additional Service Authorization (ASA) to the client, architect and/or owner.

The Architect/Consultant Agreement will be between CAW and Engineering 350 LLC. This fee proposal forms the basis of agreed services and is to be appended to the contract agreement. This proposal shall not be superseded by any other document in terms of agreed scope and deliverables.

3.3 Hourly Rates for Additional Services

Principal $225
PM/Associate $ 195
Engineer 1 $175
Engineer 2 $145
Designer $100
Draftsperson $100
Clerical $200
These rates are reviewed in January each year.

3.4 Reimbursable Expenses

Engineering 350 charges a shop fee of 2% of the total fee to cover reimbursable expenses. The expenses will be billed monthly with the fee invoice.

4. TERMS AND CONDITIONS

Failure by either party to enforce any of the provisions of this Agreement or any rights with respect hereto or the failure to exercise any option provided hereunder shall in no way be considered to be waiver of such provisions, rights or options, or to in any way affect the validity of this Agreement. No waiver of any rights under either this Agreement, or any modification or amendment of this Agreement shall be effective or enforceable unless in writing and signed by both parties.

If E350 does not receive a signed contract within 90 days from the date of this fee proposal and work commences, E350 will deem this contract as an active and binding contract.

The fee quotations contained herein are predicated upon the project and contract covering a single phase of work and shall not be construed to be a scope of work that would be convertible to a multi-phased project.

5. INDEMNITY

Consultant shall indemnify and hold, but not defend, Architect and client harmless from and against any and all claims, loss, damages and liability to the extent arising from the actual willful misconduct, negligent acts, errors or omissions of Consultant, its agents, employees, or subconsultants of any tier.

Architect shall indemnify and hold, but not defend, consultant harmless from and against any and all claims, loss, damages and liability to the extent arising from the actual willful misconduct, negligent acts, errors or omissions of the Architect, its agents, employees, or subconsultants of any tier.

6. LIABILITY

i) E350 will prepare the agreed upon documents and execute the agreed upon services in accordance with generally accepted professional practices and in good faith for the intended use of the project and makes no further warranty either express or implied.

ii) E350 carries the industry accepted errors and omissions insurance coverage. E350 shall be responsible for only the cost of change orders due to its negligent acts, errors, or omissions or where the services performed are not in accordance with generally accepted professional practices and, in this instance only, if they are not discovered in a timely manner during review and/or construction. E350 shall be given the opportunity to negotiate with the job contractors and/or other contractors on any items that will result in liability cost to E350 prior to the work proceeding. E350 shall not be responsible for any costs that result from concealed conditions or any other conditions that are beyond their reasonable control, or that they would not reasonably be expected to have considered as part of a normal engineering and/or construction process.

iii) In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultants officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed $805,657 or the Consultant's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

iv) Third Party Liability: E350 shall not be responsible for the means, methods, procedures, performance, techniques, or sequences of construction, for safety on the job site, or for the contractors' failure to carry out the work in accordance with any applicable Engineering or Design Documents. E350 shall not be responsible for the acts or omissions of any contractor or agent of any firm.

v) E350 shall not be responsible for evaluations or designs that indicate the need to repair, remove, encapsulate or enclose asbestos containing materials or installations. Should the services proposed herein indicate that asbestos abatement and/or treatment is required in any of the installations at the client's properties, a specialty contractor skilled and qualified in this type of work will be required under separate contract. The details of such a contract would be addressed on an as-needed basis at that time.

vi) Architect acknowledges that current disease prevention protocols and related federal, state and local laws shall continue to evolve and change over time and, at a minimum, services provided by the Consultant shall remain consistent with the practices of Design Professionals that provide the same or substantially similar services as concerns indoor air quality and disease mitigation. Architect further acknowledges that even the most robust mechanical systems cannot fully control all airflows and completely prevent dissemination of an infectious aerosol or disease transmission by droplets or aerosols, including the transmission of SARS-CoV-2 or any airborne pathogen whether chemical or biologic. Strategies for pathogen risk mitigation require collaboration among designers, owners, operators, industrial hygienists, and

infectious disease mitigation/ prevention specialists. Consultant shall coordinate its services with those services provided by the Architect, the Owner, and any other consultants or subconsultants on the Project to provide necessary current disease mitigation measures when providing its services for the Project. Consultant shall be held harmless and shall not be liable for the results of decisions rendered in good faith to accommodate these disease mitigation measures so long as its designs comply with federal, state, and local laws and regulations.

vii) If one or more of the provisions contained in this Agreement is found to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not be affected.

viii) Notice required to be given, as a covenant to this proposal shall be tendered in writing. It may be so given by transmitting same by personal delivery, or by first-class, postage prepaid mail to the corporate address of E350.

The laws and statutes of the State of California shall govern the validity and lawful interpretation of the proposal.

Authorization to Proceed – Please sign below to indicate authorization to proceed and return a copy to us by email.

Approved by_____
Date_____

Brent McClure – CAW Architects

Approved by_____
Date_____

Ray Keane – Engineering 350 LLC

provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.

d. **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.

e. **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files. We have assumed all conversions will be by the Architect.

5. Construction

a. **Duration:** We have assumed that construction will proceed immediately after design/permitting and that the duration of construction will be 24 months or less. The hours identified in the Construction Support task are based on this construction duration. Should the duration extend beyond this time, additional services will be required to complete the services related to construction support.

b. **Construction Services Scope:** The construction services provided in the scope does not include work (site visit, design, and permitting) related to field changes needed to address unknown or unforeseen conditions or changes to the design based on the contractor's sequencing design.

c. **Utility Location Services:** BKF has not included fee to contract with an underground utility location consultant to locate private utilities within the site.

d. **QSD Services/Storm Water Pollution and Prevention Plan (SWPPP):** We have assumed QSD and QSP services will be provided by the contractor.

e. **Traffic Control Plan and Construction Haul Route Plan**: These will be prepared by the Contractor. We can provide this service as an additional scope item at your request.

f. **Construction Staking:** These services are assumed to be contracted directly with the general contractor and are not included.

g. **Post Construction Survey:** Preparation of post construction record documents or as-built surveys are not included.

h. **Meetings**: We have not included attendance at regularly scheduled construction meetings as part of the scope of services.

VI. COMPENSATION

1. BASE SCOPE OF WORK

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Project	SD	DD	CD	CA	Total
1. Gym Renovations	$ 9,000	$ 12,000	$ 27,000	$ 12,000	**$ 60,000**
2. New S Wing	$ 12,500	$ 20,000	$ 40,000	$ 17,500	**$ 90,000**
3. Site Utility Improvements	$ 18,500	$ 25,000	$ 56,500	$ 25,000	**$ 125,000**
4. S Wing Portables	$ 2,500	$ 5,000	$ 10,000	$ 2,500	**$ 20,000**
5. Gym Locker Room Portables	$ 2,500	$ 5,000	$ 10,000	$ 2,500	**$ 20,000**
	$ 45,000	**$ 67,000**	**$ 143,500**	**$ 59,500**	**$ 315,000**

Reimbursable expenses are included in the fee. Design fees include estimated billing rate escalation over the course of the project.

For tasks requested by the owner or Architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 650-619-6031 if you have any questions regarding our scope of services.

Respectfully,

BKF Engineers





Brian Scott, PE
Principal/Vice President

Tim Heffernan, PE
Senior Project Manager

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BKF ENGINEERS PROFESSIONAL SERVICES
RATE SCHEDULE
2025-2026

CLASSIFICATION	HOURLY RATE
PROJECT MANAGEMENT	
Principal in Charge	$333.00
Senior Project Executive	$309.00
Project Executive	$301.00
Senior Project Manager | Senior Technical Manager	$292.00
Project Manager | Technical Manager	$287.00
Engineering Manager | Surveying Manager | Planning Manager	$264.00
TECHNICAL STAFF	
Senior Project Engineer | Senior Project Surveyor | Senior Project Planner	$245.00
Project Engineer | Project Surveyor | Project Planner	$215.00
Design Engineer | Staff Surveyor | Staff Planner	$188.00
BIM Specialist I, II, III	$188.00 - $215.00 - $245.00
Technician I, II, III, IV, V	$179.00 - $190.00 - $208.00 - $224.00 - $242.00
Drafter I, II, III, IV	$140.00 - $153.00 - $166.00 - $184.00
Engineering Assistant | Surveying Assistant | Planning Assistant	$117.00
FIELD SURVEYING	
Survey Party Chief	$245.00
Instrument Person	$210.00
Survey Chainperson	$158.00
Utility Locator I, II, III, IV	$128.00 - $181.00 - $217.00 - $247.00
Apprentice I, II, III, IV	$97.00 - $130.00 - $144.00 - $152.00
CONSTRUCTION ADMINISTRATION	
Senior Consultant	$320.00
Senior Construction Administrator	$279.00
Resident Engineer	$207.00
Field Engineer I, II, III, IV	$188.00 - $215.00 - $245.00 - $263.00
FUNDING & GRANT MANAGEMENT	
Director of Funding Strategies	$229.00
Funding Strategies Manager	$210.00
Funding/Research Analyst I, II, III, IV	$144.00 - $166.00 - $176.00 - $194.00
PROJECT ADMINISTRATION	
Project Coordinator	$156.00
Senior Project Assistant	$134.00
Project Assistant	$119.00
Clerical | Administrative Assistant	$100.00

Expert witness rates are available upon request.

Subject to the terms of a services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.
- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Late Fee will be charged at 1.5% per month on past due accounts.
- The rates shown are subject to periodic increases, including January 1st of each year.

BKF ENGINEERS

December 5, 2025

Brent McClure
CAW Architects
50 West San Fernando Street, Suite 1250
San Jose, CA 95113

Re: **SSFHS Underground Utilities**

Subject: Fee Proposal

Dear Brent,

Thank you for the opportunity to provide you with this fee proposal for estimating services for the above referenced project. This fee proposal is for the services listed below:

ITEM	**AMOUNT**
Schematic Design Cost Estimate	$3,600.00
Design Development Cost Estimate	$5,040.00
Construction Document Cost Estimate	$5,760.00
Total fee proposal amount	**$14,400.00**

- This fee proposal includes meetings via web meeting as required.
- Site visit to view existing conditions is not included.
- Estimate will contain all items as required in the CSI format.
- All drawings, specifications, soils reports, etc. (if available) shall be provided to Silva Cost Consulting, Inc., at no charge.
- Deliverables: Silva Cost Consulting, Inc. will e-mail the electronic files of the cost estimate. Hard copies can be delivered if requested.
- Due dates: Please allow 14 calendar days to complete the estimates at each submittal.
- Payment: Payments are due 45 days after invoice date. Silva Cost Consulting invoices on the 1st of the month for work completed the prior month.
- This proposal is good for 180 days.
- This proposal includes value engineering exercises at each submittal.

Once again, I would like to thank you for the opportunity to provide you with this fee proposal. Should you have any questions, comments, or concerns, please do not hesitate to contact me at 916-444-1130.

Sincerely,
SILVA COST CONSULTING, INC.

Javier Silva
Principal

Accepted by:_____ Company:_____
Date: _____

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

RE: Adoption of Resolution #26-14 Declaring the Futility of Public Bidding of Additional Construction Work and Approval of Change Order #4 to the Westborough Middle School Field and Pavement Improvements Project

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ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District Board of Trustees awarded a contract for the Field and Pavement Improvements project to McGuire and Hester on April 24, 2025. The original contract award was for $5,800,000.00. This project includes but is not limited to the reconstruction of the athletic field, installing accessible paths of travel to the athletic field and drop-off locations, addition of pedestrian lighting and accessible parking, creation of queuing zone for student drop-off, grading, and pavement improvements on the play yard.

Several unforeseen conditions and design coordination issues were identified, necessitating changes and additional work not included in the original design. Change Order #4 includes exploratory investigation of unforeseen erosion, flushing and jetting of the compromised storm drain system, rerouting of new storm line from a compromised catch basin, and the addition of two catch basins due to low point ponding issue.

With the previous approved Change Orders #1 through #3 and approval of Change Order #4, the total Change Orders to date on this contract will be $987,155.00. This represents 17.02% of the base contract value.

Because the cumulative Change Order amount is above 10% of the original contract value, the Board needs to approve Resolution #26-14 Declaring the Futility of Public Bidding of Additional

Construction on the project. The resolution contains recitals to support the findings required under the Public Contract Code.

In order to avoid further District impact and to allow for the timely return of students and staff, District staff authorized the Contractor to proceed with the changed scope of work. The Change Order is not final until approved by the Board.

FISCAL IMPLICATIONS:

The total cost of Change Order #4 is $130,126.00. This will be paid for through the Measure T Bond Program (Fund 21).

Agreement	Date	Total
Original Agreement	April 24, 2025	$5,800,000.00
Change Order #1	September 11, 2025	$261,427.00
Change Order #2	November 13, 2025	$93,576.00
Change Order #3	February 12, 2026	$502,026.00
Change Order #4	March 26, 2026	$130,126.00
Total Amended Compensation		**$6,657,029.00**
Percent Change from Original Agreement		17.02%

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees adopt Resolution #26-14 Declaring the Futility of Public Bidding of Additional Construction Work and approve Change Order #4 to the contract with McGuire and Hester for the Westborough MS Field and Pavement Improvements project, in the amount of $130,126.00.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES' RESOLUTION DECLARING FUTILITY OF PUBLIC BIDDING ADDITIONAL CONSTRUCTION WORK AT THE FIELD AND PAVEMENT IMPROVEMENTS PROJECT AT WESTBOROUGH MS AND APPROVING CHANGE ORDER NO. 4 FOR THAT WORK

RESOLUTION NO. 26-14

WHEREAS, on or about March 19, 2025 the South San Francisco Unified School District ("District") formally and publicly opened bids for a contract to perform work including, but not limited to the **Field and Pavement Improvements** at Westborough Middle School ("Project");

WHEREAS, McGuire and Hester ("Contractor") was the lowest responsive, responsible bidder for the Project, and, in response to the bid, on April 24, 2025, the District's Board of Trustees ("Board") awarded a contract for the Project to Contractor for Five Million Eight-Hundred Thousand Dollars ($5,800,000.00) ("Contract Price");

WHEREAS, the District encountered unforeseen erosion and severely compromised storm drain systems across the play yard and the lower field, which conditions were not visible or reasonably identifiable during the design phase, causing erosion and impacting the site and designed drainage;

WHEREAS, the Contractor was requested by the District to perform additional work, including exploratory investigation of unforeseen erosion, flushing and jetting of the compromised storm drain system, rerouting of new storm line a compromised catch basin, and the addition of two catch basins due to low point ponding issue;

WHEREAS, the Contractor has issued to the District proposed change orders, which have been previously authorized by District staff, under which Contractor performed the additional work on the Project;

WHEREAS, the District staff authorized the Change Order in excess of the Public Contract Code limit of ten percent (10%) of the base contract in order to avoid further District financial and schedule impacts and to allow for the timely use and availability of the new artificial turf field by students and staff;

WHEREAS, the Contractor has issued to the District Change Order NO. 4, which includes requests to perform additional exploratory work for unforeseen erosion at the hillside of phase 2 and sink hole under AC paved area in Phase 1C, work to flush and jet existing storm drain system in Phase 2 Area, reroute new piping from catch basin (CB) 8 to existing CB 1C at the hillside due to compromised storm system, and added rain two added CB in phase 1C area due to low point ponding, which will cause the cumulative value of Change Orders on the project to be in excess of 10% of the original contract sum;

WHEREAS, Contractor has submitted documentation to the District supporting its costs for performing the additional work for the Change Orders NO. 4;

WHEREAS, Contractor's price to perform the additional work for Proposed Change Order NO. 4 is reasonable;

WHEREAS, creating and bidding a design for the additional work covered by

Contractor's proposed change order would have created or will create significant disruption to Contractor, coordination and interference problems with Contractor, delay Contractor's performance of the work, and create a potential claim by (a) Contractor in completing the base scope work, and (b) the new contractor performing the additional scope work;

WHEREAS, if the District were to bid the additional work, other resulting bids would and will likely be higher than the price of Contractor's proposed change orders, because Contractor is already mobilized on the Project;

WHEREAS, having a new contractor perform the additional work would result and will result in waste and significant delays, which would be at the expense of the District, while the new contractor mobilizes on the Project;

WHEREAS, having a new contractor perform the additional work could create a potential dispute over the warranty for the surrounding work being performed by Contractor;

WHEREAS, Public Contract Code section 20111, subdivision (b), states that a school district is required to competitively bid any public works project with a contract value of $15,000 or more;

WHEREAS, Public Contract Code section 20118.4, subdivision (a), states that the governing board of a school district "may authorize the contractor to proceed with performance of the change or alteration [to a contract], without the formality of securing bids, if the cost so agreed upon does not exceed the greater of the following: (1) The amount specified in Section 20111 or 20114 . . . [or] (2) Ten percent of the original contract price";

WHEREAS, notwithstanding Public Contract Code sections 20111 and 20118.4, California law provides a narrow exception to competitive bidding law where such bidding would be futile, undesirable, or impractical and would cause additional delay and cost (*Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631; *Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348), so that "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result, or where they do not produce any advantage . . . a statute requiring competitive bidding does not apply" (*Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694);

WHEREAS, bidding the additional work would have further delayed and will delay completion and increase the cost of the Project;

WHEREAS, bidding the additional work would not have produced an advantage to the District;

WHEREAS, based on the foregoing, it would have been and will be incongruous, futile, and unavailing to solicit bids for the additional work; and

WHEREAS, the District therefore desires to execute Change Order NO. 4 with Contractor to complete the work on the Project;

NOW, THEREFORE, the Board of Trustees of the South San Francisco Unified School District hereby resolves, determines, and finds the following:

1. That the foregoing recitals are true.

2. For the reasons stated above, public bidding of the additional work would not

have produced and will not produce an advantage to the District, and would have produced and will produce a net burden and distinct disadvantages to the District.

3. Based on the foregoing, it would be and will be incongruous, undesirable, impractical, futile, and unavailing to publicly bid the additional work.

4. That the Board hereby approves Change Order NO. 4 without further advertising for or inviting of bids.

5. That the District's superintendent or her designee is authorized to take all steps and perform all actions necessary to execute and implement the change order.

APPROVED, PASSED, AND ADOPTED by the Board of Trustees, at a regular meeting held on the 26th day of March, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Patricia Murray
President of the Board of Trustees of the
South San Francisco Unified School District

Attested to:

_____
Amy Lam
Clerk of the Board of Trustees of the
South San Francisco Unified School District

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

CHANGE ORDER FORM

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

CHANGE ORDER NO.:
04

CHANGE ORDER

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960

Date: 02.25.2026
DSA File No.: 41-28
DSA Appl. No.: 01-122100

The following parties agree to the terms of this Change Order:

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

Contractor:
McGuire and Hester
9009 Railroad Avenue
Oakland, CA 94603

Architect:
Verde Design, Inc. STE 200
2455 The Alameda
Santa Clara, CA 95050

Project Inspector:
Pinelli Construction, Inc.
258 Cedar Street
San Carlos, CA 94070

Reference	Description	Cost	Calendar Days Ext.
PCO #006 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR#3.3 Exploratory work for unforeseen erosion at hillside of phase 2 and sink hole under AC paved area in Phase 1C.	$66,651.00	24
PCO #007 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR#7.2 Flushing and jetting of storm drain system in Phase 2 Area.	$40,407.00	5
PCO #014 Requested by: M&H Performed by: M&H Reason: Design Errors and Omissions	M&H COR#10.2 Added drain inlets (CB 9 and 10) in phase 1C area to address low point ponding issue.	$18,227.00	13
PCO #015 Requested by: M&H Performed by: M&H Reason: Unforeseen Condition	M&H COR#16 Reroute new piping from CB8 to existing CB at 1C hillside	$4,841.00	0

Contract time will be adjusted as follows: Previous Completion Date: **March 19, 2026** **29** Calendar Days Extension (zero unless otherwise indicated) Current Completion Date: **April 17, 2026**	Original Contract Amount:	$5,800,000.00
	Amount of Previously Approved Change Order(s):001, 002, & 003	$857,029.00
	Amount of this Change Order:	$130,126.00
	Contract Amount:	$6,787,155.00

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

	Total percentage of Change Order amounts to original contract sum to date:	17%

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire work as stated therein, and agrees to furnish all labor, materials and services and perform all work necessary to complete any additional work specified for the consideration stated therein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq.

This change order is subject to approval by the governing board of this District and must be signed by the District. Until such time as this change order is approved by the District's governing board and executed by a duly authorized District representative, this change order is not effective and not binding.

It is expressly understood that the compensation and time, if any, granted herein represent a full accord and satisfaction for any and all time and cost impacts of the items herein, and Contractor waives any and all further compensation or time extension based on the items herein. The value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, and its subcontractors, both direct and indirect, resulting from additional time required on the project or resulting from delay to the project including without limitation, cumulative impacts. Any costs, expenses, damages or time extensions not included are deemed waived.

Signatures:

DISTRICT: SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT By: _____ Ted O, Assistant Superintendent Business Services Date: _____	**CONTRACTOR:** MCGUIRE AND HESTER By: Signed by: David Buffa A88476D6594441E... David Buffa, Area Manager Date: 3/6/2026
ARCHITECT: VERDE DESIGN, INC. By: DocuSigned by: Devin Conway 51855BA066464C8... Devin Conway, Principal Date: 3/11/2026	**PROJECT INSPECTOR** PINELLI CONSTRUCTION INSPECTION, INC. By: DocuSigned by: Tim Pinelli 3D2179B897844D4... Tim Pinelli, Inspector of Record Date: 3/6/2026

END OF DOCUMENT

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

PROPOSED CHANGE ORDER FORM

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

PCO NO.:
06

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: RFI #010
M&H COR #3.3
Reason: Unforeseen Condition

Date: 02.25.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
An unforeseen sink hole was found within the playground area near the existing catch basin. Pe the district request the contractor is to perform exploratory work to include AC removal and excavation to determine the extent of the issue. Also included in this work was to use a hyrdovac to remove debris in the catch basin. Work was done on a T&M basis not to exceed $9,900.00

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$3,460.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$3,460.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 24 days @ $45.83/day	$1,100.00	$0.00
(h)	**Subtotal**	$4,560.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$228.00	$0.00
(j)	**Subtotal**	$4,788.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$95.00	$0.00
(l)	**TOTAL**	$4,883.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**24 Calendar Days**	

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$949.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$1,590.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$2,567.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 24 days @ $1,981.33/day	$47,552.00	
(e)	**Subtotal**	$52,658.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$7,899.00	
(g)	**Subtotal**	$60,557.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$1,211.00	
(i)	**TOTAL**	$61,768.00	
	Grand Total	**$66,651.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**24 Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 3/5/2026

END OF DOCUMENT

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

02/23/2025

Sent Via Email

Attention: Kitchell CEM, Inc.
Loc Nguyen, Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 03.3 – Exploratory Work Phase 2 Hillside Erosion-T&M

Reference: RFI 010 – Phase 2 Hillside Erosion
McGuire and Hester Serial Letter 005rev3
M&H COR 029 – Contract Time Extension and Project Extended Overhead
Ontrack-Westborough Middle School Improvements Time Impact Evaluation-001

General:

Attached is a lump sum cost for T&M work performed in response to RFI 010 – Phase 2 Hillside Erosion. This work included the strategic removal of existing pavement and concrete within the visibly impacted area to safely expose underlying conditions. Due to the unknown extent of subsurface erosion, investigative demolition was required beyond the initially apparent limits in order to fully determine the boundaries of soil loss and identify areas where supporting subgrade material was missing.

This effort involve investigative demolition beyond the visibly impacted zone to fully expose the extent of erosion and identify the limits where supporting soil is missing.

Additionally, this exploratory effort included the cost to mobilize a hydrovac-truck to clean and jet the existing drain inlet. Third party locating services to identify an unknown existing 4" perforated pipe entering the existing drain inlet.

Contract Time Extension:

McGuire and Hester is formally requesting an extension of 24 calendar days associated with this unforeseen condition and the resulting of exploratory work.

The costs related to the requested 24 calendar days are included under Section (d), General Conditions for compensable days, of the Proposed Change Order Form and are supported by the following documentation:

- *McGuire and Hester Serial Letter 005rev3 – Project Extended Overhead Daily Cost* dated 01/26/206.
- *M&H COR 029 - Contract Time Extension and Project Extended Overhead* dated 12/23/2025.
- *Ontrack-Westborough Middle School Improvements Time Impact Evaluation-001* dated 12/18/2025

The Time Impact Evaluation specifically identifies the delay period beginning with:

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

- *Activity ID #T1-010 Submit – RFI 010 – Hillside Erosion* which captures the point at which M&H encountered the eroded hillside condition and formally notified the project team, through RFI 010.
- *Activity ID #T1-060 Hillside Exploratory – Field Meeting Review Conditions* which represents the completion of exploratory efforts and the subsequent field meeting with all responsible parties to review the unforeseen condition and evaluate potential corrective solutions necessary to advance the project.

The 24-calendar day extension reflects the full period during which critical path activities were impacted by the unforeseen condition, investigation, coordination, and evaluation process.

Inclusions:

1. Exploratory work and demo of hardscape over the eroded area.
2. Hydro-vac existing drain inlet.

Exclusion/Clarifications:

1. Exploratory work was performed on T&M.

Cost Summary:

Description	Quantity	Unit	Cost	COR 03.3
Erosion-Exploratory Work	1	LS	$9,694.00	$9,694.00
Project Extended Overhead Daily Cost	24	DAYS	$2,373.20	$56,957.00
COR 03.3 Total				**$66,651.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

PROPOSED CHANGE ORDER FORM

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

PCO NO.:
07

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: RFI 024
M&H COR #7.2
Reason: Unforeseen Condition

Date: 02.25.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to jet and provide CCTV services for the existing storm drain lines to determine extent and locations of debris blockages, Locate buried SD structures, clear debris where possible. Work to be preformed on a T&M basis.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$20,787.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$20,787.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 5 days @ $45.83/day	$229.00	$0.00
(h)	**Subtotal**	$21,016.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$1,051.00	$0.00
(j)	**Subtotal**	$22,067.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$441.00	$0.00
(l)	**TOTAL**	$22,508.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**5 Calendar Days**	

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$0.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$3,872.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$1,480.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation) 5 days @ $1,981.33/day	$9,907.00	
(e)	**Subtotal**	$15,259.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$2,289.00	
(g)	**Subtotal**	$17,548.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$351.00	
(i)	**TOTAL**	$17,899.00	
	Grand Total	**$40,407.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**5 Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 3/5/2026

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

END OF DOCUMENT

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

02/18/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 07.2 – Flushing & Jetting of Storm Drain Outlet System

Reference: RFI 010 – Phase 2 Hillside Erosion
Verde Field Directive dated; July 11, 2025
Kitchell Email Directives
McGuire and Hester Serial Letter 005rev3

General:
Attached is a lump sum cost proposal for the time and materials (T&M) work performed to hydro-jet and flush the existing storm drain (SD). The total cost includes labor, equipment, materials, and subcontractor expenses associated with the hydrovac pipe jetting used to clean and clear the existing outlet pipe, which was accessed through the storm drain inlet at the Phase 1C location.

During this process, it was determined that the existing storm drain system was clogged and non-functional. Additionally, the work helped to identify two previously buried storm drain inlets located approximately two feet below the existing grade.

McGuire and Hester is requesting an extension of 5 calendar days associated with this scope of work. The costs related to the requested 5 calendar days are captured in Section (d), General Conditions for compensable days, of the Proposed Change Order Form and are supported by *McGuire and Hester Serial Letter 005rev3 – Project Extended Overhead Daily Cost dated* 01/26/206.

Inclusions:
1. Flush and pipe-jetting:
    a. Existing outlet pipe at the Hillside Erosion storm drain inlet.
    b. Upstream SD pipe towards the drain inlet located adjacent Elevator.
    c. SD system parallel to the Hillside toe located at the lower field.
2. Utility Locating
3. M&H support to CCTV & Jetting crew.
4. Dump Fees.

Exclusion/Clarifications:
1. Testing and inspection by others.

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

2. Design, Permits and Fees.
3. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 07.2
Flushing/Jetting for Storm Drain Outlet System	1	LS	$23,933	$28,541.00
Project Extended Overhead Daily Cost	5	DAYS	$2,373.20	$11,866.00
COR 07.2 Total				**$40,407.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

PROPOSED CHANGE ORDER FORM

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

PCO NO.:
014

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: RFI 025
M&H COR #10.2
Reason: Design issue

Date: 02.25.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to Furnish and install two new 12" Catch Basins (CB 9 and CB10) and 6" storm drain piping and connect to existing 8" storm drain piping. Work to be performed on a T&M basis.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$3,290.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$3,290.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$3,290.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$165.00	$0.00
(j)	**Subtotal**	$3,455.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$69.00	$0.00
(l)	**TOTAL**	$3,524.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**__N/A_ Calendar Days**	

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$3,865.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$5,358.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$3,312.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$12,535.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$1,880.00	
(g)	**Subtotal**	$14,415.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$288.00	
(i)	**TOTAL**	$14,703.00	
	Grand Total	**$18,227.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**13 Calendar Days, Non-Compensable**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 3/5/2026

END OF DOCUMENT

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

02/24/2026

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 010.2 – Added Drain Inlets & SD System

Reference: RFI #028 – Existing & Proposed AC Tie-in Locations

General:
Attached is the T&M proposal for the installation of two (2) additional 12" Catch Basins and ~12 linear feet (LF) of 6" Storm Drain (SD) to tie-in Catch Basin (CB) #10 into the existing drain line.

McGuire and Hester respectfully requests a thirteen (13) calendar-day extension from the date RFI #028 was submitted. M&H acknowledges that the requested calendar days are non-compensable and apply solely as a contract time extension.

Inclusions:
1. Pothole for crossing utilities.
2. Installation of 12LF of new 6" SD ADS corrugated pipe.
3. Installation of two (2) 12" Catch Basins.
4. Trench backfill with native backfill.
5. Overtime cost.

Exclusion/Clarifications:
1. Excavation of unsuitable soils.
2. Dewatering of subsurface groundwater.
3. Relocation or removal of existing utilities (it is assumed that the proposed improvements is free of conflicts).
4. Testing and inspection by others.
5. Design, Permits and Fees.
6. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 010.2
Added Drain Inlets & SD System	1	LS	$18,227	$18,227.00
COR 010.2 Total				**$18,227.00**

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

PROPOSED CHANGE ORDER FORM

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

PCO NO.:
015

Project: Westborough MS Field and Pavement Improvements
Project No.: 025-960
RFI #: RFI 036
M&H COR #10.2
Reason: Unforeseen Condition

Date: 02.25.2026
DSA File No.: 41-28
DSA Appl. No.:01-122100

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

Proposed Change Order Summary:
Contractor to reroute and extend new 6" storm drain piping to different Catch Basin. Work to be performed on a T&M basis.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	**ADD**	**DEDUCT**
(a)	**Material** (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	$0.00	$0.00
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$0.00	$0.00
(c)	**Add Equipment** (attach suppliers' invoice)	$0.00	$0.00
(d)	**Subtotal**	$0.00	$0.00
(e)	**Add overhead and profit for any and all tiers of Subcontractor**, the total not to exceed ten percent (10%) of Item (d)	$0.00	$0.00
(f)	**Subtotal**	$0.00	$0.00
(g)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	$0.00
(h)	**Subtotal**	$0.00	$0.00
(i)	**Add Overhead and Profit for Contractor**, not to exceed five percent (5%) of Item (h)	$0.00	$0.00
(j)	**Subtotal**	$0.00	$0.00
(k)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (j)	$0.00	$0.00
(l)	**TOTAL**	$0.00	$0.00
(m)	**Time** (zero unless indicated; "TBD" not permitted)	**N/A Calendar Days**	

	WORK PERFORMED BY CONTRACTOR	**ADD**	**DEDUCT**

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

(a)	**Material** (attach itemized quantity and unit cost plus sales tax)	$215.00	
(b)	**Add Labor** (attach itemized hours and rates, fully Burdened, and specify the hourly rate for each additional labor burden, for example, payroll taxes, fringe benefits, etc.)	$2,256.00	
(c)	**Add Equipment** (attach suppliers' invoice)	$1,656.00	
(d)	**Add General Conditions** (if Time is Compensable) (attach supporting documentation)	$0.00	
(e)	**Subtotal**	$4,127.00	
(f)	**Add Overhead and Profit for Contractor**, not to exceed fifteen percent (15%) of Item (e)	$619.00	
(g)	**Subtotal**	$4,746.00	
(h)	**Add Bond and Insurance**, not to exceed two percent (2%) of Item (g)	$95.00	
(i)	**TOTAL**	$4,841.00	
	Grand Total	**$4,841.00**	
(j)	**Time** (zero unless indicated; "TBD" not permitted)	**0 Calendar Days**	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 et seq. It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project including, without limitation, cumulative impacts. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

SUBMITTED BY:

CONTRACTOR:
MCGUIRE AND HESTER
9009 RAILROAD AVENUE
OAKLAND, CA 94603

By: Signed by: Isaac Jeronimo 25E7B845EA19401...
Isaac Jeronimo, Project Manager

Date: 3/5/2026

END OF DOCUMENT

Docusign Envelope ID: 6FD35117-407B-431A-B23F-214FE7EC7656

10/01/2024

Sent Via Email

Attention: Kitchell CEM, Inc.
Michael Carson, Senior Project Manager

Project: Westborough Middle School Field & Pavement Improvements
SSF Unified School District
Project #025-960

Subject: M&H COR 016 – RFI 036 Proposed CB#8 Reroute

Reference: RFI #036 – Proposed CB No.8

General:
Attached is the T&M proposal for the reroute and extension of the proposed 6-inch storm drain by an additional ~28LF per RFI 036.

Inclusions:
1. Added 28 LF of 6" SD ADS.
2. Trench backfill with native backfill.

Exclusion/Clarifications:
1. Excavation of unsuitable soils.
2. Dewatering of subsurface groundwater.
3. Relocation or removal of existing utilities (it is assumed that the proposed improvements is free of conflicts).
4. Testing and inspection by others.
5. Design, Permits and Fees.
6. Project schedule to be mutually agreeable and will allow M&H to perform its work in an efficient sequence and manner.

Cost Summary:

Description	Quantity	Unit	Cost	COR 016
Added SD System	1	LS	$4,841	$4,841.00
COR 016 Total				**$4,841.00**

Please feel free to contact the undersigned with any questions or if further clarification is needed.

Sincerely,

McGuire & Hester

Isaac Jeronimo – Project Manager
Cell: 510.510.7710 | ijeronimo@mcguireandhester.com

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: March 26, 2026

RE: Approval of Agreement for Construction Management Services with Vanir Construction Management, Inc. for the Sunshine Gardens ES Modernization Project

---

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

The South San Francisco Unified School District (SSFUSD) is acquiring the services of Vanir Construction Management, Inc. to provide Construction Management Services for the Sunshine Gardens ES Modernization project under the Measure T Bond Program.

On April 24, 2025 the Board of Trustees approved a Request for Qualifications (RFQ) establishing a pool of four (4) pre-qualified firms to provide Construction Management services. From the pool, Vanir Construction Management, Inc. was selected based on their qualifications, relevant experience, and ability to meet all project requirements.

FISCAL IMPLICATIONS:

The cost of services is $1,397,900. This will be paid for 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 professional services agreement with Vanir Construction Management, Inc., for Construction Management services for the Sunshine Gardens ES Modernization Project in the amount of $1,397,900.

February 13, 2026

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

RE: Proposal for Construction Management Services for Sunshine Gardens Elementary School

Dear Mr. Wong,

We are pleased to submit our proposal for construction management services on the South San Francisco Unified School District Measure T Bond program Sunshine Gardens Elementary School Modernization.

For this project we are proposing a team that has been working together successfully delivering K-12 lease-leaseback projects for the last four years.

For the CD and DSA/LLB coordination phase services we are proposing Vanir's Project Director, Lisa McLean. Lisa has been working with Bay Area school districts for over nineteen years managing and supporting K-12 project teams. Most recently, Lisa has been managing the preconstruction phase on a $42M LLB project in San Francisco and brings fresh Lease-Leaseback experience. Lisa is prepared to provide preconstruction phase services and coordination alongside the District, Design Team, and LLB Contractor. As the project moves into construction starting in May 2027, Lisa will transition to providing oversight, leadership, and direction to our construction management personnel during the construction and closeout phases to ensure a successful project completion in December 2028.

Vanir's preconstruction design phase services will include tasks such as preparing/updating the Project Master Schedule, site coordination, District consultant coordination, CD agency coordination, CD District department meetings, Interim Housing planning/coordination, 50% CD review w/LLB, DD incorporation backcheck, 75% CD, phasing, front ends development. The DSA / LLB Lease & Site Lease Coordination phase will encompass tasks such as managing constructability review w/LLB contractor, estimating and reconciliation, value engineering, final project cost analysis / summary, CD MEPFAAC, Trade Pkgs, Bid Leveling, GMP Development, Job Walks, DSA Backcheck, Pre-Bid PCS, DSA Approval (permit), Board Approval of GMP, and NTP issuance.

For the construction phase services we are proposing Roger Anchartechahar. Roger is a Sr. Project Manager with extensive experience working on K-12 projects for over 10 years and has been exclusively working on lease-leaseback projects over the last four years. He has recently closed out a $23M LLB elementary school modernization project and is currently finishing a second phase on a $38M LLB elementary school modernization & new construction project.

We have Roger planned to join the project in mid-March 2027 in preparation for the construction phase. Roger will become familiar with the project details and scope and assist with GMP development processes through April of 2027. As the project transitions into construction in May of 2027, Roger will assume responsibility of the day-to-day onsite management activities as necessary to deliver the project in the most timely and cost-effective manner possible. He will provide daily management of the contractor's effort and overall performance; have overall responsibility for project documentation,

contractor deliverables, and resolution of onsite issues; and district reporting through project completion and closeout in December 2028.

Our team will be supported by a project engineer throughout the construction phase who will be onsite with Roger focusing on issuing daily field reports and meeting minutes, as well as tracking Submittals, RFIs, and providing PCO assistance.

Vanir will handle the Administrative Assistant services at no charge.

We understand that Rodan Builders has been selected as the LLB contractor for this project and we are pleased to note that we have worked with the same team for the last two years on a $38M LLB elementary school modernization project.

Please see the Attachment E fee proposal matrix for the period of March 2026 through December 2028, broken out by phase.

Contract Document Phase	$ 136,080
DSA / LLB Lease & Site Lease Coordination	$ 172,880
Construction Management Phase	$1,007,616
Closeout Phase	$ 63,324
Total Proposed Fee	**$1,379,900**

We appreciate this opportunity and look forward to working with the District. If you have any questions, please contact Lisa McLean at lisa.mclean@vanir.com or 415-310-5743.

Sincerely,

Daniel Ferst, Executive VP of Area Operations
VANIR

Lisa McLean, Project Director
VANIR

Attachment: Vanir SGES LLB_Attachment E Fee Proposal Matrix_021326

ATTACHMENT E - FEE PROPOSAL TEMPLATE

Staffing	2025 Hourly Rates	2026 Mar	2026 Apr	2026 May	2026 Jun	2026 Jul	2026 Aug	2026 Sep	Total Hours	Total Charge	2026 Oct	2026 Nov	2026 Dec
Project Director	$245	**40**	**60**	**80**	**80**	**100**	**100**	**80**	540	$136,080	**60**	**60**	**60**
Senior Project Manager	$215	0	0	0	0	0	0	0	0	$0	0	0	0
Project Engineer	$145	0	0	0	0	0	0	0	0	$0	0	0	0
Administrative Assistant	$112	0	0	0	0	0	0	0	0	$0	0	0	0
Estimator	$205	0	0	0	0	0	0	0	0	$0	0	0	0
Total		40	60	80	80	100	100	80	**540**	**$136,080**	60	60	60
Phase		**CD**									**DSA / LLB Lease & Site Lease Coordination**		

Staffing	2027 Jan	2027 Feb	2027 Mar	2027 Apr	Total Hours	Total Charge	2027 May	2027 Jun	2027 Jul	2027 Aug	2027 Sep	2027 Oct	2027 Nov	2027 Dec
Project Director	**60**	**60**	**60**	**100**	460	$118,160	**4**	**4**	**4**	**4**	**4**	**4**	**4**	**4**
Senior Project Manager	0	0	**80**	**160**	240	$54,720	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**
Project Engineer	0	0	0	0	0	$0	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**
Administrative Assistant	0	0	0	0	0	$0	0	0	0	0	0	0	0	0
Estimator	0	0	0	0	0	$0	0	0	0	0	0	0	0	0
Total	60	60	140	260	**700**	**$172,880**	324	324	324	324	324	324	324	324
Phase	**DSA / LLB Lease & Site Lease Coordination**						**Construction**							

Staffing	2028 Jan	2028 Feb	2028 Mar	2028 Apr	2028 May	2028 Jun	2028 Jul	2028 Aug	Total Hours	Total Charge	2028 Sep	2028 Oct	2028 Nov	2028 Dec	Total Hours	Total Charge
Project Director	**4**	**4**	**4**	**4**	**4**	**4**	**4**	**4**	64	$16,896	**2**	**2**	**2**	**2**	8	$2,144
Senior Project Manager	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**	2560	$592,640	**80**	**80**	**40**	**20**	220	$51,700
Project Engineer	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**	2560	$398,080	**40**	**20**	**0**	**0**	60	$9,480
Administrative Assistant	0	0	0	0	0	0	0	0	0	$0	**0**	**0**	**0**	**0**	0	$0
Estimator	0	0	0	0	0	0	0	0	0	$0	0	0	0	0	0	$0
Total	324	324	324	324	324	324	324	324	**5184**	**$1,007,616**	122	102	42	22	**288**	**$63,324**
Phase	**Construction**										**Closeout**					

Total Fee	**$1,379,900**

Notes:

1. Quoted hours and rates are proposed and may be negotiated.

2. Proposed billing rates include a 3% annual escalation factor rounded to the nearest whole dollar or will be adjusted annually to the current Consumer Price Index (CPI) Percentage.

3. Proposal assumes that the District will provide office space, furniture, printer, office supplies, project management software, and internet connectivity.

4. Vanir will provide mobile phones and computers with Microsoft Office software (Outlook, Work, Excel, PowerPoint, MS Project, Scheduling Software), Adobe and Bluebeam. Safety PPE will also be provided for Vanir personnel.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

AGREEMENT #26017
FOR CONSTRUCTION MANAGEMENT SERVICES

WITH

VANIR CONSTRUCTION MANAGEMENT, INC.

FOR

SUNSHINE GARDENS ELEMENTARY SCHOOL MODERNIZATION PROJECT

MARCH 27, 2026

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AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES

This Agreement for Construction Management Services ("Agreement") is made as of **March 27, 2026**, between the South San Francisco Unified School District, a California public school district ("District"), and **Vanir Construction Management, Inc**. ("CM") (both collectively "Parties"), for the following project ("Project"):

> The construction management of **Sunshine Gardens Elementary School Modernization** Project, located at **1200 Miller Avenue South San Francisco, CA 94080** ("Site").
>
> See **Exhibit A** for detailed Project scope.

For and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

ARTICLE 1. Definitions

1.1 In addition to the definitions above, the following definitions for words or phrases shall apply when used in this Agreement, including all Exhibits:

1.1.1 **Agreement:** The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.

1.1.2 **Architect:** The architect(s) that District designates as being the architect(s) for all or a portion of the Project, including all consultants to the Architect(s).

1.1.3 **As-Built Drawings ("As-Builts"):** Any document prepared and submitted by District Contractor that details on a Conforming Set, the actual construction performed during the Project, including changes necessitated by Construction Change Documents and change orders, and detailed by District's construction Contractor on a Conforming Set.

1.1.4 **Board:** District's Governing Board.

1.1.5 **Conforming Set:** The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase.

1.1.6 **Construction Budget:** The total amount indicated by District for the Project plus all other costs, including design, construction, administration, financing, and all other costs.

1.1.7 **Construction Change Documents ("CCD"):** The documentation of changes to the DSA-approved construction documents.

1.1.8 **Construction Cost Budget:** The total cost to District of all elements of a Project designed or specified by the

Architect, as adjusted during and at the end of the design phase in accordance with this Agreement and the Agreement for Architectural Services. The Construction Cost Budget does not include the compensation of the Project Design Team, CM and any subconsultants, the cost of the land, rights-of-way, or financing which are the responsibility of District.

1.1.9 **Construction Manager:** The entity listed in the first paragraph of this Agreement.

1.1.10 **Consultant(s):** Any and all consultant(s), sub-consultant(s), subcontractor(s), or agent(s) to CM.

1.1.11 **Contractor:** One or more licensed and registered contractors under contract with District for construction of all or a portion of the Project.

1.1.12 **Design Team:** The Architect(s) that District designates as being the architect(s) for all or a portion of the Project, including all consultants to the Architect(s), plus all engineer(s) or other designer(s), who have a responsibility to District to design all or a portion of the Project either directly or as a subconsultant or subcontractor. The term Design Team includes the Design Professional in General Responsible Charge on this Project.

1.1.13 **DIR:** California Department of Industrial Relations.

1.1.14 **District:** The South San Francisco Unified School District.

1.1.15 **District's Representative:** The individual identified herein that is authorized to act on District's behalf with respect to the Project. The initial District's Representative shall be **Calvin Wong, Bond Project Manager**. District may change District's Representative by notice as set forth herein.

1.1.16 **DSA:** Division of the State Architect in the California Department of General Services.

1.1.17 **Extra Services:** District-authorized Services outside of the scope in **Exhibit A** or District-authorized reimbursables not included in CM's fee.

1.1.18 **Fee:** CM's Fee is defined in Article 7 and payable as set forth in **Exhibit D**.

1.1.19 **Program:** District's Measure T Bond Program.

1.1.20 **Project(s):** The projects identified in District's Bond Measure T Program.

1.1.21 **Project Inspector, Inspector of Record, IOR:** The agent of the DSA at the project site whose primary responsibility will be to ensure that the project is constructed in compliance with current codes; DSA-approved plans and specifications relating to fire life safety, structure, and accessibility; and quality controls required of a public works facility. The IOR will report to both the DSA and the Architect.

1.1.22 **Record Drawings:** A final set of drawings prepared by the Architect incorporating all changes from all As-Builts, sketches, details, and clarifications.

1.1.23 **Service(s):** All labor, materials, supervision, services, tasks, and work that CM is required to perform and that are required by, or reasonably inferred from, the Agreement, and that are necessary for the design and completion of the Project.

ARTICLE 2. Term

2.1 **Term:** This Agreement shall become effective on **March 27, 2026**, and, except as otherwise provided herein, will continue in effect until completion of the Services described in Article 5, unless terminated earlier in accordance with this Agreement.

ARTICLE 3. Scope, Responsibilities and Services of CM

3.1 **Scope:** CM shall provide the Services described herein and under **Exhibit A** for the Project.

3.2 **Standard of Care:** CM, its officers, agents, employees, subcontractors, Consultants and any persons or entities for whom CM is responsible, shall provide all Services pursuant to this Agreement in accordance with the requirements of this Agreement and in a manner consistent with the standard of care under California law applicable to those who specialize in providing the same services for projects of the type, scope, and complexity of the Project. District's review, approval of, or payment for any of the Services required under this Agreement shall not be construed as assent that CM has complied, nor in any way relieve CM of compliance, with (i) the applicable standard of care, or (ii) applicable statutes, regulations, rules, guidelines and requirements.

3.3 **Coordination:** In the performance of CM's services under this Agreement, CM agrees that it will maintain coordination with District-designated representatives as may be requested and desirable. This shall include, without limitation, coordination with all members of District's Design Team and the Project Inspector.

3.4 **Other Consultants:** If CM employs sub-consultant(s), CM shall ensure that its contract(s) with its sub-consultant(s) include language incorporating the terms of this Agreement.

3.5 **CM as District Representative:** CM will act as District's agent to render the Services and furnish the work as described in **Exhibit A**, commencing with the receipt of a written Notice to Proceed signed by District Representative. CM's services will be completed in accordance with the schedule attached as **Exhibit C**. During the Project's Construction Phase, District may require that the Contractors submit all notices and communication relating to the Project directly to CM.

3.6 **Review of District's Facilities Master Plan:** CM will review District's Facilities Master Plan for District and other written materials District makes available by District to CM to understand fully the nature, extent and intent of the Facilities Plan and the Project.

3.7 **Review of Measure T:** CM will review Measure T and other written materials made available by District to CM that relate to Measure T to fully understand the extent of funding available to implement District's Master Facilities Plan for District, the anticipated schedule for issuance of Bonds under Measure T relative to the anticipated design, bidding and construction of projects.

3.8 **Expansion of Work based on Additional Funds:** Should the Board decide to expand the scope of the Program and/or supplement the Construction Budget based upon availability of additional funds, CM agrees to perform the additional scope of work under the fee and cost terms of this Agreement.

3.9 **Conflicts of Interest Prohibited:**

3.9.1 CM understands that District officials and employees are prohibited from involvement in decisions in which they may have a financial interest pursuant to Government Code sections 1090 and 87100 et seq., and certifies that it does not know of any facts indicating that any District official or employee has an ownership or other financial interest, direct or indirect, in this Agreement. Further, CM hereby certifies that no current District official or employee of District, and no one who has been a District official or employee of District within the past two years has participated in bidding, selling or promoting this Agreement. CM understands that in addition to the remedies available at law, that any failure to provide an accurate certification or any violation of this provision shall make the Agreement voidable by District.

3.9.2 CM shall not be permitted to submit proposals or otherwise seek contracts for the following services to be procured by District in connection with any project covered by this Agreement: Design Professional, IORs or Test/Inspection. If CM identifies potential Design Professionals, Project Inspectors or Test/Inspection services in connection with a project, CM shall affirmatively and unequivocally represent and warrant to

District that neither CM nor any person who holds equity interest in CM's organization is a former or current holder of any equity interest in the firm identified or has any financial interest in the firm identified. District reserves the sole discretion to waive this subsection's requirements on a case-by-case basis.

ARTICLE 4. CM Staff

4.1 District selected CM to perform the Services because of CM's skills and expertise of key personnel.

4.2 CM agrees that the following key personnel in CM's firm shall be associated with the Project and perform the Services in the following capacities:

Principal In Charge:	**Lisa McLean**
Project Director:	**Lisa McLean**
Sr. Project Manager:	**Roger Anchartechahar**
Project Engineer:	**Hannah Leavenworth**

4.3 CM shall not change any of the key personnel listed above without District's prior written approval, unless said personnel cease to be employed by CM. Regardless of the reason for the change in key personnel, District shall be allowed to interview and retains the right to approve replacement personnel.

4.4 If any designated lead or key person fails to perform to the satisfaction of District, then upon District's written notice, CM will have seven (7) calendar days to remove that person from the Project and shall provide a replacement person acceptable to District.

4.4.1 All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions stated in this Agreement.

4.5 CM represents that CM has no existing interest and will not acquire any interest, direct or indirect, that could conflict in any manner or degree with the performance of Services required under this Agreement. CM agrees further that no person having any such interest shall be employed by CM.

ARTICLE 5. Schedule of Work

CM shall commence work under this Agreement upon receipt of a Notice to Proceed and shall prosecute the work diligently as described in **Exhibit A** so as to proceed with and complete the Services in compliance with the schedule attached as **Exhibit C**. Time is of the essence and failure of CM to perform work on time as specified in this Agreement is a material breach of this Agreement.

ARTICLE 6. Construction Cost Budget

6.1 CM shall have responsibility, along with the Architect, to develop, review, and reconcile the Construction Cost Budget per Project with the Architect and District throughout the design process and construction.

6.2 The Construction Cost Budget shall be the total cost to District of all Project elements the Design Team designs or specifies.

6.3 CM shall work cooperatively with the Project Design Team throughout the Project, including but not limited to, the Design Development Phase, and Construction Documents Phase, as described in **Exhibit A**, so that the Project's construction cost as designed by the Project Design Team will not exceed the Construction Cost Budget, as may be adjusted subsequently with District's written approval. CM shall notify District if it believes the Project's construction cost of the work by the Project Design Team will exceed the Construction Cost Budget, and/or if it believes the construction cost as designed will exceed the Construction Cost Budget. CM, however, shall not perform or be responsible for any design or architectural services.

6.4 Evaluations of District's Construction Budget, and CM's preliminary and detailed cost estimates, represent CM's best judgment as a professional familiar with the construction industry.

6.5 If the Bidding Phase has not commenced within ninety (90) days after DSA approval of the plans and specifications, the Construction Cost Budget may be adjusted at District's request to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to District and the date on which proposals are sought.

6.6 District may, in its sole discretion, do one, or a combination, of the following if any of the events in Article 6.7 occur:

6.6.1 Instruct Design Team to revise the drawings and specifications (in scope and quality as approved by District) to bring the Project within the Construction Cost Budget for re-bidding. CM will perform value engineering, constructability reviews, and/or bidding support at no additional cost to District.

6.6.2 Authorize CM to re-negotiate and/or re-bid the Project, when appropriate, within three (3) months' time of receipt of bids, at no additional cost to District (exclusive of District and other agencies' review time).

6.6.3 Give CM written approval of an agreed adjustment to the Construction Cost Budget.

6.6.4 Terminate this Agreement if the Project is abandoned by District without further obligation by either party.

6.7 If any of the following events occur, District may exercise any, or any combination, of the actions set forth in Article 6.6 above:

6.7.1 The lowest responsive base bid received is five percent (5%) or more in excess of the Construction Cost Budget or

6.7.2 The combined total of base bid and all additive alternates come in ten percent (10%) or more under the Construction Cost Budget; or

6.7.3 RESERVED

ARTICLE 7. Fee and Method of Payment for Basic Services

7.1 District shall pay CM an amount not to exceed **One Million Three Hundred Ninety-Seven Thousand Nine Hundred Dollars and No Cents** (**$1,397,900.00)** for all services contracted for under this Agreement and based on the Fee Schedule set forth in **Exhibit D**.

7.2 District shall pay CM the Fee pursuant to the provisions herein and the method of payment set forth in **Exhibit D**.

7.3 CM shall bill its work under this Agreement on a percent of completion basis in accordance with **Exhibit D**.

7.4 No increase in fee will be due from change orders generated during the construction period to the extent caused by CM's error(s) or omission(s).

7.5 CM's fee set forth in this Agreement shall be full compensation for all of CM's Services incurred in the performance hereof as indicated in **Exhibit D**, including, without limitation, all costs for personnel, travel within two hundred (200) miles of the Project location, offices, per diem expenses, printing, providing or shipping of deliverables in the quantities set forth in **Exhibit A**.

ARTICLE 8. Payment for Extra Services

8.1 Any charges for Extra Services shall be paid by District as described in **Exhibit B** at the rates set forth in **Exhibit D** only upon certification of District's prior written authorization of the claimed Extra Services and the Extra Services have been satisfactorily completed.

8.2 CM shall submit to District a written proposal describing the proposed scope of services and listing the personnel, labor duration, rates, and cost. CM shall proceed with Extra Services only upon receiving District's prior written authorization. CM will not be entitled to any compensation for Extra Services performed prior to receiving District's written authorization.

8.3 If CM performs any Extra Services without District's authorized representative's prior written authorization, District will not be obligated to pay for such Extra Services. The foregoing provision notwithstanding, CM will be paid by District as described in **Exhibit B** for Extra Services District's authorized representative verbally requests, provided CM confirms such request in writing pursuant to

the notice requirements of this Agreement, and proceeds with such Extra Services not earlier than two (2) business days after District receives CM's written confirmation of the request.

ARTICLE 9. Ownership of Data

9.1 All of CM's work product prepared or generated in connection with this Agreement is District's property.

9.2 Upon District's request, CM shall make available to District all work product completed or in progress at the time of such a request.

9.3 After Project completion or, if District exercises the right to terminate this Agreement pursuant to the Agreement terms, CM shall assemble and deliver to District within five (5) calendar days of District's written request, all of CM's work product of the generated, prepared, reviewed or compiled in connection with this Agreement and the Services and authorized Extra Services hereunder. This includes, without limitation, all CM generated documents, copies of all documents CM exchanged with or copied to or from all other Project participants, and all closeout documents. CM shall be index and organize appropriately said Project records for easy use by District personnel.

9.4 All Project records are District property, whether or not those records are in CM's possession. District retains all rights to all copyrights, designs, and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that CM or its Consultants prepare or cause to be prepared pursuant to this Agreement. Notwithstanding the preceding sentence, CM and its Consultants shall be entitled to reuse work product generated under this Agreement.

ARTICLE 10. Termination of Contract

10.1 District's Request for Assurances: If District at any time reasonably believes CM is or may be in default under this Agreement, District may in its sole discretion notify CM of this fact and request written assurances from CM of performance of Services and a written plan from CM to remedy any potential default under the terms this Agreement that District may advise CM of in writing. CM shall, within ten (10) calendar days of District's request, deliver a written cure plan that meets District's requirements in its request for assurances. CM's failure to provide such written assurances of performance and the required written plan, within ten (10) calendar days of request, will constitute a material breach of this Agreement sufficient to justify termination for cause.

10.2 District's Termination of CM for Cause: If CM fails to perform CM's duties to District's satisfaction, or if CM fails to fulfill in a timely and professional manner CM's material obligations under this Agreement, or if CM violates any of the material terms or provisions of this Agreement, District shall have the right to terminate this Agreement effective immediately upon District giving CM written

notice thereof. In the event of a termination pursuant to this subdivision, CM may invoice District for all work performed until the notice of termination, but District shall have the right to withhold payment and deduct any amounts equal to District's costs because of CM's actions, errors, or omissions.

10.3 District's Termination of CM for Convenience: District shall have the right in its sole discretion to terminate this Agreement for its own convenience. In the event of a termination for convenience, CM may invoice District and District shall pay all undisputed invoice(s) for work performed until the notice of termination. This shall be the only amount(s) potentially owing to CM if there is a termination for convenience.

10.4 CM's Termination of Agreement for Cause: CM has the right to terminate this Agreement if District does not fulfill its material obligations under this Agreement and fails to cure such material default within sixty (60) days of receipt of written notice of said defaults, or if the default cannot be cured within sixty (60) days, commence to cure such default, diligently pursue such cure, and complete the cure within a reasonable time following written notice and demand from CM. Such termination shall be effective after receipt of written notice from CM to District.

10.5 Effect on Pre-Termination Services: Except as indicated in this Article, termination shall have no effect upon any of the rights and obligations of the Parties arising out of any transaction occurring prior to the effective date of such termination.

10.6 Ceasing Services upon Termination: If, at any time in the progress of performing Services under this Agreement, District determines that CM's Services should be terminated, CM, upon District's written notice of such termination, shall immediately cease providing Services, except to transfer files as directed by District. District shall pay CM only the fee associated with the Services provided and approved by District since the last paid invoice and up to the notice of termination.

10.7 Project Suspension: If the Project is suspended by District for more than one hundred and eighty (180) consecutive days, CM shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the schedule shall be adjusted and CM's compensation shall be equitably adjusted to provide for expenses incurred in the resumption of CM's Services. CM shall make every effort to maintain the same Project personnel after suspension.

ARTICLE 11. Indemnity

11.1 To the furthest extent permitted by California law, CM shall indemnify and hold free and harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage

or injury of any kind, in law or equity ("Claim") that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CM, its officers, employees, subcontractors, consultants, or agents, including without limitation, the payment of all consequential damages. CM shall also, to the furthest extent permitted by California law, defend the Indemnified Parties at CM's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto with counsel approved by District where such approval is not to be unreasonably withheld.

11.2 CM shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnified Parties in any Claim. CM's obligation pursuant to Article 11.1 includes reimbursing District for the cost of any settlement paid by the Indemnified Parties and for any and all fees and costs, including but not limited to, legal fees and costs, expert witness fees, and consultant fees, incurred by the Indemnified Parties in the defense of any Claim(s), or to enforce the indemnity herein. CM's obligation to indemnify shall not be restricted to insurance proceeds.

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

ARTICLE 12. Conduct on Project Site and Fingerprinting

12.1 Unacceptable and/or loud language will not be tolerated. "Cat calls" or other derogatory language toward students or public will not be allowed.

12.2 Drugs, alcohol, and smoking on District property are strictly prohibited. No drugs, alcohol and/or smoking are allowed at any time in any building and/or grounds on District's property. No students, staff, visitors or contractors are to use drugs on District's property.

12.3 Pursuant to Education Code section 45125.1, the Fingerprinting/Criminal Background Investigation Certification (**Exhibit E**) must be completed and attached to this Agreement prior to CM's performing of any portion of the Services. CM expressly acknowledges that the following conditions shall apply to any work performed by CM and/or CM's employees on a school site:

12.3.1 All site visits shall be arranged through District;

12.3.2 CM and CM'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;

12.3.3 CM and/or CM's employees shall check in with the school office each day immediately upon arriving at the school site;

12.3.4 Once at such location, CM and CM's employees shall not change locations without contacting District;

12.3.5 CM and CM's employees shall not use student restroom facilities; and

12.3.6 If CM and CM's employees find themselves alone with a student, CM and CM's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

12.4 For all workers on District property, CM 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.

ARTICLE 13. Responsibilities of District

13.1 District shall examine the documents submitted by CM and shall render decisions so as to avoid unreasonable delay in the process of CM's Services.

13.2 District shall provide to CM as complete information as is available to District regarding District's Project requirements.

13.3 District shall retain design professional(s) whose services, duties and responsibilities will be described in written agreement(s) between District and design professional(s).

13.4 Unless the contract documents require that Contractor provide any of the following, District shall, in a timely manner, and with CM's assistance, secure, submit and pay for necessary approvals, easements, assessments, permits and charges required for the construction, use, or occupancy of permanent structures or for permanent changes in existing facilities, subject to CM's and/or the Design Team's duties to recommend or provide same.

13.5 District, its representatives, and consultants shall communicate with the Contractor either directly or through CM.

13.6 District shall designate an officer, employee and/or other authorized representatives to act on District's behalf with respect to the Project. District's Project representative shall be available during working hours and as often as may be required to render decisions and to furnish information in a timely manner.

ARTICLE 14. Liability of District

14.1 Other than as provided in this Agreement, District's obligations under this Agreement shall be limited to the payment of the compensation as 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.

14.2 CM shall pay to District any and all costs incurred by District, or for which District may become liable, to the extent caused by negligent delays, acts, or omissions of CM in its performance of its Services.

14.3 District shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by CM, or by its employees, even though such equipment be furnished or loaned to CM by District.

14.4 CM hereby waives any and all claim(s) for recovery from District under this Agreement, which loss or damage is covered by valid and collectible insurance policies. CM agrees to have its required insurance policies endorsed to prevent the invalidation of insurance coverages by reason of this waiver. This waiver shall extend to claims paid, or expenses incurred, by CM's insurance company on District's behalf.

ARTICLE 15. Insurance

15.1 CM shall procure, prior to commencement of Services, and will maintain for the duration of the Agreement 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 by CM, their agents, representatives, employees and sub-consultant(s). CM's liabilities, including but not limited to, CM's indemnity or defense obligations under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and CM's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated by District, subject to its sole discretion, as a material breach of contract.

15.2 **Minimum Scope and Limits of Insurance**: Coverage shall be at least as broad as the following scopes and limits:

15.2.1 **Commercial General Liability.** Two million dollars ($2,000,000) per occurrence for bodily injury, personal injury, property damage, death, advertising injury, and medical payments arising from the performance of any portion of the Services. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.

15.2.2 **Commercial Automobile Liability, Any Auto**. One million dollars ($1,000,000) per occurrence.

15.2.3 **Workers' Compensation**. Statutory limits required by the State of California. For all of CM's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, CM shall keep in full force and effect, a Workers' Compensation policy. CM

shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

15.2.4 **Employer's Liability.** One million dollars ($1,000,000) per accident for bodily injury or disease. For all of CM's employees who are subject to this Agreement, CM shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of Two million dollars ($2,000,000) per occurrence. CM shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

15.2.5 **Professional Liability**. This insurance shall cover CM and its sub-consultant(s), if any, for one million dollars ($2,000,000) aggregate limit subject to no claim deductible, coverage to continue through completion of construction plus three years thereafter. The policy must contain terms or endorsements extending coverage that requires the insurer to defend and indemnify for acts which happen before the effective date of the policy provided the claim is first made during the policy period.

15.3 District reserves the right to modify the limits and coverages described herein, with appropriate credits or charges to be negotiated for such changes.

15.4 **Deductibles and Self-Insured Retention**: Any deductibles or self-insured retention exceeding Twenty-Five Thousand Dollars ($25,000) must be declared to and approved by District. At the option of District, either:

15.4.1 District can accept the higher deductible;

15.4.2 CM's insurer shall reduce or eliminate such deductibles or self-insured retention as respects District, its officers, officials, employees and volunteers; or

15.4.3 CM shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

15.5 **Other Insurance Provisions**: The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

15.5.1 All policies except for the worker's compensation, employer's liability and professional liability insurance policy shall be written on an occurrence form.

15.5.2 District, its representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of CM; Instruments of Service and completed operations of CM; premises owned, occupied or used by CM; or automobiles owned, leased, hired or borrowed by CM. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. All endorsements shall waive any right to subrogation against any of the Additional Insureds.

15.5.3 Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.

15.5.4 CM shall pay all insurance premiums, including any charges for required waivers of subrogation or the endorsement of additional insureds. If CM fails to maintain insurance, District may take out comparable insurance, and deduct and retain amount of premium from any sums due CM under the Agreement.

15.5.5 CM's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

15.5.6 Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, not renewed, or material change in coverage except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to District.

15.5.7 CM's insurance coverage shall be primary and non-contributory insurance as respects the Additional Insureds with respect to any claims related to, arising out of, or connected with the Project. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of CM's insurance and shall not contribute with it.

15.5.8 CM shall provide an endorsement that the insurer waives the right of subrogation against District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.

15.5.9 CM shall require all subconsultants to maintain the level of insurance CM deems appropriate with respect to the consultant's scope of the Work unless otherwise indicated in the Agreement. CM shall cause the subconsultants to furnish proof thereof to District within ten (10) days of District's request. Should CM not require subconsultants to provide the same level of insurance as is required of

CM, as provided in this Agreement, CM is not relieved of its indemnity obligations to District or fulfilling its insurance requirements as provided in this Agreement.

15.5.10 If CM 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, CM 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.

15.6 **Acceptability of Insurers**: Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. CM shall inform District in writing if any of its insurer(s) have an A.M. Best's rating less than A:VII. At the option of District, District may either:

15.6.1 Accept the lower rating; or

15.6.2 Require CM to procure insurance from another insurer.

15.7 **Verification of Coverage**: Prior to commencing with its provision of Services under this Agreement, but no later than three (3) calendar days after the Notice of Award, CM shall furnish District with:

15.7.1 Certificates of insurance showing maintenance of the required insurance coverage;

15.7.2 Original endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by District before work commences.

15.8 **Copy of Insurance Policy(ies):** Upon District's request, CM will furnish District with a copy of all insurance policies related to its provision of Services under this Agreement.

ARTICLE 16. Nondiscrimination

CM agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations found to be applicable to Consultant and all of its subcontractors. In addition, Consultant agrees to require like compliance by all of its subcontractor(s).

ARTICLE 17. Covenant Against Contingent Fees

CM warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CM, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or

person, other than a bona fide employee working solely for CM, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration or otherwise recover the full amount of such fee, commission, percentage fee, gift, or contingency.

ARTICLE 18. Entire Agreement/Modification

This Agreement, including the Exhibits hereto, supersedes all previous contracts and constitutes the entire understanding of the Parties hereto. CM shall be entitled to no benefit other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. CM specifically acknowledges that in entering into this Agreement, CM relies solely upon the provisions contained in this Agreement and no others.

ARTICLE 19. Non-Assignment of Agreement

This Agreement is intended to secure CM's specialized services. CM may not assign, transfer, delegate or sublet any interest therein without District's prior written consent. Any assignment, transfer, delegation or sublease without District's prior written consent shall be considered null and void.

ARTICLE 20. Law, Venue

20.1 This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.

20.2 To the fullest extent permitted by California law, San Mateo County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

ARTICLE 21. Dispute Resolution

21.1 All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement may be decided through mediation as the first method of resolution. 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.

21.2 If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, CM 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 CM'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 CM submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

21.3 Notwithstanding any disputes, claims or other disagreements between CM and District, CM shall continue to provide and perform Services hereunder pending a subsequent resolution of such disputes.

ARTICLE 22. Tolling of Claims

CM agrees to toll all statutes of limitations for District's assertion of claims against CM that arise out of, pertain to, or relate to Contractors' or subcontractors' claims against District involving CM's work, until the Contractors' or subcontractors' claims are finally resolved.

ARTICLE 23. Severability

If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

ARTICLE 24. Employment Status

24.1 CM represents and warrants that CM 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. Nothing in this Agreement is intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow District to exercise discretion or control over the professional manner in which CM performs the Services that are the subject matter of this Agreement; provided always, however, that the Services to be provided by CM shall be provided in a manner consistent with all applicable standards and regulations governing such Services.

24.2 CM understands and agrees that CM's personnel are not and will not be eligible for: membership in, or to receive any benefits from, any District group plan for hospital, surgical or medical insurance; membership in any District retirement program; paid vacation, paid sick leave or other leave, with or without pay; or any other benefits which accrue to a District employee.

24.3 Should District, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that CM or any employee of CM is an employee of District for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee

and employer portions of the tax due (and offsetting any credits for amounts already paid by CM which can be applied against this liability). District shall then forward those amounts to the relevant taxing authority.

24.4 Should a relevant taxing authority determine a liability for past services performed by CM for District, upon notification of such fact by District, CM shall promptly remit the amount due or arrange with District to have the amount due withheld from future payments to CM under this Agreement (again, offsetting any amounts already paid by CM which can be applied as a credit against that liability).

24.5 A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, CM shall not be considered an employee of District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine CM is an employee for any other purpose, then CM agrees to a reduction in District's liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of District under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined CM was not an employee.

24.6 Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

ARTICLE 25. Warranty of CM

25.1 CM warrants that CM is properly licensed and/or certified under the laws and regulations of the State of California to provide the Services that it has herein agreed to perform. CM further warrants that all of the work CM performs under this Agreement shall comply with all applicable laws, rules, regulations and codes of the United States and the State of California. CM also warrants that it shall comply with all applicable ordinances, regulations, and resolutions of San Mateo County, California.

25.2 CM certifies that it is aware of the provisions of the California Labor Code of the State of California, requiring every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that, if applicable, it will comply with those provisions before commencing the performance of the work of this Agreement.

25.3 To the extent that the work performed under this contract is subject to labor compliance and enforcement by the DIR, CM specifically acknowledges and understands that it shall perform the Services while complying with all applicable provisions of Division 2, Part 7, Chapter 1 of the Labor Code and Title 8 of the California Code of Regulations, including all applicable prevailing wage requirements.

ARTICLE 26. Cost Disclosure - Documents and Written Reports

CM shall be responsible for compliance with California Government Code section 7550, if the total cost of the Agreement is over five thousand dollars ($5,000).

ARTICLE 27. Communications / Notice

Notices and communications between the Parties to this Agreement may be sent to the following addresses by registered or certified mail with postage prepaid, return receipt requested, by overnight delivery service, or by personal delivery:

District:

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

With a Copy to:
Dannis Woliver Kelley
200 California Street #400
San Francisco, CA 94111
ATTN: Deidree Sakai, Esq.

CM:

Vanir Construction Management, Inc.
4540 Duckhorn Drive, Suite 300
Sacramento, CA 95834
ATTN: Jerry Avalos, President
EMAIL: jerry.avalos@vanir.com

If notice is given by registered or certified mail with postage prepaid, return receipt requested, it shall be considered delivered on the day the notice is signed for. If notice if given by overnight delivery service, it shall be considered delivered on the date stated in the proof of delivery.

CM and District, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications will be sent.

ARTICLE 28. Disabled Veteran Business Enterprise Participation

Pursuant to section 17076.11 of the Education Code, District has a participation goal for disabled veteran business enterprises ("DVBE") of at least three percent (3%), per year, of funds expended each year by District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the "Act"). This Project may use funds allocated under the Act. Therefore, CM, before it executes the Agreement, shall provide to District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount(s) intended to be paid to DVBEs in conjunction with the contract, and/or documentation demonstrating CM's good faith efforts to meet these goals

ARTICLE 29. District's Right to Audit

29.1 District retains the right to review and audit, and the reasonable right of access to CM's and any Consultant's premises to review and audit CM's compliance with the provisions of this Agreement ("District's Right"). District's Right includes the right to inspect, photocopy, and to retain copies, outside of CM's premises, of any

and all Project-related records and other information with appropriate safeguards, if such retention is deemed necessary by District in its sole discretion. District shall keep this information confidential, as allowed by applicable law.

29.2 District's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that District determines is necessary to discover and verify whether CM is in compliance with all requirements of this Agreement.

29.3 If there is a claim for additional compensation or for Extra Services, District's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that District determines is necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

29.4 CM shall maintain complete and accurate records in accordance with generally accepted accounting practices in the industry. CM shall make available to District for review and audit all Project-related accounting records and documents and any other financial data. Upon District's request, CM shall submit exact duplicates of originals of all requested records to District.

29.5 CM shall include audit provisions in any and all of its subcontracts, and shall ensure that these sections are binding upon all Consultants.

29.6 CM shall comply with these provisions within fifteen (15) days of District's written request to review and audit any or all of CM's Project-related records and information.

ARTICLE 30. Other Provisions

30.1 CM shall be responsible for the cost of construction change orders caused directly by CM's willful misconduct or negligent acts, errors or omissions. Without limiting CM's liability for indirect or consequential cost impacts, the direct costs for which CM shall be liable shall equal its proportionate share of the difference between the cost of the change order and the reasonable cost of the work had such work been a part of the originally prepared Construction Documents. These amounts shall be paid by CM to District or District may withhold those costs from amounts due or to become due to CM.

30.2 Neither District's review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CM shall remain liable to District in accordance with this Agreement for all damages to District caused by CM's failure to perform any of the Services furnished under this Agreement to the standard of care of CM for its Services, which shall be, at a minimum, the standard of

care of construction managers performing similar work for California public school districts at or around the same time and in or around the same geographic area of District.

30.3 CM shall share, credit, or reimburse District fifty percent (50%) of the amount of any tax deduction and/or credit CM receives for District Projects under the Commercial Buildings Energy-Efficiency Tax Deduction, 26 U.S. Code § 179D ("Section 179D"). CM shall provide District with all necessary documentation to enable District to verify the amounts of the Section 179D tax deduction. CM shall notify District in writing of the Section 179D tax deduction within 30 days of when CM receives IRS notice of the Section 179D tax deduction or receives the Section 179D tax refund, whichever occurs first.

30.4 Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation, that no party is the author of this Agreement, and that this Agreement shall not be construed against any party as the drafter of the Agreement.

30.5 The individual executing this Agreement on behalf of CM warrants and represents that she/he is authorized to execute this Agreement and bind CM to all terms hereof.

30.6 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. 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.

ARTICLE 31. Exhibits.

Exhibits A through **E** attached hereto are hereby incorporated by this reference and made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) indicated below.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT	**VANIR CONSTRUCTION MANAGEMENT, INC.**
Date: _____, 2026	Date: March 12, 2026
Signed By: _____	Signed By: _____
Name: Ted O	Name: Jerry Avalos
Title: Assistant Superintendent, Business Services	Title: President

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF CONSTRUCTION MANAGER

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF CONSTRUCTION MANAGER

Construction Manager ("CM") shall provide professional services necessary for completing the following:

1. BASIC SERVICES

1.1. Provide work which shall comply with professional standards and applicable requirements of federal, state, and local law.

1.2. Monitor and advise District as to all material developments in the Project. Maintain reporting systems for scope, sequencing, scheduling, budgets and communication for the Project using existing District software, if applicable.

1.3. Be the focal point of all communication to and from construction Contractor(s).

1.4. Implement methods to budget and track all expenditure on the Project. CM shall generate monthly reports to District reflecting this information.

1.5. Prepare methods to track and report on schedule status for the Project. CM shall develop master schedules and milestone schedules for the Project and shall report on the same each month to District.

1.6. CM shall work cooperatively with District to anticipate and maintain a schedule of upcoming Board information and action items and shall prepare reports, background materials, and preliminary materials in District-specified format.

1.7. CM shall work cooperatively with the Design Team and District to:

1.7.1. Define and schedule the Project.

1.7.2. Provide Services that will result in the development of an overall Project strategy with regards to phases, construction schedules, timing, budget, prequalification, contactor and consultant procurement, construction materials, building systems, and equipment.

1.8. Organize an initial planning workshop to create baseline parameters for the Project(s), to define overall building requirements, Project(s) strategy, conceptual budget and schedule. Pursuant to understandings reached at these meetings, CM will develop an implementation plan that identifies the various phases of the Project(s), coordination among phases, and budget and time constraints for each phase of the Project. The plan will include a detailed strategy, Project Budget and Project schedule as well as identification of critical events and milestone activities.

1.9. Perform constructability reviews, determine construction feasibility, availability of materials and labor, time requirements for installation and construction, and factors related to cost, including costs of alternative designs, of materials, preliminary budgets, and possible economies.

1.10. Coordinate with the LLB General Contractor, who is responsible for conducting constructability reviews, to address and resolve any identified discrepancies or

conflicts. Ensure revised drawings from the Architect address the identified constructability items.

1.11. Interface with the Contractor and all subcontractors during construction to ensure that District is provided with an acceptable Project and the best value for taxpayer dollars.

1.12. Advise District as to the regulatory agencies that have jurisdiction over any portion or all of the Project, and as to coordination with and implementation of the requirements of the regulatory agencies, including without limitation DSA.

1.13. Contract for or employ, at CM's expense, sub-consultant(s) to the extent deemed necessary for CM's services. Nothing in the foregoing shall create any contractual relationship between District and any sub-consultant(s) employed by CM under terms of this Agreement.

1.14. Cooperate with District, Board, and other professionals employed by District for the design, coordination or management of other work related to the Project, including District staff and consultants, project manager(s), citizens' bond oversight committee, other District committees, and the community to facilitate the timely completion of the Project within Board-approved budgets and to District design standards.

1.15. Chair, conduct and take minutes of periodic meetings between District and its design professional(s), the Site Committee meetings, and construction meetings during the course of the Project. CM shall invite District and/or its representative and the Project Inspector to participate in these meetings. CM shall keep meeting minutes to document comments generated in these meetings.

1.16. Develop for District approval a Project time schedule at the start of Project development that does the following:

1.16.1. Provides sufficient time for prequalification and, if necessary, the resolution of any appeals, bidding, and, if necessary, rebidding, or negotiating if applicable, the Project;

1.16.2. Coordinates and integrates the design professional(s)' design efforts with bidding schedules;

1.16.3. Includes realistic activity sequences and durations, allocation of labor and materials and delivery of products requiring long lead-time procurement; and

1.16.4. Takes into account District's occupancy requirements (showing portions of the Project having occupancy priority and ongoing operational occupancy requirements).

1.17. Be responsible for the professional quality and technical accuracy of all cost estimates, constructability reviews, studies, reports, projections, opinions of the probable cost of construction, and other services furnished by CM under this Agreement as well as coordination with all Master Plans, studies, reports and other information provided by District to CM. CM shall, without additional

compensation, correct or revise any errors or omissions in materials it generates.

1.18. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to District and/or its representative for inclusion in the overall Project documentation.

1.19. Coordinate transmittal of documents to regulatory agencies for review and advise District of potential problems in completion of such reviews.

1.20. Prepare a bidders list for each bid package for approval by District.

1.21. Assistance with administration of the prequalification process;

1.22. Assistance in development of documents necessary or appropriate for bidding the Construction Contract for the Project;

1.23. Development of bidders' interest in a Project, including but not limited to telephonic and correspondence campaigns and preparing and placing notices and advertisements to solicit bids for the Project(s);

1.24. Assistance in conducting job walks and bidders' conferences and the maintenance and preparation of minutes of job walks or bidder's conferences;

1.25. Assistance in responding to bidders' inquiries and the development of bid addenda as necessary or appropriate;

1.26. Review of bid proposals for responsiveness to bid requirements, evaluation of bidder responsibility, and analysis of completed questionnaires;

1.27. Interviewing possible bidders, references, bonding agents and financial institutions;

1.28. Preparing recommendations for District for pre-qualification of prospective bidders;

1.29. Tabulations and evaluation of bid results along with a recommendation for award of the Construction Contract for a Project;

1.30. Assisting with resolution of any appeals;

1.31. For Lease Leaseback projects, coordinate Request for Qualifications/Proposals ("RFQ/P") process and assist in negotiation of agreements, including, Site Lease and Facilities Lease with guaranteed maximum price; and

1.32. Preparation of agenda items for Board approval.

1.33. Provide documentation, pictures, and other information and assistance to District for District's use on a website for public access to show Project status.

1.34. Provide direction and planning to ensure Project adherence to applicable environmental requirements, such as those emanating from the Environmental Protection Agency ("EPA"), Cal/EPA, the California Environmental Quality Act

("CEQA"), and State of California laws, regulations and rules. CM shall comply with, and ensure that all Consultants, all Contractors and their subcontractors and design professionals and their subconsultants comply with, any storm water pollution prevention plans, other storm water management program and other environmental impact mitigation requirements that are approved by District and applicable to the Project, at no additional cost to District.

1.35. Cooperate and implement District's reporting to and interface with the Labor Commissioner's Office, including but not limited to:

1.35.1. Registering public works project with the Department of Industrial Relations (DIR) within thirty (30) days of the award, but in no event later than the first day in which a contractor has workers employed upon the public work;

1.35.2. Requiring proof of public works contractor registration before accepting a bid or awarding a contract; and

1.35.3. Reporting any suspected public works violations to the Labor Commissioner.

1.36. CM shall maintain accurate Project cost accounting records maintained with generally accepted accounting principles ("GAAP") on authorized work performed under unit costs, actual costs for labor and material, or other basis for maintaining required accounting records. CM shall provide accounting records to District on a monthly basis, or as reasonably requested by District. CM shall afford District access to these records and preserve these records for a period of three (3) years after final payment, at no cost to District.

1.37. Assist Architect with the preparation of an estimate of costs for all addenda and coordinate with Architect to submit the estimate to District for approval. Assist and coordinate with Architect as required to adjust the Construction Cost Budget and other Project costs as indicated in this Agreement and as required in the Agreement for Architectural Services.

1.38. Project site. Provide and maintain a management presence on the Project site during periods when construction work is actively taking place.

1.39. CM is **NOT** responsible for:

1.39.1. Ground contamination or hazardous material analysis.

1.39.2. Any asbestos testing, design or abatement; however, it shall coordinate and integrate its work with any such information provided by District.

1.39.3. Compliance with the California Environmental Quality Act ("CEQA"), except that CM agrees to coordinate its work with that of any CEQA consultants retained by District, and the work of Contractor and the Design Team to provide current information for use in CEQA compliance documents and to identify and carry out mitigation measures at no additional cost to the District.

1.39.4. Historical significance report.

1.39.5. Soils investigation.

1.39.6. Geotechnical hazard report.

1.39.7. Topographic survey, including utility locating services.

2. GENERAL PROJECT AND PROGRAM SUPPORT SERVICES

2.1 **General**: Monitor and advise District and Program Manager as to all material developments on the Project. CM shall implement with District approval reporting methods developed by Program Manager for schedules, cost and budget status. CM shall be the focal point of all communication to and from construction Contractor and shall be copied on all communications between District and its Design Team.

2.2 **Scheduling**: Track and report on schedule status for Project. CM shall develop Project master schedules and milestone schedules, and review and approve Contractor project schedules and milestone schedules for the project per specifications, and shall report on same each month to District and Program Manager.

2.3 **Cost Controls**: Implement methods to track construction expenditures on the Project using methods developed by Program Manager. CM shall generate monthly reports to District reflecting this information.

2.4 **Program Support Services**:

2.4.1 Budget Development for Projects and Program

2.4.2 Cost Accounting, Expenditure and Budget Tracking, Invoice processing and Budget Development

2.4.3 Administrative Support – scheduling of meetings document management, coordination of office functions to support program

2.4.4 Reporting – preparing ongoing reports on projects and program

2.4.5 Master Schedule and Cash Flow development

2.4.6 Coordinate and manage project teams to meet project goals and ensure budget compliance

2.4.7 Citizens' Bond Oversight coordination and facilitation of meetings.

2.4.8 Other: audit support, state funding coordination of documents/application materials

3. PRECONSTRUCTION PHASE

3.1 To the extent requested by District or Program Manager, assist with providing overall coordination of the Project; serve as the focal point of communication, transmitting information to District and Design Team on general aspects of the Project, including planning, scheduling, cost management, progress reporting, design review, dispute resolution, and documentation. Communications from the construction Contractor to District and Design Team shall be through CM.

CM shall receive simultaneous copies of all written communications from District or the Design Team to the construction Contractor.

3.2 To the extent requested by the District or Program Manager, review the Project Assessment and Design Development documents and estimates for general familiarization and understanding of the project scope, constraints, and baseline assumptions. Review 50% Construction Document set for conformance with the design intent and highlight any added scope that was not included in the design development set.

3.3 To the extent requested by District or Program Manager, assist with the detailed definition of project scope, budget, and schedule, as needed. Coordinate and facilitate the review of cost estimates prepared by the Architect of Record and any third-party estimator engaged by the District. The Construction Manager shall not prepare cost estimates or perform cost reconciliation, but shall assist the District in understanding cost impacts, variances, and potential cost-saving measures, including owner-supplied equipment.

3.4 To the extent requested by District or Program Manager, assist District in the solicitation and retention of design and engineering consultants, and coordinate design consultants' activities and delivery schedules, as needed. Provide value engineering and life cycle cost analysis.

3.5 Prepare and maintain a Construction Management schedule for the Project. Prepare a procurement plan and move in occupancy planning, where required.

3.6 To the extent requested by District or Program Manager, assist with monitoring and reporting to District on status of design and state approval in relation to the schedule for the Project. Attend meetings to coordinate design efforts for the Project. Assist in identifying and obtaining all necessary approvals.

3.7 To the extent requested by District or Program Manager, assist with soliciting proposals, evaluate, and recommend other professional consultants needed to complete the Project.

3.8 Implement District-approved implementation procedures, forms and reporting requirements for the Project that involve all members of the Project team, including District, Design Team, and construction Contractor.

3.9 This evaluation will consist of a review of the proposed materials, equipment, systems and other items depicted in the design documents and shall be coordinated with District's design guidelines and design professional(s). CM will prepare a value engineering report documenting the results of the evaluation and make recommendations to District with respect to alternatives, deletions, or amendments of such proposed items that pertain to the anticipated construction costs, useful life, maintenance and operational costs and efficiencies. CM shall provide to District value engineering recommendations and cost/benefit analysis of those recommendations.

3.10 Perform a secondary constructability review at the 50% and 100% Construction Documents phase to validate and comment on constructability issues identified by the Lease-Leaseback General Contractor, and to identify any material constructability risks affecting cost, schedule, or phasing. The results of the review shall be provided in writing and as notations on the documents to District.

CM shall also make recommendations to District and coordinate with the LLB General Contractor with respect to constructability, construction cost, sequence of construction, and construction duration.

3.11 Coordinate with the LLB General Contractor, who is responsible for conducting constructability reviews, to address and resolve any identified discrepancies or conflicts. Ensure revised drawings from the Architect address the identified constructability items.

3.12 Develop master bid/award schedule(s) including construction milestones for the Project through the completion of construction, as directed by District, in coordination with design professional(s) and advise and consult with District. CM shall review and approve construction Contractor's schedules, but shall not dictate any construction Contractor's means and/or methods of performance.

3.13 Coordinate and develop preliminary project construction phasing schedules that meet deadlines required by the District. Update and track project status against project design schedule and provide the District a written report and recommendations on scheduling.

3.14 Assist the Architect to review and validate diagrammatic construction phasing plans that accomplish construction in an occupied school. Includes location of interim housing, construction trailer, material storage and lay down area, site access and safety routes. Consideration for retaining all school services during construction, or temporary measures required to keep adjacent services operational.

3.15 Establish schedules for any Consultant, and for any hazardous materials or other testing, and review costs, estimates, and invoices of each.

3.16 Implement a management control system to support such functions as planning, organizing, scheduling, budgeting, reporting progress, and identifying and documenting problems and solutions for the Project. Prepare monthly progress reports for District regarding the schedule for the Project.

3.17 To the extent requested by District or Program Manager, organize an initial planning workshop to create baseline parameters for the Project, to define overall building requirements, Project strategy, conceptual budget and schedule. Pursuant to understandings reached at these meetings, CM will develop an implementation plan that identifies the various phases of the Project, coordination among phases, and budget and time constraints for each phase of the Project. The plan will include a detailed strategy, master budget and master schedule as well as identification of critical events and milestone activities.

3.18 Advise District regarding "green building" technology and lifecycle costing, when applicable.

3.19 Coordinate and manage all new utility service and applications with appropriate public utilities to meet project schedules. Assist District Project Manager with completion of applications, forms, and site visits.

3.20 Assist the District in the coordination between the Architect, Industrial Hygienist, Geotechnical Engineer, and other district Consultants.

3.21 Fully coordinate all changes requested by any utility company needed to complete the Project.

3.22 Review and tailor District's front-end documents for the Project. Recommend the number of days required for the construction phase (and any sub-phases, such as hazardous material abatement) and recommend the amount of liquidated damages.

4. PRE-BID PHASE

4.1 Review master schedules and construction schedules prepared by the LLB General Contractor for the Project. Coordinate with the LLB General Contractor as needed for master schedules and construction schedules. Develop budget(s) for the Project based on construction cost estimates.

4.2 In consultation with District and according to District-approved policies, procedures, and standards, implement procedures, forms, and reporting requirements for the Project. Establish, accordingly, a communications procedure for the Project that allows for decision making at appropriate levels of responsibility and accountability.

4.3 Work with the Program Manager and Design Team to modify or add to standard, special, or general conditions for contract documents that might be needed for unique Project or contract conditions, for District's approval, and/or assist in the development of documents necessary for the bidding phase.

4.4 Consult with District staff in developing bidding strategies with an emphasis upon timing, development of alternates, and bid package scoping.

4.5 To the extent requested by District or Program Manager, make recommendations for development and implementation of procedures to comply with applicable bidding or RFP requirements for the Project as applicable and for expediting completion of the bidding process for the Project. The scope of the foregoing includes without limitation, recommendations of CM with respect to: (a) pre-qualification of potential contractors; and (b) combination of two or more of the Projects for design, bidding and/or construction purposes.

5. BIDDING / GMP PHASE

5.1 To the extent requested by District or Program Manager, assist with pre-qualification process for the selection of prime and/or sub-contractors based on the detailed definition of Project scope, budget, schedule, and programming support. Develop a list of pre-qualified prime and/or sub-contractors, as required.

5.2 Develop bidders' interest in the Project. Coordinate all bid phase activities with District departments. Conduct pre-bid conferences to familiarize bidders with the bidding documents, and any special systems, materials or methods and with Project procedures. Conduct job walks and bidders' conferences, maintain and prepare minutes of job walks or bidder's conferences. Field questions from bidders, referring questions to Design Team and District as required. Coordinate with Design Team to respond to bidder questions by addenda.

5.3 Assist the Architect and Project Manager in developing bid addendum items for District approval.

5.4 Prepare public solicitation notices for District approval. Review, coordinate, and estimate cost of bid phase addenda.

5.5 Review bid proposals for responsiveness to bid requirements, evaluate bidder responsibility, and conduct reference checks. Prepare bid analyses and advise District on compliance of bidders with District requirements and bid requirements. Report and recommend to District after review and evaluation. Make recommendations to District for prequalification of bidders and award of contracts or rejection of bids.

5.6 Conduct post-bid conferences as required. Assist and advise regarding bid protests.

5.7 Coordinate all pre-construction tasks, such as submission of all required DSA forms prior to start of construction.

5.8 If appropriate, coordinate contracting with Contractor awarded the contract, including evaluating bonds and insurance, and negotiate final terms of construction contractor's contract(s), if applicable.

5.9 Conduct pre-award conferences with successful bidders.

5.10 Schedule and conduct preconstruction meetings. Maintain, prepare, and distribute minutes.

5.11 Assist with the preparation of agenda items for Board approval. Coordinate submittals required by governing agencies.

5.12 Preload in District project management software all required project submittal schedule, shop drawings schedule, contract documents, and closeout documents (O&M, training requirements, warranties, etc.) as identified by the contract documents prior to NTP issuance.

6. CONSTRUCTION PHASE

6.1 Administer the construction Contract.

6.2 Develop detailed construction schedules or review Contractor's submitted schedules, as needed. Administer and coordinate the work of Contractor on a daily basis. Enforce performance, scheduling, and notice requirements. Review Contractor's schedule submittals and make recommendations to District.

6.3 Utilize District project management software to monitor/manage all project related documents such as, but not limited to RFIs, ASIs, submittals, drawings, photographs, dailies, correspondence and meeting notes. Monitor all logs to ensure that they are accurate and kept up to date.

6.4 Monitor schedule and cost information for Contractor. Document the progress and costs of the Project. Report and advise proactively on potential schedule and budget variances and impacts. Recommend potential solutions to schedule and cost problems. Work cooperatively with District, Architect, and Contractor

to ensure that Project is delivered on time and within budget. Review construction progress and prepare reports.

6.5 Provide cost estimating services for reviewing, reconciling and validating Contractor change orders for each project. Monitor the District's exposure on cost related changes, and include current information in a biweekly report.

6.6 Coordinate with the Architect and facilitate uploading of all DSA startup documents required prior to the start of construction, CCDs and interim reports during construction. Interim and final reports/documents. Ensure that all project stakeholders have tendered required DSA closeout documentation needed for project certification. Retain PDF copies for transmission to the District as part of the closeout.

6.7 Review and accept the contractors Storm Water Pollution Prevention Plan (SWPPP) and Erosion/Fume/Dust Control Plan and advise on any additional best management practices to mitigate the migration of dust and fumes from construction operations. Ensure that the plan is submitted prior to the start of construction operations, and document all erosion, fume and dust control measures, implemented by the Contractor. Notify contractor and District of issues related to SWPPP and Erosion/Fume/Dust Control Plan compliance.

6.8 Verify permits, approvals, bonds, insurances, and schedules of values. Coordinate with DSA Project Inspector, and ensure compliance with all DSA reporting and closeout requirements. Submit necessary reports to state and local authorities.

6.9 Coordinate work with Project Inspector of Record (IOR). Ensure that IOR daily field reports, inspection requests and inspection records are uploaded to project management software and current.

6.10 Assist in coordinating work of other District consultants, review time and materials invoices for IOR, moving companies, cleaning companies, industrial hygienist, materials testing firms and geotechnical firms.

6.11 Monitor the construction Contractor to verify that tools, equipment, and labor are furnished and work performed and completed within the time required or indicated by the plans and specifications, under the direction and to the satisfaction of District**.** CM expressly agrees to verify that the specifications are met, observed, performed, and followed in accordance with the professional standards of care for construction management.

6.12 Coordinate work of the construction Contractor and effectively manage the Project to achieve District's objectives in relation to cost, time and quality.

6.13 Provide continuous on-site construction management personnel, as needed. Conduct construction meetings for the Project to discuss and resolve such matters as progress, quality and scheduling. Said meetings shall be weekly unless Project conditions do not require that frequency. Prepare and promptly distribute minutes. When required by field or other conditions, construction progress, or the quality of workmanship, conduct special construction meetings; record, prepare, and distribute minutes of these meetings to District, the affected construction Contractor, and Design Team.

6.14 Conduct periodic check-in meetings with the District, at a minimum on a monthly basis, to provide project status updates and review key risks, issues, and logs.

6.15 Act as point of contact for all public agency and utility coordination during construction. Highlight any potential conflicts with permitting as it relates to the project schedule.

6.16 Schedule and coordinate with the District vendor all interim housing (IH) requirements to minimize disruption with the construction progress and any ongoing District activities. Coordinate all permits required for the delivery, installation and removal of the interim housing (no parking, closed streets, traffic control, etc.) with the appropriate agencies. Perform pre and post occupancy reviews of IH conditions.

6.17 Establish and implement team communication procedures.

6.18 Ensure that construction Contractor provides construction schedules as required by the construction Contracts, including activity sequences and durations, submittal schedule, or procurement schedule for products that require long lead time. CM shall review construction Contractor's construction schedules for conformity with the requirements of the construction Contract and conformity with the overall schedule for the Project. Where construction Contractor's construction schedules do not so conform, CM will take appropriate measures to secure compliance, subject to District approval.

6.19 Ensure construction Contractor's compliance with the requirements of the respective construction Contract for updating, revising, and other obligations relative to their respective construction schedules.

6.20 Collect, review, and compile Contractor and lower-tier subcontractor hourly labor rates and provide advisory input to the District regarding their general consistency with contract requirements and customary market practices. Final determination of acceptability for future change order use shall remain with the District or Program Manager.

6.21 Cost Control. CM shall develop and monitor an effective system of construction cost control for the Project. CM shall identify variances between actual and budgeted or estimated costs and advise District and design professional(s) whenever a Project cost exceeds budgets or estimates. CM shall manage the construction bids and contracts in accordance with the Construction Budget.

6.22 Continually monitor whether construction contract requirements are being fulfilled and recommend courses of action to District when Contractor fails to fulfill contractual requirements.

6.23 CM may authorize minor variations in the work from the requirements of the contract documents that do not involve an adjustment in the contract price or the contract time or design and which are consistent with the overall intent of the contract documents. CM shall provide to the design professional(s) and District copies of these authorizations.

6.24 Evaluate and process payment applications and verify progress.

6.25 Evaluate proposed document changes prior to issuance and make recommendations to the District for action when necessary. Coordinate with the Design Team to ensure Construction Change Directives are submitted and approved by DSA prior to the start of work.

6.26 Evaluate all claims and make written recommendations to the District on the most effective way to mitigate and/or resolve.

6.27 Verify that safety programs are developed and submitted by the construction Contractor as required by the Contract. Neither CM, Project Manager nor District shall be responsible for or have any liability for Contractor's failure to provide, comply with, or enforce said safety programs.

6.28 Implement quality control program, including As-Built Drawings accuracy. Coordinate and evaluate Contractor's recovery schedules.

6.29 Record the progress of the Project by a log.

6.30 Monitor ongoing Project costs to verify that projected costs do not exceed approved budget and provide District timely notice of any potential increase in costs in excess of approved budgets provided to CM.

6.31 Negotiate Contractor's proposals and review change orders prepared by Design Team, with Design Team's input as needed, for approval by District.

6.32 Evaluate and process change order requests. Make recommendations to District. Determine cost and schedule effects of change orders. Prepare change order reports and maintain a change order log for the Project and implement procedures to expedite processing of change orders.

6.33 Assist District in coordinating the services of special consultants and testing laboratories on the Project.

6.34 In conjunction with the Design Team, monitor work of the construction Contractor to determine that the work is being performed in accordance with the requirements of the respective construction documents for the Project, including but not limited to the plans, specifications, addenda, and all other contract documents, as well as all applicable laws, regulations and directives of agencies with jurisdiction over any of the Project. As appropriate, with assistance of Design Team, make recommendations to District and Program Manager regarding special inspection or testing of work that is not in accordance with the provisions of the contract documents.

6.35 To guard District against defects in the work of the construction Contractor, CM shall implement a quality control program to monitor the quality and workmanship of construction for conformity with:

6.35.1 Accepted industry standards;

6.35.2 Applicable laws, rules, or ordinances; and

6.35.3 The design documents and contract documents.

6.36 Where the work of a construction Contractor does not conform as set forth above, CM shall, with the input of Design Team:

6.36.1 Notify District of any non-conforming work observed by CM;

6.36.2 Reject the non-conforming work; and

6.36.3 Take any and all action(s) necessary to compel the construction Contractor to correct the work.

6.37 Evaluate, track, and maintain logs of requests for information ("RFI") from construction Contractor and responses, shop drawings, samples, and other submittals, based, in part, on information obtained from the design professional(s). Advise District and Program Manager as to status and criticality of RFIs.

6.38 Review for completeness and monitor the status of all submittals, shop drawings and related correspondence to ensure all submittals are on schedule to avoid any construction delays. Schedule coordination meetings with the General Contractor as needed for issues that impact multiple subcontractors.

6.39 Implement procedures, in collaboration with District, Program Manager and Design Team, for expediting the processing and approval of shop drawings, product data, samples, and other submittals for each contract. Receive and transmit all submittals from the construction Contractor to the Design Team for review and approval. Maintain submittal and shop drawing logs.

6.40 Record the progress of work at the Project. When present, prepare daily reports for the Project containing a record of weather, construction Contractor(s) present and their number of workers, work accomplished, problems encountered, and other relevant data.

6.41 Photograph construction on a daily basis to document construction progress, unforeseen conditions, non-compliant work, etc. Upload and file digital photos with date stamps into District provided construction management software, and the project file folder.

6.42 Prepare and distribute monthly project status reports for the Project including updates on project activities, progress of work, outstanding issues, potential problems, risk logs, schedule, and status of RFIs, change orders, and submittals.

6.43 Coordinate, assist, and support Architect during construction administration phase as required.

6.44 CM shall maintain records of principal building layout lines, elevations of the bottom of footings, floor levels, and key site elevations as provided by the construction Contractor. At the completion of the Project, deliver all such records to District. Construction Contractor and design professional(s) share responsibility to prepare Record Drawings and As-Built Drawings.

6.45 Coordinate the move out and into the Projects. Develop a move matrix that identifies all moves on a room by room basis. Assist District in the coordination of all site related moves required by the project construction including the coordination and communication with Contractor, site staff, moving contractor and District PMs. Provide supervision of the movers during packing and moving operations. Coordinate all moves with site staff to minimize disruption to the

school activities. Schedule District movers and obtain cost proposals from the District's pool of moving companies.

6.46 Coordinate cleaners for deep cleaning and touch up cleaning before and after moves.

6.47 Work with District team to develop lists of incomplete or unsatisfactory work ("punch lists").

6.48 Fully document and prepare deductive change orders for extra services of consultants that are the responsibility of a Contractor or another consultant. Present such a change order for signature by the Contractor or consultant.

6.49 Determine final completion and payment. Determine completion dates, final payments, and release of retention. Coordinate procurement and installation of Furniture, Fixtures, and Equipment ("FF&E").

7. PROJECT COMPLETION

7.1 CM shall observe the construction Contractor's check-outs of utilities, operational systems and equipment, and start-up and testing. CM shall maintain records of start-up and testing as provided by the construction Contractor and shall ensure District of compliance with applicable provisions of the Contract, that all work has been performed and accepted, and that all systems are complete and operative.

7.2 At the punch list phase of the Project or designated portions thereof, CM, in consultation with the Architect, shall ensure the preparation of a list of incomplete or unsatisfactory work or work which does not conform to the requirements of the contract documents ("punch list work") and a schedule for the completion of the punch list work. CM shall provide this list to the construction Contractor. CM shall coordinate construction Contractor's performance and completion of punch list work. CM shall review, with the Architect and District, the completed punch list work. CM shall ensure that, with input of the Architect, the completed punch list work complies with applicable provisions of the construction Contract.

7.3 CM shall assist in procuring additional cleaning services if requested by the District. Manage cleaners when work is being performed on site.

7.4 CM shall determine, with the Architect and District, when the Project or designated portions thereof are complete.

7.5 CM shall conduct, with the Architect and District, final inspections of the Project or designated portions thereof. CM shall notify District of final completion.

7.6 CM shall consult with the Architect and District and shall determine when the Project and the construction Contractor's work are finally completed. CM shall assist with the issuance of a Certificate of Final Completion, and shall provide to District a written recommendation regarding payment to the Contractor.

7.7 CM shall coordinate close-out procedures, including personnel training. Advise District staff on systems operations, training and close-out of Project.

7.8 CM shall coordinate and expedite Contractor close-out requirements, including guarantees/warranties, certificates, keys, manuals, As-Built Drawings, Record Drawings, specifications, daily logs, and verified reports. Ensure that all other project participants submit necessary close-out documentation.

7.9 CM shall coordinate all required contract close-out documents and transmit to the District. This includes electronic copies of all project documents: RFIs, ASIs submittals, PCOs and Change Orders. Provide all contracts, submittals, and close-out documents, to the District at the end of the project in electronic copy. Coordinate all required owner training with maintenance and school staff, and document the meeting and attendees. Coordinate any commissioning/equipment start-up, and coordinate with the District Commissioning Agent to ensure a clean commissioning report is provided at closeout. Ensure that as-built drawings, warranties, and operation manuals are provided to SSFUSD in the required format and ensure smooth project handover.

7.10 CM shall coordinate operational safety reviews with District post occupancy and manage corrective work as necessary.

7.11 CM shall ensure that all building commissioning requirements have been fulfilled in a timely manner through District commissioning agents.

7.12 CM shall obtain occupancy permits (where required), coordinate final testing, documentation, and regulatory inspections. Prepare occupancy plan report.

7.13 CM shall prepare final accounting reports.

8. FINAL DOCUMENTS

CM shall review and monitor all As-Built Drawings, maintenance and operations manuals, and other closeout documents to be sure that all required documents meeting contract requirements are provided, and shall secure and transmit to District and Program Manager those documents and all required guarantees, keys, manuals, record drawings, and daily logs. CM shall also forward all documents and plans to District upon completion of the project and ensure all such plans and documents are well organized for any appropriate audit or review of the Project.

9. PROJECT CLOSEOUT

To the extent requested by District or Program Manager, CM shall assist District, Architect, and Program Manager as necessary to ensure all information and documentation necessary for Project closeout with the DSA is complete and the Project is timely closed out with DSA. This includes but is not limited to reports from independent consultants, inspectors, testing laboratories, and corresponding or required DSA forms.

10. SSFUSD RESPONSIBILITY MATRIX

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Program Roles & Responsibilities Matrix

	SSFUSD	Prog Mgr	CM	AOR	LLB GC	IOR
Program Planning						
Prepare and maintain overall Program Schedule	Review	Primary				
Review and update overall Program budget and individual project construction costs	Assist	Primary				
Provide Weekly Agenda/Status on Program and Projects	Review	Primary				
Update District Standards	Primary	Assist				
Assist in procurement of Architect as required by SSFUSD program. Set Program goals and select project sites	Assist	Primary				
Conduct Architect fee negotiation	Review / Approve	Primary				
Reconcile Architect's Fee for Alternates Scope	Review / Approve	Primary		Assist		
Set Program goals and select project sites	Primary	Primary				
District website updates	Primary	Assist				
Maintain reporting and tracking of Bond Program	Primary	Assist				
Provide oversight, management and coordination of Architects of Record	Review	Primary				
Provide oversight, coordination and management of District contracted consultants (Geotech, Surveyors, etc.)	Assist	Primary				
Monthly Reporting (as required by District)	Primary	Assist				
Board Reports	Primary	Assist				
CBOC Report	Primary	Assist				
Conduct Post-Occupancy Input Meeting	Assist	Primary		Assist		
Provide project specific online Post-Occupancy Questionnaire Form to users	Assist	Primary				
Provide Post-Occupancy Results Report	Assist	Primary		Review		
Conduct Post-Occupancy Results Review Meeting	Assist	Primary		Assist		
Project Assessment Phase *(Architect Contract Part 1)*						
Prepare and review Architect RFP and conduct fee negotiation	Review / Approve	Primary				
Provide oversight, management and coordination of Architects of Record	Assist	Primary				
Provide existing record drawings	Primary	Assist / Coord.				
Perform closeout of uncertified DSA Projects	Primary					
Determine scope of District contracted consultants (Geotech, Surveyors, etc.)	Review	Assist		Primary		
Prepare base drawings	Review	Review		Primary		
Conduct site investigations, verify existing conditions	Coord.	Assist		Primary		
Conduct discussions with District Departments, B+G, and school staff regarding existing conditions	Coord.	Assist		Primary		
Prepare requests for additional testing, investigation and inspections	Coord.	Assist		Primary		
Provide available data on hazardous materials	Primary	Coord.		Review		
Provide Planning Budget	Primary	Assist		Review		
Determine utility capacity and prepare application	Coord.	Assist		Primary		
Prepare preliminary phasing plans	Assist	Assist		Primary		
Provide cost estimating	Review	Review		Primary		
Communicate with school site	Assist	Primary		Assist		
Communicate, prepare for, and attend required reviews and meetings with other agencies	Primary	Assist		Assist		
Review for conformance w/District Standards	Review	Assist		Primary		
Establish Project Scope + Cost (PSC)	Primary	Primary		Assist		
Schematic Design Phase *(Architect Contract Part 2)*						
Prepare Basis of Design (BOD) in SD & update in all following submissions	Review	Assist		Primary		
Prepare preliminary/conceptual phasing plans	Assist	Assist		Primary		
Prepare interim housing concept	Review	Assist		Primary		
Ensure SD project scope conforms to the PSC defined scope & PA Estimate	Approve	Review		Primary		
RFP for Hazmat Assessment	Review	Primary				
RFP's for Topo, Utility Survey, CCTV Survey	Review	Primary				
RFP's Geo Hazardous Report	Review	Primary				
RFP for Cost Estimators	Review	Primary				
Provide Cost Estimate (AOR)	Review			Primary		
Provide Independent Cost Estimate (District)	Review	Primary				
Facilitate cost estimate reconciliation process	Review	Primary		Assist		

	SSFUSD	Prog Mgr	CM	AOR	LLB GC	IOR
Conduct peer and constructability reviews	Review	Primary		Review		
Maintain document production schedule	Assist	Assist		Primary		
Prepare state funding application documents	Primary	Assist		Assist		
Prepare for and attend required reviews and pre-app meetings by Division of the State Architect (DSA)	Assist	Assist		Primary		
Provide quality control and coordination of documents	Review	Review		Primary		
Facilitate review of SD documents by SSFUSD Maintenance & Operations (M&O)	Assist	Primary		Assist		
Communicate with school site	Assist	Primary		Assist		
Communicate, prepare for and attend required reviews and meetings with other agencies	Primary	Assist		Assist		
Review for conformance w/District Standards	Review	Review		Primary		
Prepare SD Project Scope & Cost (PSC-SD) Summary	Assist	Primary		Assist		
Conduct design meetings	Assist	Coordinate		Primary		
Conduct Site User/Site Committee meetings	Assist	Coordinate		Primary		
Prepare Colors, Materials, Windows, Lighting + Signage Presentation	Review	Review		Primary		
Prepare Division 00 & 01	Review	Primary		Coordinate		
Initiate LLB Procurement/selection process	Review/Approve	Primary		Assist		
Develop/Define scope for Investigative/Destructive Testing				Primary		
Develop Preliminary Services Agreement (PSA)	Review/Approve	Primary				
Design Development Phase *(Architect Contract Part 2)*						
Reconcile Basis of Design (BOD) in DD	Review	Assist		Primary		
Implement Scope for Investigative Destructive Testing	Assist	Assist		Assist	Primary	
Refine phasing plans	Review	Assist		Assist	Primary	
Refine Interim Housing Concept	Review	Assist		Assist	Primary	
Provide cost estimating (LLB)	Review	Review			Primary	
Provide cost estimating (AOR)	Review	Review		Primary		
Facilitate cost estimate reconciliation process	Assist	Primary		Assist	Assist	
Conduct Value Engineering Review	Assist	Assist		Assist	Primary	
Conduct peer and constructability reviews	Assist	Assist		Assist	Primary	
Ensure DD project scope conforms to the PSC defined scope & PA Estimate	Approve	Review		Primary	Assist	
Maintain document production schedule	Review	Assist		Primary	Assist	
Refine state funding application documents	Primary	Assist		Assist		
Prepare for and attend required reviews and pre-app meetings by Division of the State Architect (DSA)	Assist	Assist		Primary		
Provide quality control and coordination of documents	Review	Review		Primary	Assist	
Communicate with school site	Assist	Primary		Assist		
Communicate, prepare for and attend required reviews and meetings with other agencies	Primary	Assist		Assist		
Review for conformance w/District Standards	Review	Review		Primary	Assist	
Prepare DD Project Scope & Cost (PSC-DD) Summary	Assist	Primary		Assist		
Conduct design meetings	Assist	Coordinate		Primary		
Conduct Site User/Site Committee meetings	Assist	Coordinate		Primary		
Finalize Colors, Materials, Windows, Lighting + Signage Presentation	Review	Review		Primary		
Initiate CM Procurement/selection process	Primary					
Construction Documents Phase *(Architect Contract Part 2)*						
Oversight of Preliminary Services Agreement (LLB GC)	Assist		**Primary**			
Prepare Final Phasing Plans	Review/Approve	Review	**Primary**	Assist	Assist	
Prepare Final Interim Housing Documentation	Review	Review	Review	**Primary**	Assist	
Obtain interim housing DSA approvals				**Primary**		
RFP for Leasing Interim Housing	Assist		**Primary**			
Interim Housing Bid, Delivery & Setup	Assist		Assist		**Primary**	
Prepare Construction Documents				**Primary**		
Submit 90% CD Set for Team Review				**Primary**		
Ensure CD project scope conforms to the PSC-CD defined scope & CD Estimate	Approve	Review		**Primary**	Assist	
Provide cost estimating (LLB)	Review		Review		**Primary**	
Provide cost estimating (AOR)	Review		Review	**Primary**		
Facilitate cost estimate reconciliation process	Assist		**Primary**	Assist	Assist	
Conduct Value Engineer Review	Assist		**Primary**	Assist	Assist	
Conduct peer and constructability reviews	Review		Assist		**Primary**	
Maintain document production schedule	Review		Assist	**Primary**	Assist	
Communicate with school site	Assist	**Primary**	Assist	Assist		
Review for conformance w/District Standards	Review	Review	Assist	**Primary**	Assist	

	SSFUSD	Prog Mgr	CM	AOR	LLB GC	IOR
Confirm Constructibility Review comments have been incorporated	Review		**Primary**	Assist	Review	
Refine Division 00 & 01	Review	Review	**Primary**			
Provide quality control and coordination of documents	Review	Review	Assist	**Primary**	Review	
Submit to DSA				**Primary**		
Facilitate review of CD documents by SSFUSD Maintenance & Operations (M&O)	Assist	**Primary**	Assist	Assist	Assist	
Incorporate Division of State Architect back-check correction and QC Comments	Assist	Review	Review	**Primary**	Review	
Prepare CD Project Scope & Cost (PSC-CD) Summary	Assist	**Primary**	Assist	Assist		
Subcontractor Bidding Phase/GMP Prep and Delivery *(Architect Contract Part 2)*						
Establish GMP prep schedule/process	Review / Approve	Assist	**Primary**	Assist	Assist	
Finalize Division 00 & 01	Review	Assist	**Primary**			
Receive & Distribute DSA Approved Drawings and Technical Specifications			**Primary**	Coordinate		
Prepare Conformed Set if Required	Review		Assist	**Primary**	Review	
Verify Pre Qualification List of Subcontractors (MEP PQBids)	Review		**Primary**	Assist	Review	
Package Documents for Subcontractor Bids			Assist	Assist	**Primary**	
Record Distribution of Documents to Project Team			**Primary**	Assist	Assist	
Reproduce & Distribute Bid Documents to Subcontractors					**Primary**	
Prepare Advertising & Legal Notices to Subcontractors	Review		Review		**Primary**	
Prepare RFI Responses & Addenda to GC	Review		**Primary**	Assist		
Issue RFI Responses & Addenda to Subcontractors as required					**Primary**	
Conduct Pre-bid Meeting / Job Walk	Assist		**Primary**	Assist	Assist	
Prepare GMP			Assist		**Primary**	
GMP Bundling Verification with CM			**Primary**			
Preliminary GMP Review with District	Review	Review	Review	Review	**Primary**	
Review Allowance & Contingencies/GMP line item pricing	Review	Review	Review	Review	**Primary**	
GMP Line Item Discussion (Scope Gap Analysis)	Review	Review	Review	Review	**Primary**	
Finalize GMP Submission to District	Approve		Review		**Primary**	
Prepare GMP and LLB Documentation for Board Authorization	Review/Approve		**Primary**		Assist	
Issue Notice of Award	**Primary**		Assist			
Issue Notice To Proceed (NTP)	**Primary**		Assist			
Construction Administration *(Architect Contract Part 2)* - District PMS						
Conduct Move Coordination (Move out)	Review		**Primary**		Review	
Oversight of Document Controls within District PMS System	Approvals (as required)		**Primary**	Assist	Assist	
Review Schedule	Review		**Primary**	Assist	Assist	
Review Submittals	Review as Required		**Primary**	Assist	Assist	
Monitor Submittals for Conformance with District Standards	Assist		**Primary**	Assist	Assist	
ASI (prepare & Issue)	Review		**Primary**	Assist	Assist	Review
Issue PCO/CO (change events)	Review / Approve		**Primary**	Assist	Assist	Review
Prepare Progress Meeting Minutes	Review		**Primary**	Assist		Review
RFI (prepare, issue respond)	Review		**Primary**	Assist	Assist	Review
Design Changes During Construction	Approve		**Primary**	Assist	Assist	Review
Oversee Construction Quality Control & Assurance	Review		**Primary**	Assist	Assist	Review
Review Progress Payment Applications	Review / Approve		**Primary**	Review / Approve	Assist	Review / Approve
Oversee Technical/Code Compliance	Review		Assist	Assist	Assist	**Primary**
Interface with Staff at Occupied Site	Assist		**Primary**			
Coordinate with Industrial Hygenist-Haz Mat	Assist		**Primary**		Assist	Assist
Monitor Work for Conformance with DSA			Assist	Assist	Assist	**Primary**
Inspections and Testing			Assist	Assist	Assist	**Primary**
Commissioning			**Primary**	Assist	Assist	Assist
Conduct Move Coordination (Move in)			**Primary**			
Oversight of Updating Record Documentation of Changes (GC)			**Primary**		Assist	Review/Approve
Prepare DSA Required Reports	Assist		Assist	**Primary**	Assist	Assist
Generates Project Closeout List (prior to punch list)	Review		**Primary**			
Punchlist	Review		**Primary**	Assist	Assist	
GC punchlist (to be shared with CM and Design Team)	Review		**Primary**	Review	Review	Review
Project team punchlist (AOR, District, CM)	Review		Review	**Primary**	Review	Review
Complete punchlist work			Assist		**Primary**	
Clear punchlist			Assist	**Primary**	Assist	Assist
Start-up	Review		Assist	Assist	**Primary**	Assist
Close-Out Phase *(Architect Contract Part 2)*						
DSA closeout documents	Review / Approve		Assist	**Primary**	Assist	Assist
Prepare and submit DSA form 6			Assist	**Primary**	Assist	Assist
Prepare and submit special inspection closeout forms			Assist	Assist	Assist	**Primary**
Compile change orders			Assist	**Primary**	Assist	Assist

	SSFUSD	Prog Mgr	CM	AOR	LLB GC	IOR
Prepare DSA 168	**Primary**		Assist		Assist	
Any other DSA form/documentation			Assist	**Primary**	Assist	Assist
Assemble Contract Closeout Docs (including O&M Manuals)	Review		**Primary**	Assist	Assist	
Prepare As-Built documentation			Assist		**Primary**	Assist
Review As-Built documentation for completeness	Review		**Primary**	Assist		Assist
Submit As-Builts to AOR			**Primary**			
Produce Record Documents	Review		Assist	**Primary**	Assist	
Deliver 1 Set of Completed Record Drawings thru CM to District			**Primary**	Assist		
Prepare Warranties (2-year) and O&M Manual	Review		Assist	Assist	**Primary**	
Submit Documents for Reiew to CM			Review		**Primary**	
Review Warranty Documents	Review		**Primary**	Assist		
Prepare a Corrective Warranty Work List	Review		**Primary**	Assist		
Correct & Monitor Warranty Work List	Review/Approve		**Primary**		**Primary**	
Project Warranty Review (18 mos.)	**Primary**			Assist		
Identify and Issue Corrective Warranty Work to GC	**Primary**					
Prepare and File Notice of Completion with County	**Primary**		Assist			
Prepare 1A Diagrams	Review / Approve		Assist	**Primary**		
Prepare Evacuation Plans, Site & Floor Plan Diagrams	Review / Approve		Assist	**Primary**		
Update Campus Facility Map (Site/Floor Plan Diagrams)	Review / Approve		Assist	**Primary**		
Warranty walk at 18 months post-completion	Coordinate			**Primary**		

[END OF EXHIBIT]

EXHIBIT B

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to this Agreement shall be performed by CM if needed and requested by District:

1. Providing services required because of significant documented changes in the Project initiated by District, including but not limited to size, quality, complexity, or District's schedule.

2. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of such work.

3. Providing services made necessary by the default of Contractor, or by major defects or deficiencies in the work of the Contractor, or by failure of performance of District's consultants.

4. Seeking variances or changes to agency guidelines on behalf of District when so directed by District.

5. Preparing to serve or serving as a witness in connection with any public hearing, dispute resolution proceeding or legal proceeding, other than that necessitated by the negligent acts, errors or omissions of CM or where CM is a party thereto, except for a Contractor's hearing necessitated by a bid protest or by a Contractor's request to substitute a subcontractor, or by handling of any stop payment notices.

6. Performing technical inspection and testing.

7. Providing other services not otherwise included in this Agreement and not customarily furnished in accordance with the generally accepted scope of construction management practice.

Format and Content of Invoices

CM acknowledges that District requires CM's invoices to include detailed explanations of the Services performed. For example, a six-hour charge for the entire day is unacceptable and will not be payable. A more detailed explanation describing specific tasks is required.

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Hourly Rates for Extra Services

1. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement. CM shall bill in quarter-hour increments for all Extra Services.

1.1. **2026 RATES**

Job Title	Hourly Rate
Project Director	$252.00
Sr. Project Manager	$221.00
Project Engineer	$149.00
Administrative Assistant	$115.00
Estimator	$211.00

1.2. **2027 RATES**

Job Title	Hourly Rate
Project Director	$260.00
Sr. Project Manager	$228.00
Project Engineer	$153.00
Administrative Assistant	$118.00
Estimator	$217.00

1.3. **2028 RATES**

Job Title	Hourly Rate
Project Director	$268.00
Sr. Project Manager	$235.00
Project Engineer	$158.00
Administrative Assistant	$122.00
Estimator	$224.00

[END OF EXHIBIT]

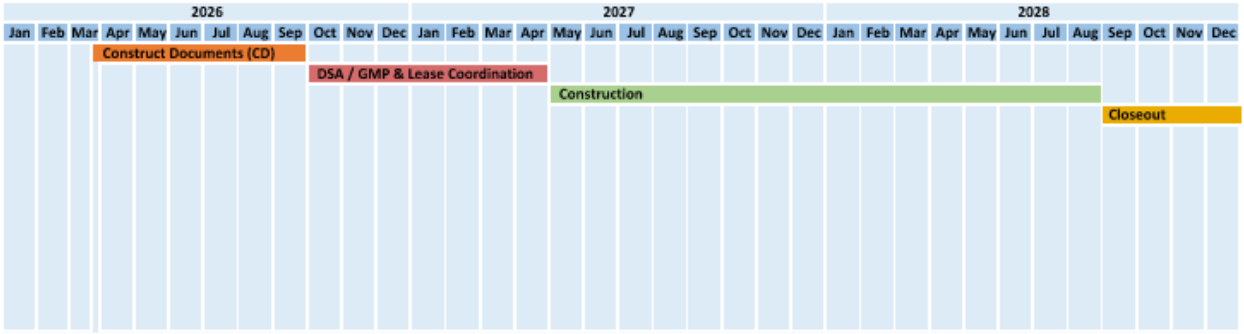
EXHIBIT C

SCHEDULE OF WORK

A. CM shall complete Services required under Construction Documents (CD) within **184 calendar days** after written authorization from District to proceed.

B. CM shall complete Services required under DSA Review & Approval / GMP, Site & Facilities Lease Coordination within **212 calendar days** after receipt of written authorization from District to proceed.

C. CM shall complete Services required under Construction and Closeout within **611 calendar days** after receipt of written authorization from District to proceed.



[END OF EXHIBIT]

EXHIBIT D

FEE SCHEDULE

Compensation

1. Invoices shall be on a form provided by the District unless otherwise noted and are to be submitted to District via District's authorized representative.

2. CM's fee set forth in this Agreement shall be full compensation for all of CM's Services incurred in its performance, including, without limitation, all costs for personnel and overhead and travel within two hundred (200) miles of the Project location (travel reimbursements must be approved by District prior to travel). **During the Construction Phase only**, the District or Contractor shall provide office space, furniture, one (1) printer, project management software access, and internet connectivity for the CM. These items shall **not be provided during the Preconstruction Phase**, and any such costs incurred during the Preconstruction Phase shall be included in the CM's fee unless otherwise expressly authorized by the District. All other office-related expenses not expressly provided by District shall be included in CM's fee.

3. The amount of compensation shall be the amount set forth in the Agreement, including all billed expenses. No compensation will be paid or due, without advance written approval of District.

Method of Payment of Basic Services

1. CM shall submit monthly invoices for the portion of the overall fee reflecting the services performed and costs incurred for each respective month. In no event shall the total payments exceed CM's fee set forth in Article 7 this Agreement except as authorized under **Exhibit B**.

2. CM shall submit these invoices in duplicate to District via District's authorized representative.

3. CM shall submit to District on a monthly basis documentation showing proof that payments were made to his/her sub-consultants.

4. Upon receipt and approval of CM's invoices, District agrees to make payments on all undisputed amounts after the funds are available to District and approved by the County Office of Education but no later than thirty (30) days from receipt of the invoice.

5. District may withhold or deduct from amounts otherwise due CM hereunder if CM fails to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CM has fully cured such failure of performance, less costs, damages or losses sustained by District resulting therefrom.

[END OF EXHIBIT]

EXHIBIT E

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

The undersigned does hereby certify to District that I am a representative of CM 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 CM.

CM 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 CM'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 CM under the Agreement.

☒ CM, who is not a sole proprietor, has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all CM'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 CM 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 CM'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 CM'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."

☐ CM is a sole proprietor and intends to comply with the fingerprinting requirements of Education Code section 45125.1(h) with respect to all CM'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 CM has not been convicted of a felony as defined in Education Code Section 45122.1.

CM'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 CM.

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

Date: March 12, 2026

Name of CM: Vanir Construction Management, Inc.

Signature:

Print Name: Jerry Avalos

Title: President

FINGERPRINTING CERTIFICATION/CRIMINAL BACKGROUND INVESTIGATION

ATTACHMENT "A"

List of Employees/Subcontractors

Name/Company: Lisa McLean / Vanir Construction Management, Inc.

Name/Company: Roger Anchartechahar / Vanir Construction Management, Inc.

Name/Company: Hannah Leavenworth / Vanir Construction Management, Inc.

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

Name/Company: _____

If further space is required for the list of employees/subcontractors, attach additional copies of this page.

[END OF EXHIBIT]

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

RE: Approval of Cost Estimating Services Pool for Measure T Bond Program and Facilities Department

---

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 shared in the September 7, 2023 Measure T Bond Program Implementation Update to the Board, the District proposed utilizing a pool of Cost Estimating Services firms. The scope of work includes providing professional Cost Estimating Services for selected projects under the District's Measure T Bond Program and Facilities Department. This pool of Cost Estimating Services firms was selected through a Request for Qualifications (RFQ) process, which was publicly advertised on January 20, 2026 and January 26, 2026. Nine (9) Cost Estimating Services firms responded by submitting their Statement of Qualifications (SOQ). These firms were evaluated based on the overall responsiveness of their submittals, experience and performance history, litigation history, qualifications of key personnel, and rates and services costs.

The selected firms will be added to a pre-qualified pool to provide Cost Estimating Services in support of the Measure T Bond Program and the Facilities Department. Firms in the pool may be invited to submit proposals in response to project-specific Requests for Proposals (RFPs) as needs arise.

Following a comprehensive evaluation, staff selected four (4) of the firms to be included in a pool of Cost Estimating Services: Leland Saylor Associates, HL Construction Management,

Jacques Consulting, and Cumming Group. The decision to select four firms was based on the determination that this number would provide the optimal balance of capacity, responsiveness, and efficiency needed to support the scope and timeline of the District's Bond and Facilities projects.

FISCAL IMPLICATIONS:

To be determined as projects are assigned for the Measure T Bond Program and Facilities Department.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the selected firms for the creation of a Cost Estimating Services pool on behalf of the Measure T Bond Program and the Facilities Department.

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: March 26, 2026

RE: Agreement with Advanced Inspections, Inc. for Inspector of Record Services for the New Relocatable Module Building at the District Office Site

---

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 purchasing and installing a new Relocatable Modular Office Building at the District Office site (District Office Annex Project No. 21-25) to provide additional administrative workspace to support District operations.

Construction of the project requires Inspector of Record (IOR) services in accordance with the California Division of the State Architect (DSA) requirements.

Advanced Inspections, Inc. has submitted a proposal to provide DSA inspection services for the project. Inspection services will be performed in accordance with Title 24, Part 1, Sections 4-333 and 4-342, and will include part-time inspection services during construction.

FISCAL IMPLICATIONS:

$10,000 Facilities Fund (Fund 40)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Independent Consultant Agreement with Advanced Inspections, Inc. to provide Inspector of Record Services for the District Office Annex Project in the amount of $10,000.

ADVANCED INSPECTIONS INC

381 15th Ave
San Francisco, CA 94118
(510) 962-2254

February 20th, 2026

To: Robert Kitchens, SSFUSD Project Manager

From: Jason Polyzos

Please find our proposal for DSA inspection services for the following project:

District Office Annex Portable, Proj. No. 21-25

Project Duration: 4/01/26 – 6/30/26

Part time inspection and duties per Title 24, Part 1 (Sections 4-333 and 4-342)

DSA Class 3 inspection rate $125 per hour

18 days @ 4 hours per day/minimum = 72 hours

72 hours x $125 = $9,000

Admin and License Fees = $1,000

Contract Total: $10,000

Sincerely,

Jason Polyzos 2-20-26

Jason Polyzos
President, Advanced Inspections Inc.
DSA Class 1 Inspector #5818

INDEPENDENT CONSULTANT AGREEMENT FOR INSPECTOR OF RECORD SERVICES

This Independent Consultant Agreement for ARCHITECTURAL Services ("Agreement") is made and entered into as of the 26th Day of March by and between the South San Francisco Unified School District, ("District") and Advanced Inspection Inc. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide Inspector of Record services for the DISTRICT OFFICE ANNEX PROJECT at 634 El Camino Real South San Francisco, CA 94080 as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **April 1st 2026** and will diligently perform as required and complete performance by **June 30th, 2026** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

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

   __X__ Signed Agreement
   _____ Insurance Certificates and Endorsements
   _____ 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 **Ten Thousand Dollars ($10,000)**. District shall pay Consultant according to the following terms and conditions:

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

6. **Performance of Services.**

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

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

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

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

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

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

8. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

   In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

9. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business

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

10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. **Termination**.

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

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

        11.2.1. material violation of this Agreement by Consultant; or

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

    Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services

from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12. **Indemnification**.

12.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

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

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

13. **Insurance**.

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

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
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

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

13.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

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

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

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

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

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

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

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

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

14. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

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

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

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

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

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

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

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

18. **Not used**

19. **Disabled Veteran Business Enterprises**. Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.

20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

21. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

21.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

22. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

23. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:	**Consultant**:
South San Francisco Unified School District 398 B Street South San Francisco, CA 94080 Email: tedo@ssfusd.org	Advanced Inspections Inc. 381 15th Ave San Francisco, CA Email: polyzosj@gmail.com

25. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

26. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

27. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

28. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

29. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will

nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

31. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

32. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

33. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

35. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

36. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

37. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

38. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: March 26th, 2026	Dated: March 16th, 2026
South San Francisco Unified School District	Advanced Inspections Inc.
Signed By: _____	Signed By: _____
Ted O.	Jason Polyzos
Assistant Superintendent Business Services	President, Advanced Inspections Inc. DSA Class 1 Inspector

Information regarding Consultant:

License No.: _____

Address: _____

_____

Telephone: _____

E-Mail: _____

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
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.

EXHIBIT A

FEE PROPOSAL BREAKDOWN, PAYMENT SCHEDULE and TENATIVE PROJECT SCHEDULE

Project Duration: 4/01/26 – 6/30/26

Part time inspection and duties per Title 24, Part 1 (Sections 4-333 and 4-342) DSA Class 3 inspection rate $125 per hour

18 days @ 4 hours per day/minimum = 72 hours 72 hours x $125 = $9,000
Admin and License Fees = $1,000

Contract Total: $10,000

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

RE: Agreement with Advanced Inspections, Inc. for Inspector of Record Services for the New TK Classrooms at Monte Verde Elementary School and Junipero Serra 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:

The South San Francisco Unified School District is adding a new Transitional Kindergarten (TK) classroom at Monte Verde Elementary School and Junipero Serra Elementary School as part of the District's efforts to expand early childhood education capacity and support the State of California's Universal Transitional Kindergarten initiative. Construction of the project requires Inspector of Record (IOR) services in accordance with the California Division of the State Architect (DSA) requirements.

Advanced Inspections, Inc. submitted a proposal to provide Inspector of Record Services for the new TK Classrooms. Inspection services will be performed in accordance with Title 24, Part 1, Sections 4-333 and 4-342, and will include part-time inspection services throughout the duration of construction.

FISCAL IMPLICATIONS:

$34,000 Capital Facilities Fund (Fund 25)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Independent Consultant Agreement with Advanced Inspections, Inc. to provide Inspector of Record Services for the New TK Classrooms at Monte Verde Elementary School and Junipero Serra Elementary School in the amount of $34,000.

ADVANCED INSPECTIONS INC

381 15th Ave
San Francisco, CA 94118
(510) 962-2254

February 20th, 2026

To: Robert Kitchens, SSFUSD Project Manager

From: Jason Polyzos

Please find our proposal for DSA inspection services for the following projects:

New TK Classrooms - Monte Verde ES & Junipero Serra ES, Proj. Nos. 19-25 & 20-25

Project Duration: 4/01/26 – 6/30/26

Part time inspection and duties per Title 24, Part 1 (Sections 4-333 and 4-342)

DSA Class 3 inspection rate $125 per hour

64 days @ 4 hours per day/minimum = 256 hours

256 hours x $125 = $32,000

Admin and License Fees = $2,000

Contract Total: $34,000

Sincerely,

Jason Polyzos 2-20-26

Jason Polyzos
President, Advanced Inspections Inc.
DSA Class 1 Inspector #5818

INDEPENDENT CONSULTANT AGREEMENT FOR INSPECTOR OF RECORD SERVICES

This Independent Consultant Agreement for ARCHITECTURAL Services ("Agreement") is made and entered into as of the 26th Day of March by and between the South San Francisco Unified School District, ("District") and Advanced Inspection Inc. ("Consultant"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. Consultant shall provide Inspector of Record services for the NEW TK CLASSROOMS PROJECT at 2551 St. Cloud Dr. San Bruno, CA 94066 and 151 Victoria St. Daly City, CA 94080 as further described in **Exhibit A**, attached hereto and incorporated herein by this reference ("Services").

2. **Term**. Consultant shall commence providing services under this Agreement on **April 1st 2026** and will diligently perform as required and complete performance by **September 1, 2026** ("Term"), unless this Agreement is terminated and/or otherwise cancelled prior to that time.

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

   __X__ Signed Agreement
   _____ Insurance Certificates and Endorsements
   _____ 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 **Thirty-Four Thousand Dollars ($34,000)**. District shall pay Consultant according to the following terms and conditions:

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

6. **Performance of Services.**

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

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

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

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

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

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

8. **Ownership of Data.** Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for District to use, at its discretion, all plans including, but not limited to, record drawings, specifications, estimates and other documents that Consultant prepared or caused to be prepared pursuant to this Agreement. Consultant retains all rights to all copyrights over designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Consultant prepares or causes to be prepared pursuant to this Agreement.

   In the event District changes or uses any fully or partially completed documents without Consultant's knowledge or participation or both, District agrees to release Consultant of responsibility for such changes, and shall hold Consultant harmless from and against any and all claims on account of any damages or losses to property or persons, or economic losses, arising out of that change or use, unless Consultant is found to be liable in a forum of competent jurisdiction. In the event that District uses any fully or partially completed documents without Consultant's full involvement, District shall remove all title blocks and other information that might identify Consultant.

9. **Audit**. Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business

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

10. **Disputes.** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to Consultant's right to bring a civil action against District. For purposes of those provisions, the running of the time within which a claim must be presented to District shall be tolled from the time Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

11. **Termination**.

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

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

        11.2.1. material violation of this Agreement by Consultant; or

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

    Written notice by District shall contain the reasons for such intention to terminate. Unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, District may secure the required services

from another Consultant. If expenses, fees, and/or costs to District exceed the cost of providing the service pursuant to this Agreement, Consultant shall immediately pay the excess expenses, fees, and/or costs to District upon the receipt of District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

12. **Indemnification**.

12.1. To the furthest extent permitted by California law, Consultant shall indemnify and hold harmless District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (the "Indemnified Parties") from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant ("Claim"). Consultant shall, to the furthest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all Claim(s) and allegations relating thereto. District shall have the right to accept or reject any legal representation that Consultant proposes to defend the Indemnified Parties. Whereas the cost to defend the Indemnified Parties charged to Consultant shall not exceed the proportionate percentage of Consultant's fault as determined by a court of competent jurisdiction, any amounts paid in excess of such established fault will be reimbursed by District. Notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the design professional shall meet and confer with other parties regarding unpaid defense costs.

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

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

13. **Insurance**.

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

Type of Coverage	**Minimum Requirement**
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000
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

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

13.1.2. **Workers' Compensation and Employer's Liability Insurance**. Workers' Compensation Insurance and Employer's Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

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

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

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

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

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

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

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

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

14. **Compliance with Laws**. Consultant shall observe and comply with all rules and regulations of the governing board of District and all federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Contract is at variance with any such laws, ordinance, rules or regulations, Consultant shall notify District, in writing, and, at the sole option of District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from District. If Consultant performs any Services that is in violation of any laws, ordinances, rules or regulations, without first notifying District of the violation, Consultant shall bear all costs arising therefrom.

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

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

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

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

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

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

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

18. **Not used**

19. **Disabled Veteran Business Enterprises**. Education Code section 17076.11 requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least three percent (3%), per year, of the overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBE"). In accordance therewith, Consultant must submit, upon request by District, appropriate documentation to District identifying the steps Consultant has taken to solicit DVBE participation in conjunction with this Agreement, if applicable.

20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

21. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors**. District may evaluate Consultant in any way District is entitled pursuant to applicable law. District's evaluation may include, without limitation:

21.1. Requesting that District employee(s) evaluate Consultant and Consultant's employees and subcontractors and each of their performance.

21.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

22. **Limitation of District Liability**. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

23. **Confidentiality**. Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Consultant understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

24. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

District:	**Consultant**:
South San Francisco Unified School District 398 B Street South San Francisco, CA 94080 Email: tedo@ssfusd.org	Advanced Inspections Inc. 381 15th Ave San Francisco, CA Email: polyzosj@gmail.com

25. **Assignment**. The obligations of Consultant pursuant to this Agreement shall not be assigned by Consultant. Any such assignment shall be null and void.

26. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

27. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which District's administrative offices are located.

28. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

29. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will

nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

30. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

31. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

32. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

33. **Tolling of District's Claims.** Consultant agrees to toll all statutes of limitations for District's assertion of claims against Consultant that arise out of, pertain to, or relate to contractors' or subcontractors' claims against District involving Consultant's services under this Agreement, until the contractors' or subcontractors' claims are finally resolved.

34. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

35. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

36. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authority and empowered to enter into this Agreement.

37. **Counterparts.** This Agreement may be executed in one or more counterparts, and all counterparts together shall be construed as one document. A facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Agreement binding all the Parties hereto.

38. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: March 26th, 2026	Dated: March 16th, 2026
South San Francisco Unified School District	Advanced Inspections Inc.
Signed By: _____	Signed By: _____
Ted O.	Jason Polyzos
Assistant Superintendent Business Services	President, Advanced Inspections Inc. DSA Class 1 Inspector

Information regarding Consultant:

License No.: _____

Address: _____

_____

Telephone: _____

E-Mail: _____

Type of Business Entity:
_____ Individual
_____ Sole Proprietorship
_____ Partnership
_____ Limited Partnership
_____ Corporation, State: _____
_____ Limited Liability Company
_____ Other: _____

_____:
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.

EXHIBIT A

FEE PROPOSAL BREAKDOWN, PAYMENT SCHEDULE and TENATIVE PROJECT SCHEDULE

New TK Classrooms - Monte Verde ES & Junipero Serra ES

Project Duration: 4/01/26 – 6/30/26

Part time inspection and duties per Title 24, Part 1 (Sections 4-333 and 4-342) DSA Class 3 inspection rate $125 per hour

64 days - 4 hours per day/minimum = 256 hours 256 hours x $125 = $32,000

Admin and License Fees = $2,000

Contract Total: $34,000

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

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

DATE: March 26, 2026

RE: Agreement with Pionic Unit Construction for the Installation of the New TK Classroom Buildings at Monte Verde ES and Junipero Serra ES

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 Facilities Department initiated a public bidding process for construction work related to the installation of the two New Transitional Kindergarten (TK) Classroom buildings at Monte Verde Elementary School and Junipero Serra Elementary School.

By combining the solicitation for both campuses into a single procurement, the District was able to reduce overall project costs and compress the construction schedule. This approach allowed the work to be coordinated and sequenced across both sites using Lean construction principles, improving efficiency in mobilization, site work, and modular installation while minimizing redundancy in contractor effort.

The scope of work includes site preparation, foundations, utility connections, crane access, accessibility improvements, and other related work necessary to receive and install the new modular TK classroom buildings at both campuses.

The District conducted a public bid process. Three bidders submitted their bids, which were opened on March 13, 2026. They are:

- Pionic Unit Construction $1,486,000

- Bana Builders $1,920,000
- CWS $2,274,000

The lowest responsive, responsible bidder is Pionic Unit Construction with $1,486,000.

FISCAL IMPLICATIONS:

$1,486,000 Capital Facilities Funds (Fund 25)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the construction agreement with Pionic Unit Construction for the New Transitional Kindergarten Classrooms at Monte Verde Elementary School and Junipero Serra Elementary School in the amount of $1,486,000.

DOCUME T 00 52 13

AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO THIS 16th DAY OF March 2026, by and between the South San Francisco Unified School District ("District") and Pionic Unit Construction ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. **The Work**: Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

New TK Classrooms - Monte Verde ES & Junipero Serra ES, Proj. Nos. 19-25 & 20-25
("Project" or "Contract" or "Work")

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications and submission of all documents required to secure funding or by the Division of the State Architect for close-out of the Project, under the direction and supervision of, and subject to the approval of, the District or its authorized representative.

2. **The Contract Documents**: The complete Contract consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.

3. **Interpretation of Contract Documents**: Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, valid, written modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 49 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In the case of a discrepancy or ambiguity solely between and among the Drawings and Specifications, the discrepancy or ambiguity shall be resolved in favor of the interpretation that will provide District with the functionally complete and operable Project described in the Drawings and Specifications. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District in the matter shall be final.

4. **Time for Completion** The Work shall commence upon issuance of the District's Notice to Proceed.
Contractor shall achieve the following required milestones:

a. Modular Set Readiness:
All site preparation, foundations, utility stub-outs, crane access, and related work required for delivery and setting of the modular classroom buildings at **both project sites** shall be fully completed **no later than May 16th , 2026**.

b. Substantial Completion:
Contractor shall achieve Substantial Completion of the entire Work at **both project sites** no later than **June 26, 2026**, including all work necessary for occupancy, except for minor punch list items approved by the District.

5. Failure to meet either milestone shall subject Contractor to liquidated damages as set forth below.

6. **Completion - Extension of Time**: Should the Contractor fail to complete this Contract, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the Work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the Work of other contractors.

7. **Liquidated Damages**: Time is of the essence for all Work under this Agreement. The parties agree that the District will suffer damage if the required milestones are not achieved within the time specified, and that it is impracticable to determine the exact amount of such damage. Therefore, the Contractor agrees to pay the District liquidated damages as follows:

a. Delay in Modular Set Readiness (May 2, 2026):
Contractor shall pay the District **$2,500 per calendar day** for each day beyond May 2, 2026 that the Work required for modular building delivery and crane setting at both sites remains incomplete.

b. Delay in Substantial Completion (June 26, 2026):
Contractor shall pay the District **$1,500 per calendar day** for each day beyond June 26, 2026 that Substantial Completion of the entire Work has not been achieved at both sites.

These amounts are agreed to be **liquidated damages and not a penalty**.
The District may deduct liquidated damages from any amounts due or to become due to the Contractor.

Extensions of time, if any, shall be governed by the Contract Documents and granted only for excusable delay in accordance with the claims procedures therein.

In the event that any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement, and such deduction does not constitute a withholding or penalty. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

The time during which the Contract is delayed for cause, as hereinafter specified, may extend the time of completion for a reasonable time as the District may grant, provided that Contractor has complied with the claims procedure of the Contract Documents. This provision does not exclude the recovery of damages by either party under other provisions in the Contract Documents.

8. **Loss Or Damage**: The District and its agents and authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatsoever; and shall hold the District and its agents and authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatsoever.

9. **Limitation Of District Liability:** District's financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, 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, lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.

10. **Insurance and Bonds**: Prior to issuance of the Notice to Proceed by the District, or, only in the event no Notice to Proceed is issued, prior to the date Contractor first furnishes work on the Project, Contractor shall provide all required certificates of insurance, insurance endorsements, and payment and performance bonds as evidence thereof.

11. **Prosecution of Work**: If the Contractor should neglect to prosecute the Work properly or fail to perform any provisions of this Contract, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

12. **Authority of Architect, Project Inspector, and DSA**: Contractor hereby acknowledges that the Architect(s), the Project Inspector(s), and the Division of the State Architect ("DSA") have authority to approve and/or suspend Work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws and regulations. The Contractor shall be liable for any delay caused by its non-compliant Work.

13. **Assignment of Contract**: Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the prior written approval of the District, nor without the written consent of

the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

14. **Classification of Contractor's License**: Contractor hereby acknowledges that it currently holds valid Type B Contractor's license(s) issued by the State of California, Contractors' State License Board, in accordance with Division 3, Chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.

15. **Registration as Public Works Contractor**: The Contractor and all Subcontractors currently are registered as public works contractors with the Department of Industrial Relations, State of California, in accordance with Labor Code section 1771.1.

16. **Payment of Prevailing Wages**: The Contractor and all Subcontractors shall pay all workers on all Work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.

17. **Labor Compliance Monitoring and Enforcement**: This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code section 1771.4 and Title 8 of the California Code of Regulations. Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of Division 2, Part 7, Chapter 1, of the Labor Code, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate electronic certified payroll records as required by the Contract Documents, or the District may not issue payment.

18. **Contract Price**: In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

<u>One Million Four Hundred Eighty-Six Thousand Dollars</u>

($1,486,000.00),

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s). Contract Price includes Allowance(s), if any.

19. **No Representations:** No representations have been made other than as set forth in writing in the Contract Documents, including this Agreement. Each of the Parties to this Agreement warrants that it has carefully read and understood the terms and conditions of this Agreement and all Contract Documents, and that it has not relied upon the representations or advice of any other Party or any attorney not its own.

20. **Entire Agreement:** The Contract Documents, including this Agreement, set forth the entire agreement between the parties hereto and fully supersede any and all prior agreements, understandings, written or oral, between the parties hereto pertaining to the subject matter thereof.

21. **Severability**: If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

22. **Authority of Signatories**: Each party has the full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. This Contract may be executed in one or more counterparts, each of which shall be deemed an original. For this Agreement, and for all Contract Documents requiring a signature, a facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Contract binding all the Parties hereto.

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

PIONIC UNIT CONSTRUCTION	**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**
By: Felix Li	By: Ted O
Title: Owner	Title: Assistant Superintendent- Business Services

NOTE: If the Contractor executing this Contract is a corporation, the Contractor shall furnish to District satisfactory evidence of the authority of the officer signing on behalf of the corporation.

END OF DOCUMENT

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: March 26, 2026

RE: Agreement with Ninyo & Moore for Geotechnical Observation, Materials Testing and Special Inspection Services for the New TK Classrooms at Junipero Serra Elementary School and Monte Verde 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:

The South San Francisco Unified School District is proceeding with the construction of the new Transitional Kindergarten (TK) classrooms at Junipero Serra Elementary School and Monte Verde Elementary School.

In accordance with Division of the State Architect (DSA) requirements, the District must retain a qualified testing and inspection company to perform geotechnical observation, materials testing, and special inspection services during construction.

FISCAL IMPLICATIONS:

$43,470 Capital Facilities Fund (Fund 25)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the Independent Consultant Agreement with Ninyo & Moore for Geotechnical Observation, Materials Testing, and Special Inspection services for the New TK Classrooms at Junipero Serra Elementary School and Monte Verde Elementary School in the amount of $43,470.

February 26, 2026
Proposal No. 08SJO06-03615

Mr. Robert Kitchens
Facilities-Construction Project Manager
South S n Fr ncisco Unified School District
298 B Street, South San Francisco, C liforni 94080

Subject: Proposal for Geotechnical Observ tion, Materials Testing nd Special Inspection Services
New TK Classrooms at Junipero Serra ES & Monte Verde ES Projects
151 Victoria Street, Daly City nd 2551 St. Cloud Dr, S n Bruno, California
DSA App No.: 01-122855 & 01-122742; DSA File No.: 41-28

Dear Mr. Kitchens:

In accordance with your request, we are pleased to submit this cost proposal for geotechnical observation, materi ls testing and special inspection services for the New TK Classrooms at Junipero Serr ES & Monte Verde ES Projects in Daly City and San Bruno, California. This proposal includes cost estimates based on our previous experience with similar projects.

PROPO D S OPE OF WO K

Based on our understanding of the proposed construction and our experience with similar projects, we propose to provide the following scope of services:

Compaction Testing

- Sampling of subgrade soils nd aggregate base material from the job site and transportation to our l bor tory for testing.
- M ximum compacted density determin tions in the laboratory accordance with ASTM D1557 for subgr de soils and ggreg te base.
- In-pl ce field density testing using nuclear density gauge to determine the relative compaction of comp cted subgrade soil and ggregate b se.

Reinforced Concrete

- Review concrete mix designs submitted by the contractor for compliance with the project documents.

- Sampling a d tagging of reinforci g steel at the shop.
- Tensile and bend tests of reinforcing steel in the laboratory.
- Concrete placement i spection including slump and temperature tests of co crete and cast compressive strength test specimens (1 set / 50 cubic yards) on site.
- Concrete sample pick-up a d transportation to our laboratory for curing and testing.
- Compression testing of concrete cylinders in the laboratory.

Post-Installed Anchors

- Visual inspection duri g the i stallation of post installed anchors.
- Load testi g i cluding pull and torque testing of post-installed anchors.

tructural teel Welding

- Weldi g procedure a d welder's qualification review prior to performing welding in the shop a d field.
- Material identification, mill certificate verification and structural steel weldi g inspection in the shop.
- Structural steel weldi g i spectio in the shop and field.

Project Management

- Provide project ma agement to include clie t liaiso , work scheduli g, quality review, and distribution of test data and daily field inspection reports.
- Preparatio of daily field reports documenting items inspected.
- Prepare interim and final verified reports (DSA 291 & 293) at the co clusion of the project.

STIMATED FEE

We propose to perform the scope of services described above, subject to the listed assumptions, on a time-and-materials basis in accorda ce with the attached Schedule of Fees. Our fee estimate for the scope of services described for this project is $43,470. Our detailed estimate of fees is attached (Table 1). Should the construction schedule require a lesser or greater amount of services than that estimated herei , the cost will vary accordingly.

We sincerely appreciate the opportunity to submit this proposal a d look forward to worki g with you on this project.

Respectfully submitted,
NINYO & MOOR

Ryan Sharek
Project Manager

Lothus Hennefer, PE, PMP
Co struction Services Manager

RCS/LMH/rk

Attachme ts: Table 1 - Breakdown of Estimated Fees
Schedule of Fees

Table 1 - Breakdown of Estimated Fee								
Compaction Testing								
enior Te nician	mp ing and Com tion Testing of Subgrade and Aggreg te Base	48	hours	@ $	110.00	/hour	$	,280.00
Proctor Density Test	Subgrade and Aggregate Base Material	3	tests	@ $	320.00	/test	$	960.00
					Subtotal		**$**	**6,240.00**
Reinforced Concrete								
Special Inspector	Reinforcing Steel Sampling and Tagging	32	hours	@ $	115.00	/hour	$	3,680.00
Laboratory Testing	Reinforcing Steel Tensile and Bend Testing	20	tests	@ $	75.00	/test	$	1,500.00
Special Inspector	Concrete Placement Inspection, Sampling & Testing (Slump & Temperature)	40	hours	@ $	115.00	/hour	$	4,600.00
Compression Tests	5 Concrete Cylinders / 50 Cubic Yards (4"x 8" Cylinders)	40	tests	@ $	35.00	/test	$	1,400.00
					Subtotal		**$**	**11,180.00**
Post-Installed Anchors								
Special Inspector	Post-Installed Anchors Installation Inspection and Testing	40	hours	@ $	115.00	/hour	$	4,600.00
					Subtotal		**$**	**4,600.00**
Structural Steel Welding								
Special Inspector	Structural Steel Welding Inspection in the Shop and Field	80	hours	@ $	115.00	/hour	$	9,200.00
					Subtotal		**$**	**9,200.00**
Other Charges								
Equipment		240	hours	@ $	12.00	/hour	$	2,880.00
Vehicle		240	hours	@ $	15.00	/hour	$	3,600.00
					Subtotal		**$**	**6,480.00**
Project Management								
Geo Assistant	Dispatch	8	hours	@ $	95.00	/hour	$	760.00
Project Engineer	Meetings, Project Coordination and Progress Reports	18	hours	@ $	185.00	/hour	$	3,330.00
Principal Engineer	Project Oversight, Submittal Review and Final Reports (DSA 291 and DSA 293)	8	hours	@ $	210.00	/hour	$	1,680.00
					Subtotal		**$**	**5,770.00**
TOTAL ESTIMATED FEE							**$**	**43,470.00**

Schedule of Fees

Hourly Charges for Personnel

Professional Staff

Principal Engineer/Geologist/Environmental Scientist/Certified Industrial Hygienist	$ 210
Senior Engineer/Geologist/Environmental Scientist	$ 200
Senior Project Engineer/Geologist/Environmental Scientist	$ 195
Project Engineer/Geologist/Environmental Scientist	$ 185
Senior Staff Engineer/Geologist/Environmental Scientist	$ 170
Staff Engineer/Geologist/Environmental Scientist	$ 155
GIS Analyst	$ 130
Technical Illustrator/CAD Operator	$ 110

Field Staff

Certified Asbestos/Lead Technician	$ 195
Field Operations Manager	$ 130
Nondestructive Examination Technician (UT, MT, LP)	$ 125
Supervisory Technician	$ 120
Special Inspector (Concrete, Masonry, Structural Steel, Welding, and Fireproofing)	$ 115
Senior Technician	$ 110
Technician	$ 110

Administrative Staff

Information Specialist	$ 90
Geotechnical/Environmental/Laboratory Assistant	$ 95
Data Processor	$ 75

Other Charges

Concrete Coring Equipment (includes technician)	$ 190/hr
Anchor Load Test Equipment (includes technician)	$ 190/hr
GPR Equipment	$ 180/hr
Inclinometer	$ 100/hr
Hand Auger Equipment	$ 80/hr
Rebar Locator (Pachometer)	$ 25/hr
Vapor Emission Kit	$ 65/kit
Field Equipment	$ 12/hr
X-Ray Fluorescence	$ 70/hr
PID/FID	$ 25/hr
Air Sampling Pump	$ 10/hr
Field Vehicle	$ 15/hr
Expert Witness Testimony	$ 450/hr
Direct Expenses	Cost plus 15 %

Special equipment charges will be provided upon request.

Notes

For field and laboratory technicians and special inspectors, overtime rates at 1.5 times the regular rates will be charged for work performed in excess of 8 hours in one day Monday through Friday and all day on Saturday. Rates at twice the regular rates will be charged for all work in excess of 12 hours in one day, all day Sunday and on holidays.

Field technician and special inspection hours are charged at a 4-hour minimum, and 8-hour minimum for hours exceeding 4 hours.

Our rates will be adjusted in conjunction with the increase in the Prevailing Wage Determination during the life of the project, as applicable.

The terms and conditions are included in Ninyo & Moore's Work Authorization and Agreement form.

Schedule of Fees for Laboratory Testing

SOILS

Atterberg Limits, D 4318, CT 204	$ 170
California Bearing Ratio (CBR), D 1883	$ 550
Chloride and Sulfate Content, CT 417 & CT 422	$ 175
Consolidation, D 2435, CT 219	$ 300
Consolidation, Hydro-Collapse only, D 2435	$ 150
Consolidation – Time Rate, D 2435, CT 219	$ 200
Direct Shear – Remolded, D 3080	$ 350
Direct Shear – Undisturbed, D 3080	$ 300
Durability Index, CT 229	$ 175
Expansion Index, D 4829, IBC 18-3	$ 190
Expansion Potential (Method A), D 4546	$ 170
Geofabric Tensile and Elongation Test, D 4632	$ 200
Hydraulic Conductivity, D 5084	$ 350
Hydrometer Analysis, D 6913, CT 203	$ 220
Moisture, Ash, & Organic Matter of Peat/Organic Soils	$ 120
Moisture Only, D 2216, CT 226	$ 35
Moisture and Density, D 2937	$ 45
Permeability, CH, D 2434, CT 220	$ 300
pH and Resistivity, CT 643	$ 175
Proctor Density D1557, D 698, CT 216, AASHTO T-180	$ 320
Proctor Density with Rock Correction D 1557	$ 340
R-value, D 2844, CT 301	$ 375
Sand Equivalent, D 2419, CT 217	$ 125
Sieve Analysis, D 6913, CT 202	$ 145
Sieve Analysis, 200 Wash, D 1140, CT 202	$ 100
Specific Gravity, D 854	$ 125
Thermal Resistivity (ASTM 5334, IEEE 442)	$ 925
Triaxial Shear, C.D, D 4767, T 297	$ 550
Triaxial Shear, C.U., w/pore pressure, D 4767, T 2297 per pt	$ 450
Triaxial Shear, C.U., w/o pore pressure, D 4767, T 2297 per pt	$ 350
Triaxial Shear, U.U., D 2850	$ 250
Unconfined Compression, D 2166, T 208	$ 180

MASONRY

Brick Absorption, 24-hour submersion, 5-hr boiling, 7-day, C 67	$ 70
Brick Compression Test, C 67	$ 55
Brick Efflorescence, C 67	$ 55
Brick Modulus of Rupture, C 67	$ 50
Brick Moisture as received, C 67	$ 45
Brick Saturation Coefficient, C 67	$ 60
Concrete Block Compression Test, 8x8x16, C 140	$ 70
Concrete Block Conformance Package, C 90	$ 500
Concrete Block Linear Shrinkage, C 426	$ 200
Concrete Block Unit Weight and Absorption, C 140	$ 70
Cores, Compression or Shear Bond, CA Code	$ 70
Masonry Grout, 3x3x6 prism compression, C 39	$ 45
Masonry Mortar, 2x2 cube compression, C 109	$ 35
Masonry Prism, half size, compression, C 1019	$ 120
Masonry Prism, Full size, compression, C 1019	$ 200

REINFORCING AND STRUCTURAL STEEL

Chemical Analysis, A 36, A 615	$ 135
Fireproofing Density Test, UBC 7-6	$ 90
Hardness Test, Rockwell, A 370	$ 80
High Strength Bolt, Nut & Washer Conformance, per assembly, A 325	$ 150
Mechanically Spliced Reinforcing Tensile Test, ACI	$ 175
Pre-Stress Strand (7 wire), A 416	$ 170
Reinforcing Tensile or Bend up to No. 11, A 615 & A 706	$ 75
Structural Steel Tensile Test: Up to 200,000 lbs., A 370	$ 90
Welded Reinforcing Tensile Test: Up to No. 11 bars, ACI	$ 80

CONCRETE

Compression Tests, 6x12 Cylinder, C 39	$ 35
Concrete Mix Design Review, Job Spec	$ 300
Concrete Mix Design, per Trial Batch, 6 cylinder, ACI	$ 850
Concrete Cores, Compression (excludes sampling), C 42	$ 120
Drying Shrinkage, C 157	$ 400
Flexural Test, C 78	$ 85
Flexural Test, C 293	$ 85
Flexural Test, CT 523	$ 95
Gunite/Shotcrete, Panels, 3 cut cores per panel and test, ACI	$ 275
Lightweight Concrete Fill, Compression, C 495	$ 80
Petrographic Analysis, C 856	$ 2,000
Restrained Expansion of Shrinkage Compensation	$ 450
Splitting Tensile Strength, C 496	$ 100
3x6 Grout, (CLSM), C 39	$ 55
2x2x2 Non-Shrink Grout, C 109	$ 55

ASPHALT

Air Voids, T 269	$ 85
Asphalt Mix Design, Caltrans (incl. Aggregate Quality)	$ 4,500
Asphalt Mix Design Review, Job Spec	$ 180
Dust Proportioning, CT LP-4	$ 85
Extraction, % Asphalt, including Gradation, D 2172, CT 382	$ 250
Extraction, % Asphalt without Gradation, D 2172, CT 382	$ 150
Film Stripping, CT 302	$ 120
Hveem Stability and Unit Weight D 1560, T 246, CT 366	$ 230
Marshall Stability, Flow and Unit Weight, T 245	$ 240
Maximum Theoretical Unit Weight, D 2041, CT 309	$ 150
Moisture Content, CT 370	$ 95
Moisture Susceptibility and Tensile Stress Ratio, T 238, CT 371	$ 1,000
Slurry Wet Track Abrasion, D 3910	$ 150
Superpave, Asphalt Mix Verification (incl. Aggregate Quality)	$ 4,900
Superpave, Gyratory Unit Wt., T 312	$ 100
Superpave, Hamburg Wheel, 20,000 passes, T 324	$ 1,000
Unit Weight sample or core, D 2726, CT 308	$ 100
Voids in Mineral Aggregate, (VMA) CT LP-2	$ 90
Voids filled with Asphalt, (VFA) CT LP-3	$ 90
Wax Density, D 1188	$ 140

AGGREGATES

Clay Lumps and Friable Particles, C 142	$ 180
Cleanness Value, CT 227	$ 180
Crushed Particles, CT 205	$ 175
Durability, Coarse or Fine, CT 229	$ 205
Fine Aggregate Angularity, ASTM C 1252, T 304, CT 234	$ 180
Flat and Elongated Particle, D 4791	$ 220
Lightweight Particles, C 123	$ 180
Los Angeles Abrasion, C 131 or C 535	$ 200
Material Finer than No. 200 Sieve by Washing, C 117	$ 90
Organic Impurities, C 40	$ 90
Potential Alkali Reactivity, Mortar Bar Method, Coarse, C 1260	$ 1,250
Potential Alkali Reactivity, Mortar Bar Method, Fine, C 1260	$ 950
Potential Reactivity of Aggregate (Chemical Method), C 289	$ 475
Sand Equivalent, T 176, CT 217	$ 125
Sieve Analysis, Coarse Aggregate, T 27, C 136	$ 120
Sieve Analysis, Fine Aggregate (including wash), T 27, C 136	$ 145
Sodium Sulfate Soundness, C 88	$ 450
Specific Gravity and Absorption, Coarse, C 127, CT 206	$ 115
Specific Gravity and Absorption, Fine, C 128, CT 207	$ 175

ROOFING

Roofing Tile Absorption, (set of 5), C 67	$ 250
Roofing Tile Strength Test, (set of 5), C 67	$ 250

Special preparation of standard test specimens will be charged at the technician's hourly rate.
Ninyo & Moore is accredited to perform the AASHTO equivalent of many ASTM test procedures.

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: March 26, 2026

RE: Agreement with Better Building Construction for the Installation of the New District Office Relocatable Modular Office Building at the District Office Site

---

ALIGNMENT WITH STRATEGIC PLAN:

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

BACKGROUND:

At the August 14, 2025 board meeting, the Board of Trustees approved Resolution #25-52 for piggyback procurement with Silver Creek Modular for the purchase of a relocatable Modular Office Building at the District Office site. This new building will be located next to the facilities modular building and will provide additional workspace and operational capacity for district administrative functions.

The South San Francisco Unified School District is contracting with Better Building Construction for the installation of the Relocatable Modular Office Building at the District Office. The project includes site preparation, delivery, placement, utility connections, accessibility improvements, and related work necessary to install and make operational the new portable building at the District Office campus.

FISCAL IMPLICATIONS:

$466,000 Facilities Fund (Fund 40)

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Better Building Construction for the Installation of the New District Office Relocatable Modular Office Building at the District Office Site in the amount of $466,000.

DOCUMENT 00 52 13

AGREEMENT

THIS AGREEMENT IS MADE AND ENTERED INTO THIS 26th DAY OF March 2026, by and between the South San Francisco Unified School District ("District") and Better Building Construction ("Contractor") ("Agreement").

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other, as follows:

1. The Work: Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor, and material necessary to perform and complete in a good and workmanlike manner, the work of the following project:

District Office Annex Portable

("Project" or "Contract" or "Work")

It is understood and agreed that the Work shall be performed and completed as required in the Contract Documents including, without limitation, the Drawings and Specifications and submission of all documents required to secure funding or by the Division of the State Architect for close-out of the Project, under the direction and supervision of, and subject to the approval of, the District or its authorized representative.

2. The Contract Documents: The complete Contract consists of all Contract Documents as defined in the General Conditions and incorporated herein by this reference. Any and all obligations of the District and Contractor are fully set forth and described in the Contract Documents. All Contract Documents are intended to cooperate so that any Work called for in one and not mentioned in the other or vice versa is to be executed the same as if mentioned in all Contract Documents.

3. Interpretation of Contract Documents: Should any question arise concerning the intent or meaning of Contract Documents, including the Drawings or Specifications, the question shall be submitted to the District for interpretation. If a conflict exists in the Contract Documents, valid, written modifications, beginning with the most recent, shall control over this Agreement (if any), which shall control over the Special Conditions, which shall control over any Supplemental Conditions, which shall control over the General Conditions, which shall control over the remaining Division 0 documents, which shall control over Division 1 Documents which shall control over Division 2 through Division 49 documents, which shall control over figured dimensions, which shall control over large-scale drawings, which shall control over small-scale drawings. In the case of a discrepancy or ambiguity solely between and among the Drawings and Specifications, the discrepancy or ambiguity shall be resolved in favor of the interpretation that will provide District with the functionally complete and operable Project described in the Drawings and Specifications. In no case shall a document calling for lower quality and/or quantity material or workmanship control. The decision of the District on the matter shall be final.

4. **Time for Completion**: It is hereby understood and agreed that the Work under this Contract shall be completed within **30 days** consecutive calendar days from the date specified in the District's Notice to Proceed.

5. **Completion - Extension of Time**: Should the Contractor fail to complete this Contract, and the Work provided herein, within the time fixed for completion, due allowance being made for the contingencies provided for herein, the Contractor shall become liable to the District for all loss and damage that the District may suffer on account thereof. The Contractor shall coordinate its Work with the Work of all other contractors. The District shall not be liable for delays resulting from Contractor's failure to coordinate its Work with other contractors in a manner that will allow timely completion of Contractor's Work. Contractor shall be liable for delays to other contractors caused by Contractor's failure to coordinate its Work with the Work of other contractors.

6. **Liquidated Damages**: Time is of the essence for all work under this Agreement. It is hereby understood and agreed that it is and will be difficult and/or impossible to ascertain and determine the actual damage that the District will sustain in the event of and by reason of Contractor's delay; therefore, Contractor agrees that it shall pay to the District the sum of **$1500** per day as liquidated damages for each and every day's delay beyond the time herein prescribed in completion of the Work.

   It is hereby understood and agreed that this amount is not a penalty.

   In the event that any portion of the liquidated damages is not paid to the District, the District may deduct that amount from any money due or that may become due the Contractor under this Agreement, and such deduction does not constitute a withholding or penalty. The District's right to assess liquidated damages is as indicated herein and in the General Conditions.

   The time during which the Contract is delayed for cause, as hereinafter specified, may extend the time of completion for a reasonable time as the District may grant, provided that Contractor has complied with the claims procedure of the Contract Documents. This provision does not exclude the recovery of damages by either party under other provisions in the Contract Documents.

7. **Loss Or Damage**: The District and its agents and authorized representatives shall not in any way or manner be answerable or suffer loss, damage, expense, or liability for any loss or damage that may happen to the Work, or any part thereof, or in or about the same during its construction and before acceptance, and the Contractor shall assume all liabilities of every kind or nature arising from the Work, either by accident, negligence, theft, vandalism, or any cause whatsoever; and shall hold the District and its agents and authorized representatives harmless from all liability of every kind and nature arising from accident, negligence, or any cause whatsoever.

8. **Limitation Of District Liability:** District’s financial obligations under this Contract shall be limited to the payment of the compensation provided in this Contract. Notwithstanding any other provision of this Contract, 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, lost bonding capacity, arising out of or in connection with this Contract for the services performed in connection with this Contract.

9. **Insurance and Bonds**: Prior to issuance of the Notice to Proceed by the District, Contractor shall provide all required certificates of insurance, insurance endorsements, and payment and performance bonds as evidence thereof.

10. **Prosecution of Work**: If the Contractor should neglect to prosecute the Work properly or fail to perform any provisions of this Contract, the District, may, pursuant to the General Conditions and without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

11. **Authority of Architect, Project Inspector, and DSA**: Contractor hereby acknowledges that the Architect(s), the Project Inspector(s), and the Division of the State Architect ("DSA") have authority to approve and/or suspend Work if the Contractor's Work does not comply with the requirements of the Contract Documents, Title 24 of the California Code of Regulations, and all applicable laws and regulations. The Contractor shall be liable for any delay caused by its non-compliant Work.

12. **Assignment of Contract**: Neither the Contract, nor any part thereof, nor any moneys due or to become due thereunder, may be assigned by the Contractor without the prior written approval of the District, nor without the written consent of the Surety on the Contractor's Performance Bond (the "Surety"), unless the Surety has waived in writing its right to notice of assignment.

13. **Classification of Contractor's License**: Contractor hereby acknowledges that it currently holds valid Type **Class B** Contractor's license(s) issued by the State of California, Contractors' State License Board, in accordance with division 3, chapter 9, of the Business and Professions Code and in the classification called for in the Contract Documents.

14. **Registration as Public Works Contractor**: The Contractor and all Subcontractors currently are registered as public works contractors with the Department of Industrial Relations, State of California, in accordance with Labor Code section 1771.1.

15. **Payment of Prevailing Wages**: The Contractor and all Subcontractors shall pay all workers on all Work performed pursuant to this Contract not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770 et seq. of the California Labor Code.

16. **Labor Compliance Monitoring and Enforcement**: This Project is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code section 1771.4 and Title 8 of the California Code of Regulations. Contractor specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of Division 2, Part 7, Chapter 1, of the Labor Code, including, without limitation, the requirement that the Contractor and all of its Subcontractors shall timely submit complete and accurate electronic certified payroll records as required by the Contract Documents, or the District may not issue payment.

17. **Contract Price**: In consideration of the foregoing covenants, promises, and agreements on the part of the Contractor, and the strict and literal fulfillment of each and every covenant, promise, and agreement, and as compensation agreed upon for the Work and construction, erection, and completion as aforesaid, the District covenants, promises, and agrees that it will well and truly pay and cause to be paid to the Contractor in full, and as the full Contract Price and compensation for construction, erection, and completion of the Work hereinabove agreed to be performed by the Contractor, the following price:

Four Hundred Sixty-Six Thousand Dollars

($466,000),

in lawful money of the United States, which sum is to be paid according to the schedule provided by the Contractor and accepted by the District and subject to additions and deductions as provided in the Contract. This amount supersedes any previously stated and/or agreed to amount(s). Contract Price includes Allowance(s), if any.

18. **No Representations:** No representations have been made other than as set forth in writing in the Contract Documents, including this Agreement. Each of the Parties to this Agreement warrants that it has carefully read and understood the terms and conditions of this Agreement and all Contract Documents, and that it has not relied upon the representations or advice of any other Party or any attorney not its own.

19. **Entire Agreement:** The Contract Documents, including this Agreement, set forth the entire agreement between the parties hereto and fully supersede any and all prior agreements, understandings, written or oral, between the parties hereto pertaining to the subject matter thereof.

20. **Severability**: If any term, covenant, condition, or provision in any of the Contract Documents is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions in the Contract Documents shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

21. **Authority of Signatories**: Each party has the full power and authority to enter into and perform this Contract, and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. This Contract may be executed in one or more counterparts, each of which shall be deemed an original. For this Agreement, and for all Contract Documents requiring a signature, a facsimile or electronic signature shall be deemed to be the equivalent of the actual original signature. All counterparts so executed shall constitute one Contract binding all the Parties hereto.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, accepted and agreed on the date indicated above:

BETTER BUILDING CONSTRUCTION	**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**
By: KYLE ZHOU	By: Ted O.
Title: President	Title: Assistant Superintendent- Business

NOTE: If the party executing this Contract is a corporation, a certified copy of the by-laws, or of the resolution of the Board of Directors, authorizing the officers of said corporation to execute the Contract and the bonds required thereby must be attached hereto.

END OF DOCUMENT

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: March 26, 2026

RE: Agreement with Akshaya Inc. for Temporary Technology Staffing Support for the Technology Equipment Refresh 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:

The South San Francisco Unified School District is acquiring the services of Akshaya Inc to provide temporary technology staffing support for the remainder of 2025-26. The additional temporary staff is needed to support the Technology Equipment Replacement Plan. The replacement plan covers the following equipment: Apple TV, iPads, MacBook Laptops, Windows Laptops, and Desktops. The goal is to replace the technology equipment for a third of the classrooms and staff in the district each year for the current and next two years.

Based on the number of staff (3) and additional hours needed, the staff has estimated the cost to be no more than $132,600.00 for the remainder of this school year.

FISCAL IMPLICATIONS:

The cost is not to exceed $132,600.00. It will be paid for from the technology refresh budget.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the agreement with Akshaya Inc. for temporary technology staffing support for the technology equipment refresh project in an amount not to exceed $132,600.

STATEMENT OF WORK

FOR

IT PROJECT MANAGER

This Statement of Work ("SOW"), dated and effective 03/16/2026 by and between **South San Francisco Unified School District (SSFUSD)** and **Akshaya Inc,** is submitted in connection with the Master Service Agreement by and between **South San Francisco Unified School District** and **Akshaya Inc** ("Supplier"), effective 08/16/2023 ("Agreement"), is hereby agreed to by the parties. This SOW shall be governed by the terms and conditions of the Agreement. Defined terms used and not defined herein shall have the meanings assigned to them in the Agreement. All other terms and conditions of the Agreement shall remain in full force and effect. In witness whereof, each of the parties has caused this SOW to be executed by its duly authorized representatives

A. CONSULTANT INFORMATION

Akshaya Inc,
415 Boulder Ct, #100,
Pleasanton, CA 94566
EIN: 45-5157316

Attn: Swaroop Antoo
Telephone: 925 914 7395
Email: swaroopantoo@akshaya-inc.com

B. SERVICES.

1. TERM. Services shall be performed from Mar 16, 2026, to June 30, 2026 (or such other time period as directed by the Company with extensions).

2. WORK.

- Manage Infra projects related to device management and rollout of MacBooks, Windows Laptop/Desktops, iPads, Apple TV, MDM (JamF, Intune) configuration. Build a deployment plan and coordinate with the school site and users on device deployment. Develop policies and procedures in compliance with district standards and education standards. Track, manage, and address user issues during deployments, and incorporate them into the deployment plan.

Responsibilities

Reporting to Nathan Sundaram (Director of Technology) and work under his team supervision for all the projects.

C. COMPENSATION.

Akshaya Inc personnel assigned to provide Services under this SOW are as follows

Resource Name or Role Description	Rate
Anthony Durham / IT Project Manager	$115/hr

SOW Start Date: Mar 16th 2026
SOW Completion Date: June 30th, 2026 with possible extensions
Total Cost : **$59,800**

Actual payment to Akshaya Inc be recalculated on a monthly basis based on the time and materials i.e. the amounts could vary based on the resources onboard dates.

D. Termination

This SOW can be terminated by either of the parties with a 15 day prior notice.

IN WITNESS WHEREOF, the parties hereto have executed this SOW to the Master services Agreement as of the Effective Date. Further, the parties agree that the signature dates below reflect the actual date of signatures by the parties .

South San Francisco Unified School District

By: _____

Name: _____

Title: _____

Date: _____

P.O. Number: _____

AKSHAYA INC.

By: _____

Name: Swaroop Antoo

Title: President

Date: _____

STATEMENT OF WORK

FOR

DEPLOYMENT SPECAILIST

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Pleasanton, CA 94566
EIN: 45-5157316

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Email: swaroopantoo@akshaya-inc.com

B. SERVICES.

1. TERM. Services shall be performed from Mar 16, 2026, to June 30, 2026 (or such other time period as directed by the Company with extensions).

2. WORK.

- Coordinate, monitor and provide a variety of specialized services in the design, installation configuration, and deployment of Chromebooks, Windows Laptops and Desktops, Apple devices including MacBook's, Apple TV, iPad, and District Wide Area Networks (WAN) and Local Area Networks (LAN) and related equipment; assure proper network security

- Monitor and review daily technology work order requests; determine how best to resolve these requests. Troubleshoot problems involving routing, communications, network operating systems, printing, servers, memory management and other applications; conduct diagnostic testing on computers and network configurations as needed; install patches and perform upgrades to servers and workstations; install and repair computer security equipment; add and delete electronic mail accounts. Provide technical information to other departments, sites and end users; provide training and support in the proper use of installed software systems; respond to questions or problems in person or on the telephone. Prepare and maintain records related to assigned activities and maintenance of system and user documentation; manage user groups and security access.

Responsibilities

Reporting to Nathan Sundaram (Director of Technology) and work under his team supervision for all the projects.

C. COMPENSATION.

Akshaya Inc personnel assigned to provide Services under this SOW are as follows

Resource Name or Role Description	Rate
Gabriel Trujillo Jr / Deployment Specialist	$70/hr

SOW Start Date: Mar 16th 2026
SOW Completion Date: June 30th 2026 with possible extensions
Total Cost : **$36,400**

Actual payment to Akshaya Inc be recalculated on a monthly basis based on the time and materials i.e. the amounts could vary based on the resources onboard dates.

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Responsibilities

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C. COMPENSATION.

Akshaya Inc personnel assigned to provide Services under this SOW are as follows

Resource Name or Role Description	Rate
TBD/Deployment Specialist	$70/hr

SOW Start Date: Mar 16th 2026
SOW Completion Date: June 30th 2026 with possible extensions
Total Cost : **$36,400**

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