Regular Governing Board Agenda

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session • Thursday, October 14, 2021 • 6:00 PM

Via Zoom: https://cabrillok12.zoom.us/j/99135905009 • Webinar ID: 991 3590 5009 • Telephone: +1 669 900 6833

Governing Board Meeting broadcast live on the CUSD YouTube Channel, on www.PacificCoast.TV, and on Xfinity Channel 27 in Half Moon Bay

The Cabrillo Unified School District Governing Board values the health and safety of our community and staff. We also honor the public's need and right to meaningfully participate and comment in public proceedings, and in light of the current health emergency, the CUSD Governing Board will hold its meetings remotely via teleconference using Zoom technology. This decision is consistent with AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders N25-20 and N29-20 addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency. There will not be a physical location for this meeting.

Adjournment of the Public Session will be no later than 10:00 PM for all regular and special meetings unless extended by a majority vote of the Board. Writings relating to a board meeting agenda items that are distributed to at least a majority of the Board members less than 72 hours before the noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 498 Kelly Avenue, Half Moon Bay, CA. Such writings may also be available on the District's website. (Government Code 54957.5b).

Individuals who require special accommodations (Spanish interpreter, accessible seating, documentation in an accessible format, etc.) should contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us no later than 48 hours preceding the meeting.

PUBLIC COMMENTS GUIDELINES

There are two ways in which members of the public may provide comments as part of a Cabrillo Unified School District Governing Board remote meeting:

1. Submit Written Comments in Advance:

Members of the public wishing to provide comments in advance of the meeting may submit a Public Comments form bit.ly/cusdcomments or email to the Administrative Assistant. Written comments will be accepted from the time the agenda is posted right up one hour before the meeting start time. Comments will be read out loud by the Board President or a Designee. Written comments should be limited to no more than 300 words; longer comments might not be shared publicly during the meeting.

However, all comments received, whether or not they are shared publicly during the meeting, will be made available to all Board members and the public.

2. Provide Live Comment Using the Zoom Hand Raise Feature:

Members of the public wishing to speak during the meeting must use the 'Raise Hand' feature. During the meeting, the President or Designee will announce the opportunity for public comments.

To raise your hand in a webinar:

- If watching on a device, use the 'Raise Hand' feature in Zoom webinar controls.
- If listening from a phone, dial *9 to raise your hand.

When acknowledged by Board President or Designee, you may be prompted to unmute. After the allowed time, speakers will be placed on mute. Individuals are given up to three (3) minutes to speak. However, with Board consent, the President may increase or decrease the time allowed, depending on the topic and the number of persons wishing to be heard. The Administrative Assistant will keep the time and advise the speaker when there are 30 seconds left and again when time is up. We ask all speakers to keep within the time limits.

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The CUSD Governing Board does not act upon any matter that has not been agendized except under limited circumstances as permitted by law. It is the policy of the CUSD Governing Board to refer matters raised in this forum to staff for further examination and/or action where appropriate.

Open Board meetings may be recorded and broadcast.

1. CALL TO ORDER

a. Public Session - 6:00 PM - Welcome (Please note new time)

1. Roll Call / Quorum
2. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. COMMUNICATIONS

a. Public Comments

b. Employee Organizations Report

1. CUTA Representatives
2. CSEA Representatives

c. Board Members Report

d. Student Board Member Report

e. Superintendent Report

4. CONSENT AGENDA

a. Approval of Field Trip for Half Moon Bay High School Cross Country Team to Mt. San Antonio College Invitational in Walnut, California, October 19-22, 2021 (Consent Agenda)

4.a Board Memo HS Overnight Cross Country Field Trip 2021.pdf (p. 7)

b. Approval of the Boys and Girls Club of the Coastside MOU (Consent Agenda)

4.b Board Memo Boys and Girls MOU 2021-22.pdf (p. 8)

4.b.1 BGCC Tutoring and Mentoring MOU 2021-22.pdf (p. 9)

c. Approval of MOU between CUSD and Linda M. Montes, Ed.D. for Federal Program Monitoring Support (Consent Agenda)

4.c Board Memo FPM Support MOU.pdf (p. 11)

4.c.1 Linda Montes FPM Support MOU 2021.pdf (p. 12)

d. Approval of the Certificated Personnel Report (Consent Agenda)

4.d Board Memo Certificated Personnel Report.pdf (p. 14)

e. Approval of the Classified Personnel Report (Consent Agenda)

4.e Board Memo Classified Personnel Report.pdf (p. 15)

f. Approval of Donations to Cabrillo Unified School District (Consent Agenda)

4.f Board Memo Donations October 2021.pdf (p. 16)

4.f.1 Summary_Site_Donations_October_14_ 2021.pdf (p. 17)

g. Approval of Warrant Register Report Processed from July 1, 2021 to September 30, 2021 (Consent Agenda)

4.g Board Memo Warrant Register July-September 2021.pdf (p. 18)

4.g.1 Warrant Register 070121-093021 .pdf (p. 19)

h. Approval of Paving Engineering and Inspection Services for Cunha Intermediate and Half Moon Bay High School (Consent Agenda)

4.h Board Memo Pavement Engineering for Cunha and HMBHS.pdf (p. 66)

4.h.1 Pavement Engineering Scope of Work.pdf (p. 67)

i. Approval of Contract with Caldwell Flores Winters, Inc. for Construction Implementation Services (Consent Agenda)

4.i Board Memo CFW Construction Implementation Services Contract.pdf (p. 72)

4.i.1 CFW Implementation Services Contract 2021.pdf (p. 73)

j. Adoption of Resolution No. 16-21 to Make Findings Allowing Continued Remote Meetings Under AB361 (Consent Agenda)

4.j Board Memo AB361 Resolution.pdf (p. 81)

4.j.1 Resolution 16-21 AB361 Teleconference Meetings.pdf (p. 83)

k. Approval of Quarterly Report on Williams Uniform Complaints (Consent Agenda)

4.k Board Memo Williams UCP Report.pdf (p. 85)

4.k.1 2021-22_Williams_UCP_Report_Q1.pdf (p. 86)

l. Approval of Governing Board Policy Updates as Recommended by the California School Boards Association (Consent Agenda)

4.l Board Memo Policy Updates.pdf (p. 87)

4.l.1 Policy Guide Sheet.pdf (p. 88)

4.l.2 4112.9 BP Employee Notifications - DRAFT.pdf (p. 90)

4.l.3 4113 BP Assignment - DRAFT.pdf (p. 93)

4.l.4 4119.11 BP Sexual Harassment - DRAFT.pdf (p. 98)

4.l.5 4119.42 BP Exposure Control Plan For Bloodborne Pathogens - DRAFT.pdf (p. 101)

4.l.6 4119.43 BP Universal Precautions - DRAFT.pdf (p. 103)

4.l.7 4151 BP Employee Compensation - DRAFT.pdf (p. 105)

4.l.8 4157 BP Employee Safety - DRAFT.pdf (p. 108)

4.l.9 5113.1 BP Chronic Absence And Truancy - DRAFT.pdf (p. 111)

4.l.10 5141.5 BP Mental Health - NEW.pdf (p. 115)

4.l.11 5141.21 BP Administering Medication And Monitoring Health Conditions - DRAFT.pdf (p. 119)

4.l.12 5141.22 BP Infectious Diseases - DRAFT.pdf (p. 123)

4.l.13 5145.6 BP Parental Notifications - DRAFT.pdf (p. 127)

4.l.14 6157 BP Distance Learning - DELETE.pdf (p. 133)

m. Approval of Regular and Special Governing Board Meetings Minutes (Consent Agenda)

4.m Board Memo Minutes.pdf (p. 136)

4.m.1 2021-09-09 Regular Board Meeting Minutes.pdf (p. 137)

4.m.2 2021-09-10 Special Board Meeting Minutes.pdf (p. 143)

4.m.3 2021-09-29 Special Board Meeting Minutes.pdf (p. 145)

5. GENERAL BUSINESS

a. Kings Mountain Elementary School Site Presentation (Presentation)

5.a Board Memo Kings Mountain Presentation 2021.pdf (p. 148)

5.a.1 Kings Mountain Elementary School Board Presentation 2021-22.pdf (p. 149)

b. Update on 2021-22 Student Enrollment and Attendance Reports (Presentation)

5.b Board Memo Enrollment and Attendance Presentation Oct. 14.pdf (p. 161)

5.b.1 Attendance, Enrollment & IS Board Presentation.pdf (p. 162)

c. Proclamation Endorsing November as National Native American Heritage Month (Action)

5.c Board Memo Proclamation Native American Heritage Month.pdf (p. 173)

5.c.1 Proclamation Native American Heritage Month 2021.pdf (p. 174)

d. Adoption of Resolution No. 17-21 Endorsing November 17, 2021 as Ruby Bridges Walk to School Day (Action)

5.d Board Memo Ruby Bridges Walk to School Day.pdf (p. 176)

5.d.1 Resolution No. 17-21 Ruby Bridges Walk to School Day.pdf (p. 177)

e. Approval of CUSD Equity Statement (Action)

5.e Board Memo Equity Statement.pdf (p. 179)

5.e.1 Cabrillo Unified School District Equity Statement Draft 2021 (English).pdf (p. 180)

5.e.2 Cabrillo Unified School District Equity Statement Draft 2021 (Spanish).pdf (p. 181)

f. Approval of Revision to CUSD Administrative Regulation 5132 Dress and Grooming (Action)

5.f Board Memo AR 5132 Dress and Grooming Proposed Revision.pdf (p. 182)

5.f.1 5132 AR Dress and Grooming Proposed Revision.pdf (p. 183)

5.f.2 CUSD 5132 BP Dress And Grooming 200312.pdf (p. 186)

5.f.3 CUSD 5132 AR Dress And Grooming 200312.pdf (p. 187)

g. Technology Update: FCC Emergency Connectivity Funds (Presentation)

5.g Board Memo Technology Update_101421.pdf (p. 188)

5.g.1 Technology Update FCC Emergency Connectivity Funds.pdf (p. 189)

5.g.2 Emergency Connectivity Fund Fact Sheet.pdf (p. 190)

h. Public Hearing and Approval of the CUSD ESSER III Expenditure Plan (Action)

5.h Board Memo ESSER III Public Hearing and Approval 2021.pdf (p. 193)

5.h.1 Notice of Public Hearing ESSER III October 2021.pdf (p. 194)

5.h.2 2021_ESSER_III_Expenditure_Plan_20211005.pdf (p. 195)

i. Adoption of Resolution No. 18-21, Authorizing the Establishment of Student Activity Special Revenue Fund 08 (Action)

5.i Board Memo Establish Fund 08 Resolution.pdf (p. 209)

5.i.1 Board Resolution No. 18-21 Student Activity Special Fund 08.pdf (p. 210)

j. Approval of CUSD Real Estate Property and Land Feasibility Agreement – Brookwood Advisors (Action)

5.j Board MemoReal Estate Property and Land Feasibility Agreement.pdf (p. 211)

5.j.1 Brookwood Board Presentation October 2021.pdf (p. 213)

5.j.2 Brookwood Advisors Final Proposal.pdf (p. 225)

k. Approval of the Bond-Funded Construction Project – Farallone View (Action)

5.k Board Memo Farallone View Bond-Funded Project Studio W.pdf (p. 256)

5.k.1 Farallone View Bond-Funded Project Proposal 2021.pdf (p. 257)

l. Approval of Response to the 2020-2021 Grand Jury Report: "Building a Racially & Ethnically Diverse Teaching Workforce: A Challenge for Our Schools" (Action)

5.l Board Memo Response to Grand Jury Report Challenge for Our Schools.pdf (p. 271)

5.l.1 Grand Jury Report Response Challenge for Our Schools.pdf (p. 272)

5.l.2 Grand_Jury_Report_Challenge_for_Our_Schools.pdf (p. 275)

m. Approval of Coordinator of Student Services and Special Projects Position and Job Description (Action)

5.m Board Memo Coordinator of Student Services.pdf (p. 306)

5.m.1 Coordinator of Student Services Job Description.pdf (p. 307)

5.m.2 Admin Salary Schedule 211014.pdf (p. 309)

n. Approval of Increases and Title Changes to Non-Bargaining Unit Salary Schedule (Action)

5.n Board Memo Increase to Non-Bargaining Salary Schedule.pdf (p. 310)

5.n.1 Nonbargaining Rates 2021 Proposal.pdf (p. 311)

6. FUTURE EVENTS

a. October 19 - Family Engagement Series: Meet your PTO Leaders and How You Can Get Involved, Via Zoom - 7:00PM

b. October 20 - School Finance Office, via RingCentral - 4:00 PM

c. October 20 - Budget Advisory Meeting, via RingCentral - 6:30 PM

d. November 16 - Family Engagement Series: SafeSpace, via Zoom, 7:00 PM

e. November 18 - Regular Board Meeting, Location TBD, 6:00 PM

7. ADJOURNMENT OF THE MEETING

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent
ITEM TITLE: Approval of Field Trip for Half Moon Bay High School Cross Country Team to Mt. San Antonio College Invitational in Walnut, California, October 19-22, 2021

BACKGROUND INFORMATION

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

Paul Farnsworth, coach of the Half Moon Bay High School Cross Country team, is requesting that the Governing Board approve a field trip to Walnut Creek, California on October 19-22, 2021, for the Cross Country team to participate in the Mt. San Antonio College Invitational. Approximately 35 students will be chaperoned by a minimum of two certificated staff members and approximately 10 additional adults. The group will travel from Half Moon Bay to Walnut by Student Pupil Activity Bus (SPAB) certified charter bus. They will be staying at Homewood Suites, 12005 Harbor Blvd, Garden Grove, CA 92840, (714) 620-2156.

FISCAL ANALYSIS

There is no financial impact to the General Fund. The trip is paid for by Boosters Athletics Corporation.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT

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MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of the Boys and Girls Club of the Coastside MOU

BACKGROUND INFORMATION

Boys and Girls Club of the Coastside (BGCC) is a leading provider of after school academic support for middle and high school students on the San Mateo Coastside and offers a comprehensive after school program focused on academic achievement, social emotional support, sports, fitness, and enrichment opportunities. BGCC and CUSD have previously partnered to provide summer camp and after school programming.

As part of the one time Expanded Learning Opportunity Grant and our goals towards embedding additional enrichment and interventions services, we are engaging in a continued partnership with BGCC.

BGCC will provide after school programming – tutoring, mentoring, enrichment, and fitness every school day from school dismissal to 6 PM for up to 50 young people at Cunha Intermediate School. Students and their families have applied to participate in the program and requested financial support. Cunha counselors, administrators, and/or district personnel identified “at-promise” students designated as eligible for the program.

FISCAL ANALYSIS

The funding cost will not exceed $50,000 using our one time Extending Learning Opportunity Grant (ELO).

RECOMMENDATION

Approve as submitted.

AGREEMENT FOR SERVICE BETWEEN
THE CABRILLO UNIFIED SCHOOL DISTRICT AND CONTRACTOR

This agreement is made as of September 20, 2021, by and between the Cabrillo Unified School District ("CUSD") and Boys & Girls Club of the Coastside (BGCC) ("CONTRACTOR") to provide services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. SERVICES in consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for CUSD in accordance with the terms, conditions, and specifications set forth herein:

   The CONTRACTOR agrees to provide

   A. Scope of Services
   BGCC is a leading provider of after school academic support for middle and high school students on the San Mateo Coast and offers a comprehensive after program focused on academic achievement, social emotional support, sports, fitness and enrichment opportunities. BGCC and CUSD have previously partnered to provide summer camp and after school programming.

B. Deliverables
   - BGCC will provide after school programming – tutoring, mentoring, enrichment, and fitness every school day from school dismissal to 6 PM for up to 50 young people at Cunha Intermediate School. Students and their families have applied to participate in the program and requested financial support. Cunha counselors, administrators and/or district personnel have identified students as "at promise."
   - Staffing will be 1:15 ratio or less.
   - Optional programming focused an academic remediation and social experiences will be available on selected school holidays.
   - Program attendance records will be kept and shared with CUSD as requested.
   - Student academic achievement will be documented through grades and participation (as evidenced by school loop records showing homework turned in).

2. TERM OF AGREEMENT: The term of this agreement is from August 12, 2021 to June 15, 2022.

3. COMPENSATION: The CONTRACTOR agrees to perform all the services of this agreement at the rate of $ 1000 per student per year, not to exceed $50,000.

4. PAYMENT: The CONTRACTOR shall submit an invoice detailing the services performed during the billing period at the end of each month. The contractor is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility.

5. EQUIPMENT AND MATERIALS: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance on the Agreement.

6. USE OF SUBCONTRACTORS: CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of CUSD.

7. LICENSES AND PERMITS: It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

8. COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES: CONTRACTOR and all subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.

9. RELATIONSHIP OF THE PARTIES: CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of CUSD and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of CUSD employees.

10. INSURANCE: CONTRACTOR shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect CONTRACTOR and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from CONTRACTOR's operations under this Agreement, whether such operations be by CONTRACTOR, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Such insurance shall be combined single

limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

☒ Comprehensive General Liability... $1,000,000 (applies to all agreements)
____ Motor Vehicle Liability Insurance.. $1,000,000 (to be checked if motor vehicle used in performing services)
____ Professional Liability..... $1,000,000 (to be checked if Contractor is a licensed professional)

The CONTRACTOR will provide proof of insurance and will identify CUSD as an additional insured.

11. WAIVER: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.

12. EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, physical handicap, or national origin.

13. HOLD HARMLESS: CONTRACTOR agrees to indemnify and defend the District, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this agreement.

14. DISPUTE RESOLUTION: Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be shared by the CONTRACTOR and CUSD. If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of this settlement. Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

15. GOVERNING LAW: This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of San Mateo.

16. TERMINATION: CUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. CUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, CUSD may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, CUSD may secure the required services from another contractor. If the cost to CUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.

17. COMPLETENESS OF AGREEMENT: This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:

Cabrillo Unified School District

_____
J Jesus Contreras
Chief Business Officer

Date: _____

_____
Sean McPhetridge, Ed.D
Superintendent

Date: _____

Contractor

_____
Contractor Name:
Address:
City/State:
Zip:

Date: _____

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
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Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
CATEGORY: Consent/Action
ITEM TITLE: Approval of MOU between CUSD and Linda M. Montes, Ed.D. for Federal Program Monitoring Support

BACKGROUND INFORMATION

Federal and state laws require the California Department of Education (CDE) to monitor implementation of categorical programs operated by local educational agencies (LEAs). LEAs are responsible for creating and maintaining programs which meet minimum fiscal and programmatic requirements. Cabrillo Unified School District has been chosen for a review by the state. The purpose of the review is to ensure that we are spending the funding as required by law. At the end of the review, the state will complete a report that details any findings of non-compliance and informs the school, district, or county office how to correct the findings.

FPM Review Team Leaders coordinate teams of select CDE program monitors to conduct onsite or online monitoring of the LEA using the corresponding program instruments.

Linda M. Montes, Ed.D. will enter into an agreement with the Cabrillo Unified School District beginning February 14, 2022 - March 30, 2022 or until the successful completion of the requirements for Federal Program Monitoring (FPM). All services will be provided to ensure compliance with statutory programs and fiscal requirements for categorical programs under review.

Deliverables:

- Reading and understanding of the current FPM instruments for review
- Attendance of training provided by the California Department of Education on FPM Review
- Training of Cabrillo Unified School District personnel as needed
- Communication with program leads and site administrators under review
- Collection of evidence and supporting documents for all programs under review
- Uploading of evidence and supporting documents to the California Monitoring Tool (CMT)
- Communication with California Department of Education personnel as needed
- Weekly updates to District Office Administration of progress toward completion

FISCAL ANALYSIS

The Funding Cost will be $20,000 that will be paid with the General Fund.

RECOMMENDATION

Approve as submitted.

AGREEMENT FOR SERVICE BETWEEN
THE CABRILLO UNIFIED SCHOOL DISTRICT AND CONTRACTOR

This agreement is made as of this day of August 1, 2021, by and between the Cabrillo Unified School District ("CUSD") and Linda Montes, Ed.D. to provide services.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. SERVICES in consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for CUSD in accordance with the terms, conditions, and specifications set forth herein:

The CONTRACTOR agrees to provide

A. Scope of Services : Linda M. Montes, Ed.D. will enter into an agreement with the Cabrillo Unified School District beginning February 14, 2022 - March 30, 2022 or until the successful completion of the requirements for Federal Program Monitoring (FPM). All services will be provided to ensure compliance with statutory programs and fiscal requirements for categorical programs under review.

B. Deliverables:
- Reading and understanding of the current FPM instruments for review
- Attend training provided by the California Department of Education on FPM Review
- Training of Cabrillo Unified School District personnel as needed
- Communication with program leads and site administrators under review
- Collection of evidence and supporting documents for all programs under review
- Uploading of evidence and supporting documents to the California Monitoring Tool (CMT)
- Communication with California Department of Education personnel as needed
- Weekly updates to District Office Administration of progress toward completion

2. TERM OF AGREEMENT: The term of this agreement is from February 14, 2022 - March 30, 2022 or until the successful completion of the requirements for Federal Program Monitoring (FPM).

3. COMPENSATION: The CONTRACTOR agrees to perform all the services of this agreement not to exceed $ 20,000 .

4. PAYMENT: The CONTRACTOR shall submit an invoice detailing the services performed during the billing period at the end of each month. The contractor is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility.

5. EQUIPMENT AND MATERIALS: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of the Agreement.

6. USE OF SUBCONTRACTORS: CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of CUSD.

7. LICENSES AND PERMITS: It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

8. COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES: CONTRACTOR and all subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.

9. RELATIONSHIP OF THE PARTIES: CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of CUSD and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of CUSD employees.

10. INSURANCE: CONTRACTOR shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect CONTRACTOR and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from CONTRACTOR's operations under this Agreement, whether such operations be by CONTRACTOR, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent

of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

☒ Comprehensive General Liability... $1,000,000 (applies to all agreements)
_____Motor Vehicle Liability Insurance.. $1,000,000 (to be checked if motor vehicle used in performing services)
_____Professional Liability..... $1,000,000 (to be checked if Contractor is a licensed professional)

The CONTRACTOR will provide proof of insurance and will identify CUSD as an additional insured.

11. WAIVER: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.

12. EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, physical handicap, or national origin.

13. HOLD HARMLESS: CONTRACTOR agrees to indemnify and defend the District, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this agreement.

14. DISPUTE RESOLUTION: Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be shared by the CONTRACTOR and CUSD. If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of this settlement. Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

15. GOVERNING LAW: This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of San Mateo.

16. TERMINATION: CUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. CUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, CUSD may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, CUSD may secure the required services from another contractor. If the cost to CUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.

17. COMPLETENESS OF AGREEMENT: This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:

Cabrillo Unified School District

_____
J Jesus Contreras
Chief Business Officer

Date: _____

Contractor

Linda Montes
Contractor Name: Linda M. Montes
Address: 809 Bantam Way
City/State: Petaluma, Ca
Zip: 94952

Date: August 17, 2021

_____
Sean McPhetridge, Ed.D
Superintendent

Date: _____

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of the Certificated Personnel Report

BACKGROUND INFORMATION

The following personnel items are submitted for your ratification/approval.

1. OFFER OF EMPLOYMENT FOR 2021-2022

Andrew Ackers, Physical Education Teacher, Cunha Intermediate School, effective September 13, 2021.

Sharon Demeo, Elementary Teacher, El Granada Elementary School, effective September 29, 2021.

Mary Sullivan Roark, SDC Teacher, El Granada Elementary School, effective September 20, 2021.

Juliana Ron, Teacher on Special Assignment, Multiple sites, effective September 15, 2021.

2. RESIGNATION

David Porcel, Principal, Hatch Elementary School, effective October 1, 2021.

FISCAL ANALYSIS

Financial impact is included in the budget.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
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GOVERNING BOARD
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Lizet Cortes
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Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of the Classified Personnel Report

BACKGROUND INFORMATION

The following personnel items are submitted for your ratification/approval.

1. OFFER OF EMPLOYMENT FOR 2021-2022 SCHOOL YEAR

Spencer Ladd, Paraprofessional Special Education II, El Granada Elementary School, effective September 20, 2021.

Adan Ramos, Paraprofessional, El Granada Elementary School, effective September 29, 2021.

Maria Sencion, Paraprofessional Special Education II, El Granada Elementary School, effective October 1, 2021.

2. RESIGNATION

Sandra Jonaidi, Food Service Coordinator, effective October 1, 2021.

3. PROMOTION

Elisabeth Acevedo, Food Service Assistant II, Cunha Intermediate School, formerly Food Service Assistant I, Cunha Intermediate School, effective August 12, 2021.

FISCAL ANALYSIS

Financial impact is included in the budget.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
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GOVERNING BOARD
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Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Donations to Cabrillo Unified School District

BACKGROUND INFORMATION

The Governing Board routinely reviews the monthly donation reports.

REPORT/PROPOSAL

Pursuant to the Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school in the district.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

October 14, 2021 Board Meeting
Summary Site Donations

Site	Items	Donor	Amount	Site Total Donations
HMBHS	Money for the Robotics Club	Half Moon Bay Lions Club	$ 500.00	**$500.00**

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Warrant Register Report Processed from July 1, 2021 to September 30, 2021

BACKGROUND INFORMATION

The CUSD Governing Board reviews contracts and expenditures over $50,000. To further inform the Board and public, detailing to the CUSD Board and public documented evidence that all Cabrillo USD payments are on forms and/or in the online data processing system (Financial 2000) prescribed by the County Superintendent (per Education Code 42631), Cabrillo USD going forward will present monthly to Board and public the warrants processed on the previous month. Staff tonight present warrants processed from July 1 to September 30, 2021.

FISCAL ANALYSIS

Register of warrants processed by the CUSD indicate all CUSD financial activity.

RECOMMENDATION

Approve as submitted.

ACCOUNTS PAYABLE WARRANT/EFT REPORT

Report Cover Sheet

General Settings

Report Name	ACCOUNTS PAYABLE WARRANT/EFT REPORT
Printed	10/1/2021 8:48:27 AM
District	41
Logon	MarshJ
Fiscal Year	2022

Options

Report Title	WARRANT REGISTER 070121-093021

Sorting

Sort By	Warrant/EFT#

Filters

Payment Type	District
Form of Payment	ALL
From Date Paid	07/01/2021
To Date Paid	09/30/2021
Year	2022
District	41

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-698997	008758-01 AMERICAN PORTABL	07/08/2021	388.78	CL210013-001	388.78	01-3215-0-0000-8110-5603-000	57229
W-698998	001312-01 HIGH NOON BOOKS	07/08/2021	235.98	CL210009-001	235.98	01-3010-0-1110-2490-4300-101	276541
W-698999	011490-01 KAJEET	07/08/2021	4,204.42	PO220001-001	4,204.42	01-0000-0-0000-2421-4300-790	INV17817
W-699000	011431-01 KIS	07/08/2021	10,597.80	CL210014-001	10,597.80	01-0000-0-0000-2421-4300-790	3392 V2
W-699001	011640-01 MAGDALENA CARRIL	07/08/2021	9.18	CL210010-001	9.18	01-0700-0-1460-3140-5200-000	JUNE21 MILEAGE
W-699002	005398-01 MOBILE MODULAR M	07/08/2021	957.00	CL210012-001	957.00	25-9010-0-9100-8700-5600-331	2154080
W-699003	000550-01 PACIFIC GAS AND	07/08/2021	17,292.21	CL210025-001	2,215.23	01-0000-0-0000-8205-5502-720	0130358105-0 JUN
			17,292.21	CL210025-001	2,201.54	01-0000-0-0000-8205-5502-211	0130358105-0 JUN
			17,292.21	CL210025-001	2,242.08	01-0000-0-0000-8205-5502-103	0130358105-0 JUN
			17,292.21	CL210025-001	4,460.09	01-0000-0-0000-8205-5502-105	0130358105-0 JUN
			17,292.21	CL210025-001	1,536.18	01-0000-0-0000-8205-5502-107	0130358105-0 JUN
			17,292.21	CL210025-001	4,637.09	01-0000-0-0000-8205-5502-101	0130358105-0 JUN
W-699004	011492-01 PENINSULA TRUCK	07/08/2021	1,359.75	CL210015-001	271.95	01-9723-0-0000-3600-5603-788	8309
			1,359.75	CL210015-002	271.95	01-9723-0-0000-3600-5603-788	8311
			1,359.75	CL210015-003	271.95	01-9723-0-0000-3600-5603-788	8310
			1,359.75	CL210015-004	271.95	01-9723-0-0000-3600-5603-788	8313
			1,359.75	CL210015-005	271.95	01-9723-0-0000-3600-5603-788	8314
W-699005	011160-01 SALCIDO, ASH	07/08/2021	94.33	CL210022-001	78.05	01-6500-0-5750-1190-5200-730	05/03-05/28
			94.33	CL210023-001	16.28	01-6500-0-5750-1190-5200-730	JUNE21 MILEAGE
W-699006	007442-01 SAN JOAQUIN C.O.	07/08/2021	504.00	CL210016-001	504.00	01-6500-0-5001-2140-5800-730	ARD21-03032
W-699007	001073-01 SCHUCK, ELIZABET	07/08/2021	2,455.72	CL210006-001	2,455.72	01-9354-0-0006-2490-5800-740	0000055
W-699008	011658-02 SEESAW	07/08/2021	4,455.00	PO220029-001	4,455.00	01-7425-0-1110-1000-4100-740-ELO1	2021-52293

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-699009	011427-01 COLBI TECHNOLOGI	07/08/2021	460.00	CL210002-001	460.00	21-9711-0-9006-8520-4300-000	6838
W-699010	010801-01 DH DISTRIBUTION	07/08/2021	454.33	CL210001-001	454.33	01-9631-0-0000-8110-4300-331	195
W-699011	000061-01 DANNIS WOLIVER K	07/08/2021	79,073.86	CL210004-001	99.00	01-0000-0-0000-7300-5810-720	1675-MAY 2021
			79,073.86	CL210004-001	74,454.86	21-9711-0-9621-8500-5810-211	1675-MAY 2021
			79,073.86	CL210004-001	4,520.00	01-0000-0-0000-7111-5810-750	1675-MAY 2021
W-699012	008315-01 SCAPES INC	07/08/2021	69,255.00	CL210003-001	69,255.00	21-9711-0-9638-8520-6170-000	2
W-699013	008304-01 CALIFORNIA WATER	07/08/2021	317.07	CL210005-001	317.07	01-0000-0-0000-8205-5503-107	2188039386
W-699014	006950-01 CODESP	07/08/2021	2,200.00	PO220056-001	2,200.00	01-0000-0-0000-7400-5300-750	0004794
W-699015	010894-01 EDGENUITY INC	07/08/2021	129,070.00	PO220021-001	3,000.00	01-7425-0-1110-1000-4100-740-ELO1	817433
			129,070.00	PO220027-001	126,070.00	01-7425-0-1110-1000-4100-740-ELO1	816802
W-699016	011550-01 EICHLER ASSOCIAT	07/08/2021	1,680.00	CL210024-001	1,680.00	01-3210-0-0000-8110-5800-000	1073
W-699017	011531-01 ESGI SOFTWARE	07/08/2021	14,140.08	PO220023-001	14,140.08	01-7425-0-1110-1000-4100-740-ELO1	34674
W-699018	007476-01 ESTHER B CLARK S	07/08/2021	38,780.41	CL210020-001	5,139.50	01-6500-0-5750-1180-5100-730	114704
			38,780.41	CL210020-001	758.35	01-6500-0-5750-1180-5861-730	114704
			38,780.41	CL210020-001	2,413.00	01-6500-0-5750-1180-5863-730	114704
			38,780.41	CL210019-001	5,139.50	01-6500-0-5750-1180-5100-730	114706
			38,780.41	CL210019-001	3,417.69	01-6500-0-5750-1180-5861-730	114706
			38,780.41	CL210019-001	465.00	01-6500-0-5750-1180-5864-730	114706
			38,780.41	CL210019-001	465.00	01-6500-0-5750-1180-5867-730	114706
			38,780.41	CL210019-001	2,413.00	01-6500-0-5750-1180-5863-730	114706
			38,780.41	CL210018-001	4,997.00	01-6500-0-5750-1180-5100-730	114705
			38,780.41	CL210018-001	2,123.35	01-6500-0-5750-1180-5861-730	114705

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			38,780.41	CL210018-001	310.00	01-6500-0-5750-1180-5867-730	114705
			38,780.41	CL210018-001	2,413.00	01-6500-0-5750-1180-5863-730	114705
			38,780.41	CL210017-001	4,328.00	01-6500-0-5750-1180-5100-730	114707
			38,780.41	CL210017-001	2,366.02	01-6500-0-5750-1180-5861-730	114707
			38,780.41	CL210017-001	2,032.00	01-6500-0-5750-1180-5863-730	114707
W-699019	008883-01 PACIFICA COMMUNI	07/08/2021	600.00	CL210021-001	300.00	01-0000-0-0000-7180-5800-710	PCTCUSD0321
			600.00	CL210021-002	300.00	01-0000-0-0000-7180-5800-710	PCTCUSD0521
W-699020	007570-01 PENINSULA BACKFL	07/08/2021	210.00	CL210007-001	210.00	01-8150-0-0000-8110-5603-780	0428021-CAB
W-699021	009508-01 RESOURCE SOLUTIO	07/08/2021	973.42	CL210011-001	973.42	01-3210-0-0000-8110-4300-000	21707
W-699022	002112-01 CA DEPT OF TAX &	07/08/2021	1,164.00	CL210033-001	1,164.00	01-0000-0-0000-0000-9580-000	020-628493
W-699023	002112-01 CA DEPT OF TAX &	07/08/2021	105.00	CL210027-001	105.00	01-9723-0-0000-3600-4300-788	FUEL TAX
W-699574	009750-01 CINTAS	07/13/2021	386.19	CL210032-001	171.64	01-8150-0-0000-8110-5603-780	MAY21 STMT
			386.19	CL210032-002	214.55	01-8150-0-0000-8110-5603-780	JUNE21 STMT
W-699575	007657-01 PACIFIC AUTISM C	07/13/2021	9,552.00	CL210031-001	5,544.00	01-6500-0-5750-1180-5100-730	21265
			9,552.00	CL210031-001	2,700.00	01-6500-0-5750-1180-5861-730	21265
			9,552.00	CL210031-001	696.00	01-6500-0-5750-1180-5867-730	21265
			9,552.00	CL210031-001	612.00	01-6500-0-5750-1180-5864-730	21265
W-699576	007457-01 PACIFIC AUTISM L	07/13/2021	3,500.50	CL210030-001	3,086.50	01-6500-0-5750-1180-5861-730	3649224
			3,500.50	CL210029-001	414.00	01-6500-0-5750-1180-5861-730	3649225
W-699577	011672-01 SOLIANT	07/13/2021	1,987.44	PO220034-001	1,987.44	01-6500-0-5750-1180-5800-730	20179106
W-699578	009413-01 SOUTHERN COUNTIE	07/13/2021	898.01	CL210035-001	898.01	01-9723-0-0000-8200-5502-788	306636
W-699579	011046-02 AVID CENTER	07/13/2021	5,100.00	CL210034-001	5,100.00	01-3010-0-1110-2490-5800-740	00061505

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-699580	011278-01 DONEGAN, BRENDON	07/13/2021	4,760.00	PO220033-001	4,760.00	01-6500-0-5750-1180-5100-730	1372221002263
W-699581	011562-01 HOPSKIPDRIVE INC	07/13/2021	915.32	CL210028-001	915.32	01-6500-0-5750-1180-5863-730	5680
W-699582	011322-01 SCHOOL INNOVATIO	07/13/2021	26,400.00	PO220047-001	26,400.00	01-0000-0-0000-3900-5800-760	0139218-IN
W-699583	008523-01 THE SPEECH PATHO	07/13/2021	55,728.00	CL210026-001	55,728.00	01-6500-0-5750-1180-5867-730	INV018349
W-699584	009571-01 GOLD STAR FOODS	07/13/2021	184.00	CL210041-001	104.00	13-5310-0-0000-3700-4711-331	3954164
			184.00	CL210041-002	80.00	13-5310-0-0000-3700-4711-331	3965656
W-699585	004891-01 ORKIN EXTERMINAT	07/13/2021	108.71	CL210039-001	108.71	13-5310-0-0000-8205-5504-331	213250885
W-699586	008180-01 RODRIGUES, KAREN	07/13/2021	11.20	CL210040-001	11.20	13-5310-0-0000-3700-5200-331	06302021
W-699587	011576-01 VAN INTERIORS	07/13/2021	2,830.28	CL210043-001	2,830.28	01-9655-0-0000-7300-4300-770	1528093
W-699588	011563-01 B GRAPHIC ARTS L	07/13/2021	1,262.50	CL210076-001	1,262.50	01-0000-0-0000-2421-5800-790	4092
W-699589	000698-01 DISCOUNT SCHOOL	07/13/2021	1,082.14	CL210037-001	1,082.14	01-9610-0-0001-1000-4300-740	P40354810103
W-699590	011676-01 NANCY DAMARODAS	07/13/2021	23.38	PO220110-001	16.84	01-6500-0-5750-2100-4300-730	LUCKY 99 CENTS S
			23.38	PO220110-002	6.54	01-6500-0-5750-2100-4300-730	RITE AID
W-699591	011545-01 OURANITSAS, YIAN	07/13/2021	840.00	CL210045-001	840.00	01-3215-0-0000-2421-5800-790	0010
W-699592	005432-02 QUILL CORPORATIO	07/13/2021	3,242.44	PO220017-001	342.70	01-9354-0-0001-2490-4300-556	17411035
			3,242.44	PO220017-002	361.09	01-9354-0-0001-2490-4300-556	17440651
			3,242.44	PO220017-003	398.16	01-9354-0-0001-2490-4300-556	17381326
			3,242.44	PO220017-004	2,010.89	01-9354-0-0001-2490-4300-556	17404420
			3,242.44	PO220017-005	58.89	01-9354-0-0001-2490-4300-556	17403823
			3,242.44	PO220017-006	70.71	01-9354-0-0001-2490-4300-556	17379893
W-699593	011632-01 SOUTHPAW ENTERPR	07/13/2021	2,300.00	CL210036-001	2,300.00	01-9610-0-0001-1000-4300-740	0501277
W-699594	009151-01 STARFISH THERAPI	07/13/2021	416.50	PO220106-001	119.00	01-6500-0-5750-1180-5864-730	17895

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			416.50	PO220107-001	178.50	01-6500-0-5750-1180-5864-730	17896
			416.50	PO220108-001	119.00	01-6500-0-5750-1180-5864-730	17897
W-699595	005779-01 THE HOME DEPOT P	07/13/2021	2,485.95	CL210077-001	632.00	01-8150-0-0000-8110-4300-780	620193664
			2,485.95	CL210077-002	1,569.69	01-8150-0-0000-8110-4300-780	624299079
			2,485.95	CL210077-003	284.26	01-8150-0-0000-8110-4300-780	624302691
W-699596	009571-01 GOLD STAR FOODS	07/13/2021	11,078.00	PV220001-001	4,950.00	13-5310-0-0000-3700-4710-556	3858077
			11,078.00	PV220002-001	3,300.00	13-5310-0-0000-3700-4710-556	3876085
			11,078.00	PV220004-001	2,750.00	13-5310-0-0000-3700-4710-556	3920037
			11,078.00	PV220005-001	78.00	13-5310-0-0000-3700-4711-556	3956765
W-699597	009571-01 GOLD STAR FOODS	07/13/2021	3,300.00	PV220006-001	1,650.00	13-5310-0-0000-3700-4710-556	3910368
			3,300.00	PV220003-001	1,650.00	13-5310-0-0000-3700-4710-556	3893617
W-699598	008938-01 AMAZON.COM	07/13/2021	27,612.46	CL210047-001	707.76	01-9200-0-1110-1000-4300-105	445483348644
			27,612.46	CL210050-001	44.02	01-0000-0-0000-7300-4300-720	654846587583
			27,612.46	CL210051-001	54.61	01-0000-0-0000-7300-4300-720	976687938566
			27,612.46	CL210049-001	256.74	01-9723-0-0000-3600-5603-788	588784896993
			27,612.46	CL210063-002	27.98	01-0000-0-0000-2421-4300-790	445843588749
			27,612.46	CL210063-003	289.51	01-0000-0-0000-2421-4300-790	435759948937
			27,612.46	CL210063-004	40.74	01-0000-0-0000-2421-4300-790	549899338556
			27,612.46	CL210063-005	185.47	01-0000-0-0000-2421-4300-790	449478977349
			27,612.46	CL210063-006	136.60	01-0000-0-0000-2421-4300-790	877486336395
			27,612.46	CL210063-007	17.46	01-0000-0-0000-2421-4300-790	448975956699
			27,612.46	CL210063-008	435.54	01-0000-0-0000-2421-4300-790	434359567533

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			27,612.46	CL210063-009	432.60	01-0000-0-0000-2421-4300-790	994468556655
			27,612.46	CL210063-010	568.09	01-0000-0-0000-2421-4300-790	964787839398
			27,612.46	CL210063-011	18.43	01-0000-0-0000-2421-4300-790	785499933358
			27,612.46	CL210060-001	71.00	01-0331-0-1332-1000-4300-331	636758756735
			27,612.46	CL210060-002	22.34	01-0331-0-1332-1000-4300-331	899964765584
			27,612.46	CL210060-003	19.53	01-0331-0-1332-1000-4300-331	434635845478
			27,612.46	CL210060-004	38.20	01-0331-0-1332-1000-4300-331	575363954673
			27,612.46	CL210060-005	251.75	01-0331-0-1332-1000-4300-331	885453874797
			27,612.46	CL210059-001	1,394.25	01-0331-0-1326-1000-4300-331	464659479963
			27,612.46	CL210059-001	36.26	01-9200-0-1110-1000-4300-331	464659479963
			27,612.46	CL210057-001	395.36	01-8150-0-0000-8110-4300-780	663377578669
			27,612.46	CL210057-002	32.70	01-8150-0-0000-8110-4300-780	549854888839
			27,612.46	CL210057-003	108.15	01-8150-0-0000-8110-4300-780	548378597378
			27,612.46	CL210057-004	65.44	01-8150-0-0000-8110-4300-780	856837946757
			27,612.46	CL210055-001	107.76	01-0331-0-1354-1000-4300-331	448985353473
			27,612.46	CL210055-002	313.55	01-0331-0-1354-1000-4300-331	443838679536
			27,612.46	CL210053-001	163.80	01-3010-0-1110-2490-4300-101	645877469966
			27,612.46	CL210053-002	50.54	01-3010-0-1110-2490-4300-101	837876747669
			27,612.46	CL210053-003	32.76	01-3010-0-1110-2490-4300-101	679895499645
			27,612.46	CL210052-001	138.56	01-3010-0-1110-2490-4300-101	935597776798
			27,612.46	CL210052-002	32.51	01-3010-0-1110-2490-4300-101	844687483997
			27,612.46	CL210052-003	13.68	01-3010-0-1110-2490-4300-101	764897797355

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			27,612.46	CL210073-001	43.56	01-9200-0-1110-1000-4300-335	494864859757
			27,612.46	CL210073-002	69.91	01-9200-0-1110-1000-4300-335	534659956546
			27,612.46	CL210072-001	36.19	01-9200-0-1110-1000-4300-335	436558683577
			27,612.46	CL210072-002	84.18	01-9200-0-1110-1000-4300-335	759949797694
			27,612.46	CL210072-003	769.22	01-9200-0-1110-1000-4300-335	459879567586
			27,612.46	CL210072-004	28.94	01-9200-0-1110-1000-4300-335	985999439344
			27,612.46	CL210072-005	519.46	01-9200-0-1110-1000-4300-335	458856349373
			27,612.46	CL210072-006	29.34	01-9200-0-1110-1000-4300-335	456554645958
			27,612.46	CL210072-007	4.36	01-9200-0-1110-1000-4300-335	574883487438
			27,612.46	CL210072-008	4.36	01-9200-0-1110-1000-4300-335	445337865748
			27,612.46	CL210072-009	20.75	01-9200-0-1110-1000-4300-335	993494944694
			27,612.46	CL210072-010	40.31	01-9200-0-1110-1000-4300-335	565754665374
			27,612.46	CL210072-011	21.74	01-9200-0-1110-1000-4300-335	737755737548
			27,612.46	CL210072-012	48.90	01-9200-0-1110-1000-4300-335	958994535635
			27,612.46	CL210071-001	1,175.02	01-9200-0-1110-1000-4300-331	210840
			27,612.46	CL210070-001	196.50	01-0105-0-1310-1000-4300-105	647553836343
			27,612.46	CL210069-001	43.66	01-0105-0-1310-1000-4300-105	668946844987
			27,612.46	CL210069-002	56.05	01-0105-0-1310-1000-4300-105	957934364493
			27,612.46	CL210068-001	80.54	01-0105-0-1310-1000-4300-105	PO 210803
			27,612.46	CL210067-001	497.98	01-9567-0-1110-1000-4300-105	PO 210785
			27,612.46	CL210066-001	108.54	01-3010-0-1110-2490-4300-101	666669438836
			27,612.46	CL210008-001	4,244.01	12-6105-0-0001-1000-4300-100	MEP

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			27,612.46	CL210056-001	3,389.71	01-7420-0-0000-8110-4300-000	MOT-COVID
			27,612.46	CL210078-001	4,156.50	01-3060-0-7110-2490-4300-745	MIGRANT
			27,612.46	CL210065-001	231.85	01-0331-0-1343-1000-4300-331	974989494479
			27,612.46	CL210065-002	145.40	01-0331-0-1343-1000-4300-331	466699797853
			27,612.46	CL210064-001	279.68	01-9200-0-1110-1000-4300-105	544689743589
			27,612.46	CL210061-001	92.80	01-9200-0-1110-1000-4300-331	574363754666
			27,612.46	CL210061-002	588.30	01-9200-0-1110-1000-4300-331	67937979888
			27,612.46	CL210062-001	1,185.82	01-9200-0-1110-1000-4300-335	864764884787
			27,612.46	CL210062-002	40.88	01-9200-0-1110-1000-4300-335	445785754559
			27,612.46	CL210062-003	157.20	01-9200-0-1110-1000-4300-335	965567339579
			27,612.46	CL210058-001	34.15	01-3010-0-1110-2490-4300-101	649478568389
			27,612.46	CL210038-001	210.84	01-9610-0-0001-1000-4300-740	468837749577
			27,612.46	CL210038-002	269.10	01-9610-0-0001-1000-4300-740	784869699797
			27,612.46	CL210044-001	44.31	01-9538-0-0001-2100-4300-000	435453977477
			27,612.46	CL210044-002	12.66	01-9538-0-0001-2100-4300-000	677396846484
			27,612.46	CL210044-003	45.87	01-9538-0-0001-2100-4300-000	547465664535
			27,612.46	CL210044-004	54.35	01-9538-0-0001-2100-4300-000	488738775346
			27,612.46	CL210044-005	131.04	01-9538-0-0001-2100-4300-000	894346344893
			27,612.46	CL210044-006	1,681.85	01-9538-0-0001-2100-4300-000	458479379999
			27,612.46	CL210044-007	113.88	01-9538-0-0001-2100-4300-000	849438685463
			27,612.46	CL210044-008	17.90	01-9538-0-0001-2100-4300-000	953585669788
			27,612.46	CL210044-009	43.30	01-9538-0-0001-2100-4300-000	934568389647

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			27,612.46	CL210044-010	38.21	01-9538-0-0001-2100-4300-000	976433389465
			27,612.46	CL210044-011	19.65	01-9538-0-0001-2100-4300-000	953963356547
W-699599	011608-01 HOME DEPOT PRO	07/13/2021	760.39	CL210075-001	434.82	01-6387-0-1110-1000-4300-331	625166947
			760.39	CL210075-002	325.57	01-6387-0-1110-1000-4300-331	625619952
W-699600	003274-03 NCS PEARSON INC	07/13/2021	57.50	CL210048-001	57.50	01-6500-0-5001-2100-4300-730	13934382
W-699601	009413-01 SOUTHERN COUNTIE	07/13/2021	1,194.93	CL210054-001	1,194.93	01-9723-0-0000-8200-5502-788	305673
W-699602	005779-02 THE HOME DEPOT P	07/13/2021	1,222.38	PV220007-001	1,222.38	01-3210-0-0000-8110-4300-000	626432256
W-699603	009346-01 U S BANK CORP PA	07/13/2021	1,590.16	PO220014-001	1,590.16	01-3061-0-7110-2490-5800-745	4246-0470-0103-6
W-700227	011621-01 CARNEGIE LEARNIN	07/15/2021	447.03	PO220020-001	447.03	01-6300-0-0000-2100-4100-740	1027593
W-700228	000194-01 COASTSIDE COUNTY	07/15/2021	13,483.67	CL210088-001	384.74	01-0000-0-0000-8205-5503-720	JUNE 2021
			13,483.67	CL210088-001	2,728.90	01-0000-0-0000-8205-5503-211	JUNE 2021
			13,483.67	CL210088-001	466.02	01-0000-0-0000-8205-5503-101	JUNE 2021
			13,483.67	CL210088-001	1,343.34	01-0000-0-0000-8205-5503-105	JUNE 2021
			13,483.67	CL210088-001	8,560.67	01-0000-0-0000-8205-5503-331	JUNE 2021
W-700229	006959-02 EWING	07/15/2021	258.58	CL210085-001	163.32	01-0000-0-0000-8220-4300-785	7285883
			258.58	CL210085-002	95.26	01-0000-0-0000-8220-4300-785	7361759
W-700230	011383-01 FOX SECURITY & C	07/15/2021	2,295.00	PO220068-001	2,295.00	01-8150-0-0000-8110-5800-780	77132
W-700231	009206-01 HASSETT HARDWARE	07/15/2021	120.44	CL210080-001	120.44	01-8150-0-0000-8110-4300-780	347212 - 06/2021
W-700232	006423-01 HOME DEPOT CREDI	07/15/2021	5,849.86	CL210083-001	5,849.86	01-8150-0-0000-8110-4300-780	6035 3225 0146 4
W-700233	000380-01 OFFICE DEPOT	07/15/2021	12.51	CL210084-001	12.51	01-0000-0-0000-7300-4300-720	177696952001
W-700234	001182-01 ORIENTAL TRADING	07/15/2021	527.67	PO220004-001	527.67	01-9354-0-0001-2490-4300-556	710256666-01
W-700235	009151-01 STARFISH THERAPI	07/15/2021	148.75	CL210086-001	148.75	01-6500-0-5750-1180-5864-730	17583

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W-700236	001299-03 CASBO	07/15/2021	3,500.00	PO220109-001	3,500.00	01-0000-0-0000-7300-5300-720	636290
W-700237	009233-02 E3 DIAGNOSTICS I	07/15/2021	245.00	PO220073-001	245.00	01-0000-0-0000-3900-4300-760	1474501
W-700238	000295-01 SAFEWAY INC	07/15/2021	245.26	CL210090-001	245.26	01-6010-0-1110-4000-4300-101	145184-JUNE21
W-700239	011100-02 WILSON LANGUAGE	07/15/2021	135.22	CL210089-001	135.22	01-7510-0-1110-1000-4300-730	1862718
W-700240	011291-01 ASAP	07/15/2021	3,674.32	PV220008-001	3,674.32	11-6391-0-0000-2700-4300-561	INV00075892
W-700241	005325-01 CALIF SCHOOL BOA	07/15/2021	16,128.00	PO220123-001	5,735.00	01-0000-0-0000-7150-5800-710	INV-56310-P4K9C7
			16,128.00	PO220122-001	10,393.00	01-0000-0-0000-7150-5300-710	INV-55260-G7Q8N9
W-700242	001232-01 ESBRO CHEMICAL	07/15/2021	747.72	CL210081-001	747.72	01-8150-0-0000-8110-4300-780	84775
W-700243	007065-01 GREENFIELD LEARN	07/15/2021	159,090.00	PO220024-001	159,090.00	01-7425-0-1110-1000-4100-740-ELO1	10081
W-700244	011524-01 HANNA INTERPRETI	07/15/2021	238.75	CL210087-001	238.75	01-6500-0-5001-2100-5800-730	428009
W-700245	008372-02 INFINITE CAMPUS	07/15/2021	37,573.50	PO220121-001	37,573.50	01-0000-0-1455-2420-5800-790	ANNUAL033240
W-700246	011679-01 LOZANO, SHARON A	07/15/2021	1,695.00	PO220131-001	1,695.00	01-6500-0-5750-1180-5100-730	ESY2021
W-700247	009508-01 RESOURCE SOLUTIO	07/15/2021	5,077.94	CL210082-001	5,077.94	01-3210-0-0000-8110-4300-000	21779
W-700248	011678-01 SONYA ANDREASEN	07/15/2021	84.57	PO220130-001	84.57	01-6500-0-5750-2100-4300-730	ESY21
W-700249	009374-01 TCI	07/15/2021	19,856.65	PO220028-001	19,856.65	01-7425-0-1110-1000-4100-740-ELO1	INV78459
W-700250	000632-01 CITY OF HALF MOO	07/15/2021	250.00	PO220008-001	50.00	01-0000-0-0000-8210-5603-782	AL-04872
			250.00	PO220008-002	50.00	01-0000-0-0000-8210-5603-782	AL-07308
			250.00	PO220008-003	50.00	01-0000-0-0000-8210-5603-782	AL-05857
			250.00	PO220008-004	100.00	01-0000-0-0000-8210-5603-782	AL-05729
W-700251	009536-01 SKYVIEW TREE SER	07/15/2021	3,600.00	CL210091-001	3,600.00	01-8150-0-0000-8110-5603-780	27
W-700252	009022-02 SOLARWINDS	07/15/2021	1,215.00	PO220128-001	1,215.00	01-0000-0-0000-2421-5800-790	IN527730
W-700825	011438-01 ACSIG	07/20/2021	3,414.95	CL210092-001	3,215.82	01-0000-0-0000-0000-9572-000	JUNE 2021

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			3,414.95	CL210092-001	199.13	01-0000-0-0000-0000-9553-000	JUNE 2021
W-700826	011680-01 IRAN RAMIREZ PHO	07/20/2021	400.00	CL210095-001	400.00	01-9354-0-0001-1000-4300-100	21-0630
W-700827	009231-02 MIZKAN AMERICA I	07/20/2021	652.48	PV220011-001	652.48	01-0000-0-0000-8220-4300-785	SI-0584044
W-700828	011438-02 ACSIG	07/20/2021	31,172.53	CL210093-001	21,911.64	01-0000-0-0000-0000-9571-000	JUNE 2021
			31,172.53	CL210093-001	9,260.89	01-0000-0-0000-0000-9553-000	JUNE 2021
W-700829	001225-01 ANDREWS, MICHAEL	07/20/2021	6,675.32	PV220010-001	6,675.32	01-0000-0-0000-0000-9589-000	REISSUE LOST CK
W-700830	008323-01 HARO, YUDI L	07/20/2021	4,027.14	PV220009-001	4,027.14	01-0000-0-0000-0000-9589-000	REISSUE LOST CK
W-700831	000349-05 SCHOLASTIC	07/20/2021	313.17	CL210094-001	313.17	01-6520-0-5770-1190-4300-331	M7127168
W-700832	011672-01 SOLIANT	07/20/2021	1,965.60	PO220034-002	1,965.60	01-6500-0-5750-1180-5800-730	20182402
W-700833	009729-01 SYSERCO INC	07/20/2021	441,946.49	CL210100-001	441,946.49	21-9711-0-9632-8520-5800-000	21138
W-700834	011484-01 CENTER FOR SUSTA	07/20/2021	49,050.00	CL210096-001	49,050.00	21-9711-0-9005-8520-5800-000	16589
W-700835	008315-01 SCAPES INC	07/20/2021	72,200.00	PO220125-001	72,200.00	21-9711-0-9638-8520-6170-000	3
W-700836	008772-01 SSA LANDSCAPE AR	07/20/2021	6,983.60	CL210099-001	2,089.60	21-9711-0-9621-8520-5800-211	7100
			6,983.60	CL210098-001	4,894.00	21-9711-0-9610-8520-5603-331	7113
W-700837	011650-02 SWCA ENVIRONMENT	07/20/2021	3,009.25	CL210097-001	3,009.25	21-9711-0-9610-8520-5800-331	128964
W-700838	000748-01 FEDEX	07/20/2021	21.95	CL210106-001	21.95	01-0000-0-0000-7300-5903-720	1532-2713-6
W-700839	000550-01 PACIFIC GAS AND	07/20/2021	553.42	CL210107-001	553.42	01-0000-0-0000-8205-5502-601	5189451218-8
W-700840	004143-03 RICOH AMERICAS C	07/20/2021	631.36	CL210110-001	631.36	01-0331-0-1210-2700-5601-331	447410382
W-700841	004143-02 RICOH USA INC	07/20/2021	10.86	CL210111-001	10.86	01-0103-0-1210-2700-4300-103	5062331548
W-700842	000764-01 SAN MATEO UNION	07/20/2021	2,250.83	CL210102-001	2,250.83	01-9723-0-0000-3600-5603-788	21126
W-700843	011621-01 CARNEGIE LEARNIN	07/20/2021	56,968.00	CL210103-001	56,968.00	01-0000-0-1110-1000-4100-740	1027398
W-700844	000105-03 REPUBLIC SERVICE	07/20/2021	3,748.86	CL210109-001	472.61	01-0000-0-0000-8205-5504-211	0925-001612334

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			3,748.86	CL210109-001	77.33	01-0000-0-0000-8205-5504-105	0925-001612334
			3,748.86	CL210109-001	944.14	01-0000-0-0000-8205-5504-720	0925-001612334
			3,748.86	CL210108-001	2,254.78	01-0000-0-0000-8205-5504-107	0925-001612148
W-700845	004143-02 RICOH USA INC	07/20/2021	3,749.06	CL210112-001	347.45	01-0101-0-1310-1000-4300-101	5062331488
			3,749.06	CL210112-001	150.94	01-0103-0-1210-2700-4300-103	5062331488
			3,749.06	CL210112-001	843.06	01-0105-0-1210-2700-4300-105	5062331488
			3,749.06	CL210112-001	42.66	01-0107-0-1210-2700-4300-107	5062331488
			3,749.06	CL210112-001	619.68	01-0211-0-1210-1000-4300-211	5062331488
			3,749.06	CL210112-001	291.90	01-0331-0-1210-2700-4300-331	5062331488
			3,749.06	CL210112-001	25.51	01-0335-0-1310-1000-4300-335	5062331488
			3,749.06	CL210112-001	1,427.86	01-0000-0-0000-7300-4300-720	5062331488
W-700846	009536-01 SKYVIEW TREE SER	07/20/2021	8,300.00	CL210105-001	8,300.00	01-8150-0-0000-8110-5603-780	29
W-700847	009491-01 SOUND AND SIGNAL	07/20/2021	3,440.00	CL210104-001	640.00	01-8150-0-0000-8110-5603-780	38333
			3,440.00	PO220070-001	2,800.00	01-8150-0-0000-8110-5603-780	11042
W-700848	011684-01 BADET, DAVID	07/20/2021	35.00	CL210123-001	35.00	01-0000-0-0000-7400-5800-750	REIMB
W-700849	011688-01 CEES	07/20/2021	4,300.00	CL210124-001	4,300.00	01-8150-0-0000-8110-5800-780	CUSD07052021
W-700850	011681-01 PERKINS, BRENNA	07/20/2021	35.00	CL210120-001	35.00	01-0000-0-0000-7400-5800-750	REIMB
W-700851	011444-01 WEINBERGER, SCOT	07/20/2021	108.00	CL210113-001	54.00	01-6695-0-1110-1000-5800-331	896928913
			108.00	CL210113-001	54.00	01-6695-0-1110-1000-5800-211	896928913
W-700852	011100-02 WILSON LANGUAGE	07/20/2021	6,660.65	CL210114-001	3,896.35	01-7510-0-1110-1000-4300-740	1861104
			6,660.65	CL210115-001	1,450.98	01-7510-0-1110-1000-4300-740	1861107
			6,660.65	CL210116-001	1,313.32	01-7510-0-1110-1000-4300-740	1861087

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W-700853	011682-01 BALLARD, MARY	07/20/2021	35.00	CL210121-001	35.00	01-0000-0-0000-7400-5800-750	REIMB
W-700854	011683-01 MCCABE, MELINDA	07/20/2021	35.00	CL210122-001	35.00	01-0000-0-0000-7400-5800-750	REIMB
W-700855	011588-01 TRAFERA LLC	07/20/2021	44,933.25	CL210119-001	40,460.74	21-9711-0-9744-8520-4400-790	1000202470
			44,933.25	CL210119-001	4,472.51	01-3010-0-1110-1000-4400-740	1000202470
W-700856	011689-01 U.S. BANK - PARS	07/20/2021	78,703.88	PO220132-001	74,736.66	01-0000-0-1110-1000-3901-000	3W-SRP21A
			78,703.88	PO220132-001	3,967.22	01-0000-0-0000-7200-3902-000	3W-SRP21A
W-702630	000380-01 OFFICE DEPOT	07/27/2021	1,440.00	CL210135-001	288.37	01-8150-0-0000-8110-4300-780	166758551001
			1,440.00	CL210134-001	292.58	01-0107-0-1210-2700-4300-107	168800454001
			1,440.00	CL210133-001	96.03	01-0211-0-1210-1000-4300-211	169772429001
			1,440.00	CL210133-002	168.10	01-0211-0-1210-1000-4300-211	169770282001
			1,440.00	CL210133-003	51.16	01-0211-0-1210-1000-4300-211	169770282002
			1,440.00	CL210132-001	43.18	01-9354-0-0001-2490-4300-556	178917693001
			1,440.00	CL210131-001	105.26	01-0105-0-1310-1000-4300-105	163220380001
			1,440.00	CL210130-001	27.23	01-0105-0-1310-1000-4300-105	160984654001
			1,440.00	CL210129-001	109.20	01-0105-0-1310-1000-4300-105	160984584001
			1,440.00	CL210128-001	258.89	01-0103-0-1210-2700-4300-103	159911170001
W-702631	007563-02 PARREIRA, COURTN	07/27/2021	87.44	CL210126-001	87.44	01-0335-0-3250-1000-4300-335	REIMB
W-702632	000691-02 PURCHASE POWER	07/27/2021	2,041.98	CL210139-001	2,041.98	01-0000-0-0000-7300-5903-720	8000900010750291
W-702633	009675-01 READY REFRESH BY	07/27/2021	58.12	CL210140-001	58.12	01-9354-0-0005-2490-4300-745	01G0034251553
W-702634	011672-01 SOLIANT	07/27/2021	1,572.48	PO220034-003	1,572.48	01-6500-0-5750-1180-5800-730	20184711
W-702635	007493-02 TROXELL COMMUNI	07/27/2021	577.95	PO220013-001	577.95	01-0000-0-0000-2421-4300-790	295961
W-702636	007627-01 AT&T MOBILITY	07/27/2021	2,078.47	CL210138-001	2,078.47	01-0000-0-0000-2421-5901-790	287298525082X071

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W-702637	006312-02 COUNTY OF SAN MA	07/27/2021	37,246.95	CL210137-001	455.00	01-0000-0-0000-7400-5800-750	2815
			37,246.95	CL210136-001	36,791.95	01-0000-0-0000-7300-5810-720	122220-001
W-702638	011363-01 EIDE BAILLY LLP	07/27/2021	3,000.00	CL210141-001	3,000.00	01-0000-0-0000-7190-5820-720	EI01182808
W-702639	000380-01 OFFICE DEPOT	07/27/2021	195.55	CL210135-002	195.55	01-8150-0-0000-8110-4300-780	166758900001
W-702640	011492-01 PENINSULA TRUCK	07/27/2021	1,459.41	PO220134-001	1,459.41	01-9723-0-0000-3600-5603-788	8334
W-702641	011423-01 SILICON VALLEY C	07/27/2021	7,095.00	CL210127-001	7,095.00	21-9711-0-9713-8520-5800-790	102483
W-702642	008442-01 VISTA CENTER	07/27/2021	90.00	CL210125-001	90.00	01-6500-0-5750-1180-5800-730	0621-0014
W-702643	008315-01 SCAPES INC	07/27/2021	74,546.89	PO220125-002	74,546.89	21-9711-0-9638-8520-6170-000	4
W-702644	003580-01 EMPLOYMENT DEVEL	07/27/2021	3,732.92	PV220012-001	3,732.92	01-0000-0-0000-0000-9565-000	942-4605-0
W-702645	000397-03 KAISER FOUNDATIO	07/27/2021	10,317.74	PV220015-001	9,722.03	01-0000-0-0000-0000-9564-000	JULY 2021
			10,317.74	PV220015-001	595.71	01-0000-0-0000-0000-9553-000	JULY 2021
W-702646	000397-04 KAISER FOUNDATIO	07/27/2021	17,206.08	PV220018-001	17,206.08	01-0000-0-0000-0000-9553-000	JULY 2021
W-702647	000397-05 KAISER FOUNDATIO	07/27/2021	1,685.87	PV220016-001	1,685.87	01-0000-0-0000-0000-9564-000	JULY 2021
W-702648	000397-06 KAISER FOUNDATIO	07/27/2021	3,870.42	PV220017-001	3,870.42	01-0000-0-0000-0000-9553-000	JULY 2021
W-702649	011478-01 OPTUM	07/27/2021	385.92	PV220021-001	385.92	01-0000-0-0000-0000-9564-000	JULY 2021
W-702650	011599-01 U H S PREMIUM BI	07/27/2021	1,662.00	PV220019-001	831.00	01-0000-0-0000-0000-9564-000	JULY 2021
			1,662.00	PV220019-001	831.00	01-0000-0-0000-0000-9553-000	JULY 2021
W-702651	000397-01 KAISER FOUNDATIO	07/27/2021	104,443.40	PV220014-001	103,676.90	01-0000-0-0000-0000-9564-000	JULY 2021
			104,443.40	PV220014-001	766.50	01-0000-0-0000-0000-9553-000	JULY 2021
W-702652	000397-02 KAISER FOUNDATIO	07/27/2021	144,776.70	PV220013-001	144,776.70	01-0000-0-0000-0000-9564-000	JULY 2021
W-702653	010927-01 METROPOLITAN LIF	07/27/2021	288.75	PV220022-001	288.75	01-0000-0-0000-0000-9564-000	JULY 2021
W-702654	011598-01 SUTTER HEALTH PL	07/27/2021	26,080.50	PV220020-001	21,351.10	01-0000-0-0000-0000-9564-000	JULY 2021

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			26,080.50	PV220020-001	4,729.40	01-0000-0-0000-0000-9553-000	JULY 2021
W-702655	009422-01 ELDORADO FORKLIF	07/27/2021	340.15	CL210144-001	340.15	01-8150-0-0000-8110-5603-780	122057
W-702656	011693-01 SCHAUER, MOLLY	07/27/2021	810.00	CL210143-001	810.00	01-0331-0-1210-1000-5200-331	06292021
W-702657	011566-01 SPURR	07/27/2021	13,768.53	CL210142-001	231.84	01-0000-0-0000-8205-5502-720	24296
			13,768.53	CL210142-001	359.08	01-0000-0-0000-8205-5502-101	24296
			13,768.53	CL210142-001	863.92	01-0000-0-0000-8205-5502-103	24296
			13,768.53	CL210142-001	1,593.80	01-0000-0-0000-8205-5502-105	24296
			13,768.53	CL210142-001	2,183.49	01-0000-0-0000-8205-5502-211	24296
			13,768.53	CL210142-001	6,130.91	01-0000-0-0000-8205-5502-331	24296
			13,768.53	CL210142-001	2,405.49	01-0000-0-8120-8120-5502-331	24296
W-702658	009009-01 JONAIDI, SANDRA	07/27/2021	25.93	CL210146-001	25.93	13-5310-0-0000-3700-5200-770	06302021
W-702659	011296-01 BETTER 4 YOU MEA	07/27/2021	14,418.00	CL210145-001	2,112.00	13-5310-0-0000-3700-4710-101	0621-5149
			14,418.00	CL210145-001	576.00	13-5310-0-0000-3700-4710-103	0621-5149
			14,418.00	CL210145-001	576.00	13-5310-0-0000-3700-4710-107	0621-5149
			14,418.00	CL210145-001	1,200.00	13-5310-0-0000-3700-4710-556	0621-5149
			14,418.00	CL210145-001	720.00	13-5310-0-0000-3700-4710-105	0621-5149
			14,418.00	CL210145-001	9,234.00	13-5310-0-0000-3700-4710-556	0621-5149
W-702660	000397-03 KAISER FOUNDATIO	07/27/2021	10,317.74	PV220025-001	9,722.03	01-0000-0-0000-0000-9564-000	AUGUST 2021
			10,317.74	PV220025-001	595.71	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-702661	000397-04 KAISER FOUNDATIO	07/27/2021	17,206.08	PV220028-001	17,206.08	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-702662	000397-05 KAISER FOUNDATIO	07/27/2021	1,685.87	PV220026-001	1,685.87	01-0000-0-0000-0000-9564-000	AUGUST 2021
W-702663	000397-06 KAISER FOUNDATIO	07/27/2021	3,870.42	PV220027-001	3,870.42	01-0000-0-0000-0000-9553-000	AUGUST 2021

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W-702664	011478-01 OPTUM	07/27/2021	385.92	PV220029-001	385.92	01-0000-0-0000-0000-9564-000	AUGUST 2021
W-702665	011599-01 U H S PREMIUM BI	07/27/2021	1,662.00	PV220031-001	831.00	01-0000-0-0000-0000-9564-000	AUGUST 2021
			1,662.00	PV220031-001	831.00	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-702666	000397-01 KAISER FOUNDATIO	07/27/2021	104,573.70	PV220024-001	103,807.20	01-0000-0-0000-0000-9564-000	AUGUST 2021
			104,573.70	PV220024-001	766.50	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-702667	000397-02 KAISER FOUNDATIO	07/27/2021	148,739.50	PV220023-001	148,739.50	01-0000-0-0000-0000-9564-000	AUGUST 2021
W-702668	010927-01 METROPOLITAN LIF	07/27/2021	320.25	PV220030-001	320.25	01-0000-0-0000-0000-9564-000	AUGUST 2021
W-702669	011598-01 SUTTER HEALTH PL	07/27/2021	26,080.50	PV220032-001	21,351.10	01-0000-0-0000-0000-9564-000	AUGUST 2021
			26,080.50	PV220032-001	4,729.40	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-703084	011549-01 ALEXANDER, MARY	07/29/2021	1,596.00	PO220169-001	1,596.00	01-0000-0-0000-7150-5200-710	57475-N7W6R3
W-703085	007426-01 BOYS & GIRLS CLU	07/29/2021	101.39	CL210148-001	101.39	01-3212-0-0000-8110-4300-000	BGCC202109
W-703086	011694-01 CALIFORNIA UTILI	07/29/2021	540.00	PO220183-001	540.00	01-8150-0-0000-8110-5603-780	1261
W-703087	000550-01 PACIFIC GAS AND	07/29/2021	278.69	CL210151-001	278.69	01-0000-0-0000-8205-5502-331	07192021
W-703088	000691-02 PURCHASE POWER	07/29/2021	2,041.98	CL210152-001	2,041.98	01-0000-0-0000-7300-5903-720	07132021
W-703089	009675-01 READY REFRESH BY	07/29/2021	51.83	CL210153-001	51.83	01-0420-0-3350-1000-4300-420	11G5737216001
W-703090	011370-01 CRAWFORD SCHOOL	07/29/2021	9,000.00	PO220137-001	7,916.66	21-9711-0-9006-8520-5800-000	222
			9,000.00	PO220137-001	1,083.34	01-0000-0-0000-7300-5800-720	222
W-703091	011695-01 GLOBAL KINDNESS	07/29/2021	22,450.00	CL210150-001	9,000.00	01-7425-0-1110-1000-5800-000-ELO1	1063
			22,450.00	CL210149-001	13,450.00	01-7425-0-1110-1000-5800-000-ELO7	1061-1062
W-703092	001352-01 RICE TRUCKING-SO	07/29/2021	609.62	CL210147-001	169.34	01-8150-0-0000-8110-4300-780	53308
			609.62	CL210147-002	169.34	01-8150-0-0000-8110-4300-780	53316
			609.62	CL210147-003	270.94	01-8150-0-0000-8110-4300-780	53336

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W-703093	011696-01 CARRILLO, MAGDAL	07/29/2021	96.47	CL210160-001	33.90	01-3061-0-7110-2490-4300-745	06302021
			96.47	PV220035-001	62.57	01-3061-0-7110-2490-4300-745	07152021
W-703094	006390-02 GONZALEZ-HELDMAI	07/29/2021	140.27	CL210155-001	140.27	01-6500-0-5750-1190-5200-730	VARIOUS
W-703095	008323-02 HARO, YUDI L	07/29/2021	132.25	CL210157-001	132.25	01-9354-0-0001-2490-4300-100	VARIOUS
W-703096	000749-01 SEGURA, ROSALVA	07/29/2021	177.20	PV220033-001	76.44	01-7425-0-1110-1000-4300-740	07152021
			177.20	PV220034-001	77.35	01-3061-0-7110-2490-4300-745	07212021
			177.20	CL210161-001	23.41	01-7425-0-1110-1000-4300-740-ELO1	07012021
W-703097	011537-01 DE JESUS, BRENDA	07/29/2021	82.50	PV220038-001	82.50	01-3061-0-7110-2490-4300-745	07142021
W-703098	011537-02 DE JESUS, BRENDA	07/29/2021	506.02	CL210159-001	133.40	01-3061-0-7110-2490-4300-745	06252021
			506.02	CL210158-001	124.30	01-3061-0-7110-2490-4300-745	06302021
			506.02	PV220036-001	145.80	01-3061-0-7110-2490-4300-745	07152021
			506.02	PV220037-001	102.52	01-3061-0-7110-2490-4300-745	07082021
W-703099	011697-01 JUDITH CORTES	07/29/2021	48.25	PV220039-001	48.25	01-3061-0-7110-2490-4300-745	07142021
W-703628	007627-01 AT&T MOBILITY	08/03/2021	213.00	CL210165-001	91.48	01-3060-0-7110-2490-5901-745	287274785274X070
			213.00	CL210164-001	121.52	01-0000-0-0000-8205-5901-720	990490601X070420
W-703629	009729-01 SYSERCO INC	08/03/2021	2,029.00	CL210162-001	2,029.00	21-9711-0-9632-8520-5800-000	9130
W-703630	011560-01 DELTAMATH SOLUTI	08/03/2021	5,700.00	PO220052-001	5,700.00	01-7425-0-1110-1000-4100-740-ELO1	5985
W-703631	004906-03 FOLLETT SCHOOL S	08/03/2021	2,506.82	PO220043-001	2,506.82	01-6300-0-1110-1000-4100-740	2572511A
W-703632	009334-01 FRONTLINE TECHNO	08/03/2021	12,105.89	PO220180-001	12,105.89	01-0000-0-0000-7400-5800-750	INVUS137088
W-703633	000312-01 HALF MOON BAY BU	08/03/2021	13.44	PO220147-001	13.44	01-8150-0-0000-8110-4300-780	256690
W-703634	000915-01 HALF MOON BAY GL	08/03/2021	519.37	PO220096-001	245.21	01-8150-0-0000-8110-4300-780	7149
			519.37	PO220096-002	274.16	01-8150-0-0000-8110-4300-780	7150

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W-703635	008963-02 OTIS ELEVATOR CO	08/03/2021	379.16	PO220148-001	144.63	01-8150-0-0000-8110-5603-780	100400450573
			379.16	PO220148-002	234.53	01-8150-0-0000-8110-5603-780	100400449033
W-703636	011658-02 SEESAW	08/03/2021	4,455.00	PO220029-002	2,227.50	01-7425-0-1110-1000-4100-740-ELO1	2021-52295
			4,455.00	PO220029-003	2,227.50	01-7425-0-1110-1000-4100-740-ELO1	2021-52294
W-703637	009413-01 SOUTHERN COUNTIE	08/03/2021	1,258.84	PO220101-001	1,258.84	01-9723-0-0000-3600-4300-788	307111
W-703638	008523-01 THE SPEECH PATHO	08/03/2021	4,796.00	CL210169-001	4,796.00	01-6500-0-5750-1180-5867-730	INV018734
W-703639	009346-01 U S BANK CORP PA	08/03/2021	1,498.25	CL210156-002	154.00	01-3061-0-7110-2490-4300-745	425180
			1,498.25	CL210166-001	642.25	01-7422-0-1110-1000-4300-331	2007692112120053
			1,498.25	CL210156-001	456.00	01-3061-0-7110-2490-4300-745	20210617-5501572
			1,498.25	CL210156-004	82.00	01-3061-0-7110-2490-4300-745	425185
			1,498.25	CL210156-005	82.00	01-3061-0-7110-2490-4300-745	425184
			1,498.25	CL210156-006	82.00	01-3061-0-7110-2490-4300-745	425179
W-703640	011201-01 VALLEY SPEECH LA	08/03/2021	1,095.60	PO220041-001	1,095.60	01-7425-0-1110-1000-5800-740-ELO2	12491
W-703641	008058-05 AT&T	08/03/2021	1,401.20	CL210163-001	1,401.20	01-0000-0-0000-8205-5901-720	5542522603
W-703642	005903-01 ACCREDITING COMM	08/03/2021	2,080.00	PV220040-001	1,100.00	01-0000-0-0000-7300-5800-720	1306445
			2,080.00	PV220041-001	980.00	01-0000-0-0000-7300-5800-720	1311264
W-703643	005837-01 BIG CREEK LUMBER	08/03/2021	278.49	PO220092-001	278.49	01-8150-0-0000-8110-4300-780	86
W-703644	007426-01 BOYS & GIRLS CLU	08/03/2021	26,720.00	PO220036-001	26,720.00	01-7425-0-1110-2490-5800-556-ELO4	BGCC202104
W-703645	000138-05 CENGAGE LEARNING	08/03/2021	3,753.77	PO220051-002	3,753.77	01-3010-0-1110-1000-4300-740	74645789
W-703646	011213-02 EXPLORE LEARNING	08/03/2021	8,115.38	PO220007-001	8,115.38	01-7425-0-1110-1000-4100-740-ELO1	3948277
W-703647	011572-02 LITERABLY INC	08/03/2021	15,390.00	PO220025-001	15,390.00	01-7425-0-1110-1000-4100-740-ELO1	CU RENEWAL 21-22
W-703648	011345-01 LOPEZ FENCE	08/03/2021	8,457.76	CL210167-001	1,130.00	01-8150-0-0000-8110-5603-780	880

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			8,457.76	CL210167-002	7,327.76	01-8150-0-0000-8110-5603-780	975
W-703649	009724-01 NEWSELA	08/03/2021	25,500.00	PO220022-001	25,500.00	01-7425-0-1110-1000-4100-740-ELO1	INV_18710
W-703650	011501-02 SAVVAS LEARNING	08/03/2021	11,089.65	PO220055-001	543.42	01-6300-0-1110-1000-4100-740	4026390538
			11,089.65	PO220045-001	4,044.90	01-6300-0-1110-1000-4100-740	7027567880
			11,089.65	PO220054-001	6,501.33	01-6300-0-1110-1000-4100-740	4026394640
W-703651	005779-01 THE HOME DEPOT P	08/03/2021	495.70	PO220095-001	119.91	01-8150-0-0000-8110-4300-780	630447225
			495.70	PO220095-002	126.41	01-8150-0-0000-8110-4300-780	629070186
			495.70	PO220095-003	249.38	01-8150-0-0000-8110-4300-780	630450559
W-703652	009346-01 U S BANK CORP PA	08/03/2021	1,326.80	PV220042-001	375.00	01-0000-0-0000-7300-4300-720	4246 0470 0103 6
			1,326.80	PV220042-001	25.00	01-9723-0-0000-3600-4300-788	4246 0470 0103 6
			1,326.80	PV220042-001	60.00	01-0000-0-0000-2421-4300-790	4246 0470 0103 6
			1,326.80	PV220042-001	784.80	21-9711-0-9637-8520-5800-100	4246 0470 0103 6
			1,326.80	CL210156-003	82.00	01-3061-0-7110-2490-4300-745	425188
W-703653	009571-01 GOLD STAR FOODS	08/03/2021	1,854.90	CL210170-001	6.30	13-5310-0-0000-3700-4300-331	3992303
			1,854.90	PO220186-001	1,650.00	13-5310-0-0000-3700-4710-556	3932425
			1,854.90	PO220197-001	198.60	13-5310-0-0000-3700-4300-331	3992158
W-703654	004891-01 ORKIN EXTERMINAT	08/03/2021	108.71	PO220192-001	108.71	13-5310-0-0000-8205-5504-331	214372789
W-703655	008088-01 VILLALOBOS, JAIM	08/03/2021	771.29	PV220043-001	771.29	01-8150-0-0000-8110-4300-780	07162021
W-703656	009571-01 GOLD STAR FOODS	08/03/2021	2.70	CL210170-002	2.70	13-5310-0-0000-3700-4300-331	3984240
W-704104	008938-02 AMAZON CAPITAL S	08/05/2021	3,219.37	PO220170-001	72.98	01-0000-0-1110-1000-4100-740	1FKX-7KPC-VMFD
			3,219.37	PO220044-001	1,393.75	01-6300-0-1110-1000-4100-740	1HCW-TCL3-G1YJ
			3,219.37	PO220199-001	173.42	01-3060-0-7110-2490-4300-745	1L9T-Y77G-CFND

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			3,219.37	PO220076-003	1,579.22	01-8150-0-0000-8110-4300-780	14W6-K17P-CWFX
W-704105	008938-01 AMAZON.COM	08/05/2021	10,182.26	PO220057-001	61.47	01-0101-0-1310-1000-4300-101	1JKG-WGRM-XC3N
			10,182.26	CL210176-002	318.94	01-0000-0-0000-2421-4300-790	785845559657
			10,182.26	CL210176-003	174.78	01-0000-0-0000-2421-4300-790	454843356878
			10,182.26	CL210176-004	87.28	01-0000-0-0000-2421-4300-790	533375393645
			10,182.26	CL210176-005	633.40	01-0000-0-0000-2421-4300-790	465643346983
			10,182.26	CL210176-006	2,123.61	01-0000-0-0000-2421-4300-790	745398687678
			10,182.26	CL210176-007	136.60	01-0000-0-0000-2421-4300-790	877486336395
			10,182.26	PO220053-001	30.48	01-9354-0-0001-2490-4300-556	936956386375
			10,182.26	PO220053-002	158.16	01-9354-0-0001-2490-4300-556	754694797636
			10,182.26	PO220053-003	217.44	01-9354-0-0001-2490-4300-556	43345837676
			10,182.26	PO220053-004	264.24	01-9354-0-0001-2490-4300-556	849966363795
			10,182.26	PO220053-005	61.12	01-9354-0-0001-2490-4300-556	445835834983
			10,182.26	PO220053-006	658.48	01-9354-0-0001-2490-4300-556	535554593583
			10,182.26	PO220018-006	101.74	01-9354-0-0001-2490-4300-556	949845934464
			10,182.26	CL210177-001	131.76	01-0331-0-1332-1000-4300-331	994896497785
			10,182.26	CL210174-001	86.20	01-3212-0-1110-1000-4300-335	439974955944
			10,182.26	CL210178-001	1,654.20	01-6010-0-1110-4000-4300-101	998749678479
			10,182.26	PO220076-001	14.72	01-8150-0-0000-8110-4300-780	977854569468
			10,182.26	PO220076-002	57.71	01-8150-0-0000-8110-4300-780	439878398455
			10,182.26	PO220018-007	5.19	01-9354-0-0001-2490-4300-556	776433449743
			10,182.26	CL210179-001	9.82	01-0000-0-0000-7300-4300-720	449839885884

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			10,182.26	CL210173-001	109.24	01-3061-0-7110-2490-4300-745	898565785396
			10,182.26	CL210173-002	163.86	01-3061-0-7110-2490-4300-745	435853886979
			10,182.26	CL210173-003	168.08	01-3061-0-7110-2490-4300-745	439878599468
			10,182.26	CL210173-004	273.11	01-3061-0-7110-2490-4300-745	454995966899
			10,182.26	CL210173-005	15.28	01-3061-0-7110-2490-4300-745	694478337758
			10,182.26	CL210173-006	40.40	01-3061-0-7110-2490-4300-745	456677935439
			10,182.26	CL210173-007	465.24	01-3061-0-7110-2490-4300-745	558437764998
			10,182.26	PO220005-001	34.95	01-9354-0-0001-2490-4300-556	893866399579
			10,182.26	PO220005-002	66.62	01-9354-0-0001-2490-4300-556	988897553635
			10,182.26	PO220005-003	34.96	01-9354-0-0001-2490-4300-556	793995799458
			10,182.26	PO220018-001	29.98	01-9354-0-0001-2490-4300-556	463845697537
			10,182.26	PO220018-002	29.98	01-9354-0-0001-2490-4300-556	463334788399
			10,182.26	PO220018-003	10.70	01-9354-0-0001-2490-4300-556	535498585736
			10,182.26	PO220018-004	1,752.52	01-9354-0-0001-2490-4300-556	544863699698
W-704106	000061-01 DANNIS WOLIVER K	08/05/2021	513.00	PV220045-001	513.00	01-0000-0-0000-7111-5810-750	256085
W-704107	010709-01 EDJOIN	08/05/2021	800.00	PO220167-001	800.00	01-0000-0-0000-3900-5800-750	211494
W-704108	011398-01 INTRADO INTERACT	08/05/2021	1,125.00	PO220102-001	1,125.00	01-0000-0-0000-2421-4300-790	136122
W-704109	008058-04 AT&T	08/05/2021	2,414.10	CL210172-001	23.67	01-0000-0-0000-2100-5901-740	VARIOUS
			2,414.10	CL210172-001	166.16	01-0000-0-0000-2421-5902-790	VARIOUS
			2,414.10	CL210172-001	47.36	01-0000-0-0000-8205-5901-101	VARIOUS
			2,414.10	CL210172-001	66.53	01-0000-0-0000-8205-5901-103	VARIOUS
			2,414.10	CL210172-001	47.34	01-0000-0-0000-8205-5901-105	VARIOUS

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			2,414.10	CL210172-001	672.47	01-0000-0-0000-8205-5901-211	VARIOUS
			2,414.10	CL210172-001	614.46	01-0000-0-0000-8205-5901-331	VARIOUS
			2,414.10	CL210172-001	120.69	01-0000-0-0000-8205-5901-720	VARIOUS
			2,414.10	CL210172-001	306.10	01-0000-0-0000-8205-5901-720	VARIOUS
			2,414.10	CL210172-001	23.67	01-0000-0-1455-2420-5901-331	VARIOUS
			2,414.10	CL210172-001	23.67	01-3315-0-5730-1110-5901-730	VARIOUS
			2,414.10	CL210172-001	23.67	13-5310-0-0000-3700-5901-103	VARIOUS
			2,414.10	CL210172-001	183.00	25-9010-0-9765-8210-5901-000	VARIOUS
			2,414.10	CL210171-001	23.67	01-0000-0-0000-8205-5901-107	VARIOUS
			2,414.10	CL210171-001	23.67	01-0000-0-0000-8205-5901-331	VARIOUS
			2,414.10	CL210171-001	2.32	01-0000-0-0000-8205-5901-720	VARIOUS
			2,414.10	CL210171-001	45.65	25-9010-0-9765-8210-5901-000	VARIOUS
W-704110	000061-01 DANNIS WOLIVER K	08/05/2021	40,907.65	CL210168-001	370.50	01-0000-0-0000-7400-5810-750	JUNE
			40,907.65	CL210168-001	37,207.15	21-9711-0-9621-8500-5810-211	JUNE
			40,907.65	CL210168-001	3,240.00	01-0000-0-0000-7111-5810-750	JUNE
			40,907.65	CL210168-001	90.00	21-9711-0-9006-8500-5810-000	JUNE
W-704111	008938-01 AMAZON.COM	08/05/2021	1,917.12	CL210175-001	129.66	01-8150-0-0000-8110-4300-780	743995395586
			1,917.12	CL210176-001	115.68	01-0000-0-0000-2421-4300-790	435374839775
			1,917.12	PO220053-007	1,550.03	01-9354-0-0001-2490-4300-556	444455394334
			1,917.12	PO220018-005	121.75	01-9354-0-0001-2490-4300-556	558447573948
W-704112	011171-01 ON POINT LANGUAG	08/05/2021	410.00	CL210180-001	410.00	01-4201-0-1110-1000-5800-740	03/2021
W-704113	001026-04 SCHOOL SPECIALTY	08/05/2021	2,189.25	PV220044-001	2,189.25	01-3212-0-0000-8110-4300-000	208127920775

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W-704789	009571-01 GOLD STAR FOODS	08/10/2021	40.00	PO220197-002	40.00	13-5310-0-0000-3700-4711-331	4002218
W-704790	011434-01 CENTRAL RESTAURA	08/10/2021	17,525.16	PV220047-001	17,525.16	01-9655-0-0000-7300-4300-770	11939531
W-704791	005163-01 SYSCO FOOD SERVI	08/10/2021	2,552.96	PO220195-001	1,314.10	13-5310-0-0000-3700-4712-331	450394700
			2,552.96	PO220195-001	509.28	13-5310-0-0000-3700-4710-331	450394700
			2,552.96	PO220195-001	729.58	13-5310-0-0000-3700-4300-331	450394700
W-704792	009009-01 JONAIDI, SANDRA	08/10/2021	344.20	PV220048-001	344.20	01-8150-0-0000-8110-4300-780	08022021
W-704793	011668-01 BEST CONTRACTING	08/10/2021	199,842.00	CL210187-001	199,842.00	21-9711-0-9201-8520-6200-211	2
W-705276	000194-01 COASTSIDE COUNTY	08/12/2021	15,829.79	PO220245-001	357.30	01-0000-0-0000-8205-5503-720	JULY 2021
			15,829.79	PO220245-001	2,138.94	01-0000-0-0000-8205-5503-211	JULY 2021
			15,829.79	PO220245-001	11,592.79	01-0000-0-0000-8205-5503-331	JULY 2021
			15,829.79	PO220245-001	328.82	01-0000-0-0000-8205-5503-101	JULY 2021
			15,829.79	PO220245-001	1,411.94	01-0000-0-0000-8205-5503-105	JULY 2021
W-705277	006962-01 COMTEL SYSTEMS T	08/12/2021	2,790.00	PO220100-001	2,790.00	01-8150-0-0000-8110-5603-780	0518645-IN
W-705278	009206-01 HASSETT HARDWARE	08/12/2021	1,142.69	PO220164-001	29.43	01-8150-0-0000-8110-4300-780	ACCT# 216595- JU
			1,142.69	PO220164-002	1,113.26	01-8150-0-0000-8110-4300-780	ACCT#347212-JULY
W-705279	000349-02 HOUGHTON MIFFLIN	08/12/2021	439.68	PO220003-001	432.08	01-7425-0-1110-1000-4100-740-ELO1	955303077
			439.68	PO220003-002	7.60	01-7425-0-1110-1000-4100-740-ELO1	955300891
W-705280	011640-01 MAGDALENA CARRIL	08/12/2021	3.58	TC220001-001	3.58	01-0700-0-1460-3140-5200-000	070121-071521
W-705281	005398-01 MOBILE MODULAR M	08/12/2021	957.00	PO220237-001	957.00	25-9010-0-9100-8700-5600-331	2166624
W-705282	000341-02 MTA PARTS INC.	08/12/2021	255.74	PO220098-001	255.74	01-9723-0-0000-3600-4300-788	ACCT# 10380 - JU
W-705283	009325-01 TYPING AGENT	08/12/2021	2,520.00	PO220220-001	2,520.00	01-0000-0-0000-2421-4300-790	5217126
W-705284	008304-01 CALIFORNIA WATER	08/12/2021	309.78	PO220243-001	309.78	01-0000-0-0000-8205-5503-107	2188039386-JULY2

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W-705285	000877-02 CURRICULUM ASSOC	08/12/2021	7,197.25	PO220019-001	6,859.81	01-3010-0-1110-1000-4300-740	90027907
			7,197.25	PO220048-001	337.44	01-3010-0-1110-1000-4300-740	4011028
W-705286	009727-01 DTSC	08/12/2021	450.00	PO220142-001	450.00	01-8150-0-0000-8110-5800-780	VQ# 202147304
W-705287	011304-01 MAHON, MARY	08/12/2021	504.00	CL210181-001	504.00	01-6500-0-5750-1180-5100-730	30-JUN-2021
W-705288	000349-05 SCHOLASTIC	08/12/2021	4,465.90	PO220173-001	4,465.90	01-7425-0-1110-1000-4300-740-ELO2	M7146828 4
W-705289	011532-01 STILE EDUCATION	08/12/2021	19,200.00	PO220212-001	19,200.00	01-7426-0-1110-1000-4100-740-ELO1	INV-00005265
W-705290	005037-01 TK ELEVATOR CORP	08/12/2021	1,442.04	PO220236-002	1,442.04	01-8150-0-0000-8110-5602-780	3006035750
W-705291	006611-01 WINGS LEARNING C	08/12/2021	5,941.44	PO220113-001	5,394.00	01-6500-0-5750-1180-5100-730	7526
			5,941.44	PO220113-001	270.00	01-6500-0-5750-1180-5867-730	7526
			5,941.44	PO220113-001	277.44	01-6500-0-5750-1180-5864-730	7526
W-705292	011649-01 PAVEMENT ENGINEE	08/12/2021	9,500.00	PV220049-001	9,500.00	21-9711-0-9401-8520-5603-000	2107-017
W-705293	011296-01 BETTER 4 YOU MEA	08/12/2021	6,864.00	CL210188-001	6,864.00	13-5310-0-0000-3700-4710-556	0721-5151
W-705294	007764-01 SCHOOL LOOP INC.	08/12/2021	15,623.93	CL210189-001	15,623.93	01-0000-0-0000-7300-5800-720	5835853533173176
W-705799	011296-01 BETTER 4 YOU MEA	08/17/2021	495.00	CL210188-002	495.00	13-5310-0-0000-3700-4710-556	0721-5148
W-706389	011702-01 ADAN GAMEZ	08/19/2021	35.00	PV220052-001	35.00	01-0000-0-0000-7400-5800-750	249850
W-706390	009750-01 CINTAS	08/19/2021	171.64	PO220071-001	171.64	01-8150-0-0000-8110-5603-780	15917120-JULY21
W-706391	011550-01 EICHLER ASSOCIAT	08/19/2021	3,240.00	PO220249-001	3,240.00	01-3213-0-0000-8110-5800-000	1094
W-706392	011363-01 EIDE BAILLY LLP	08/19/2021	3,900.00	PV220055-001	3,900.00	01-0000-0-0000-7190-5820-720	EI01192312
W-706393	007017-03 ETS	08/19/2021	60.15	CL210190-001	60.15	11-6391-0-0000-2700-4300-561	OM20241259
W-706394	011698-02 ICOM MECHANICAL,	08/19/2021	7,399.85	PO220196-001	1,704.18	01-3213-0-0000-8110-5603-211	527628
			7,399.85	PO220196-002	1,704.18	01-3213-0-0000-8110-5603-211	527629
			7,399.85	PO220196-003	1,704.18	01-3213-0-0000-8110-5603-211	527627

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			7,399.85	PO220196-004	482.50	01-3213-0-0000-8110-5603-211	527631
			7,399.85	PO220196-005	360.00	01-3213-0-0000-8110-5603-211	527632
			7,399.85	PO220196-006	1,084.81	01-3213-0-0000-8110-5603-211	527626
			7,399.85	PO220196-007	360.00	01-3213-0-0000-8110-5603-211	527630
W-706395	011431-01 KIS	08/19/2021	281.87	PO220272-001	281.87	21-9711-0-9713-8520-4400-790	71931
W-706396	005476-04 MCGRAW HILL SCHO	08/19/2021	237.89	PO220185-001	237.89	01-6300-0-1110-1000-4100-740	118364521001
W-706397	011704-01 NANCY VIRGEN	08/19/2021	35.00	PV220053-001	35.00	01-0000-0-0000-7400-5800-750	252610
W-706398	011374-01 OCCUPATIONAL HEA	08/19/2021	110.50	PO220215-001	110.50	01-9723-0-0000-3600-5800-788	71690394
W-706399	011171-01 ON POINT LANGUAG	08/19/2021	410.00	PO220257-001	410.00	01-4203-0-0000-2140-5800-740	07/2021
W-706400	011545-01 OURANITSAS, YIAN	08/19/2021	2,400.00	PV220054-001	2,400.00	01-3215-0-0000-2421-5800-790	0012
W-706401	009605-01 SMIRTHWAITE USA	08/19/2021	503.00	PV220050-001	503.00	01-6500-0-5750-2100-4300-730	86199
W-706402	007631-01 U.S. POSTAL SERV	08/19/2021	362.00	PO220263-001	362.00	01-0000-0-0000-7300-5903-720	BOX# 371360
W-706403	009571-01 GOLD STAR FOODS	08/19/2021	502.56	PO220197-005	251.28	13-5310-0-0000-3700-4712-331	4000363
			502.56	PO220197-005	251.28	13-5310-0-0000-3700-4712-211	4000363
W-706404	011712-01 HOFFMAN-DAVIS, K	08/19/2021	60.00	PV220056-001	60.00	13-5310-0-0000-3700-8634-103	08162021
W-706405	008549-01 HANDELMAN, KATHL	08/19/2021	127.54	PO220253-001	127.54	01-6500-0-5001-2100-4300-730	08112021
W-706406	007657-01 PACIFIC AUTISM C	08/19/2021	8,974.00	PO220112-001	7,648.00	01-6500-0-5750-1180-5100-730	21385
			8,974.00	PO220112-001	641.00	01-6500-0-5750-1180-5864-730	21385
			8,974.00	PO220112-001	685.00	01-6500-0-5750-1180-5867-730	21385
W-706407	007457-01 PACIFIC AUTISM L	08/19/2021	3,200.50	PO220115-001	3,200.50	01-6500-0-5750-1180-5861-730	3741240
W-706408	005347-02 PITNEY BOWES GLO	08/19/2021	1,766.14	PO220267-001	1,766.14	01-0000-0-0000-7300-5601-720	3104892829
W-706409	009508-01 RESOURCE SOLUTIO	08/19/2021	2,493.64	PO220089-001	2,493.64	01-8150-0-0000-8110-4300-780	21980

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-706410	004484-01 SERVICE UNLIMITE	08/19/2021	36,578.50	PO220208-001	14,275.00	01-3213-0-0000-8110-5603-780	33062
			36,578.50	PO220206-001	22,303.50	01-3213-0-0000-8110-5603-101	33063
W-706411	011703-01 SHARON CONNEALLY	08/19/2021	35.00	PV220051-001	35.00	01-0000-0-0000-7400-5800-750	252270
W-706412	011141-01 THE AVALON ACADE	08/19/2021	11,499.00	PO220104-001	8,100.00	01-6500-0-5750-1180-5100-730	4944
			11,499.00	PO220104-001	1,632.00	01-6500-0-5750-1180-5867-730	4944
			11,499.00	PO220104-001	645.00	01-6500-0-5750-1180-5864-730	4944
			11,499.00	PO220104-001	1,122.00	01-6500-0-5750-1180-5861-730	4944
W-706413	009620-02 XEROX FINANCIAL	08/19/2021	151.83	PO220266-001	151.83	01-0000-0-0000-7300-5601-720	2696493
W-706414	009571-01 GOLD STAR FOODS	08/19/2021	3,252.88	PO220197-006	97.19	13-5310-0-0000-3700-4710-331	4011476
			3,252.88	PO220197-006	206.75	13-5310-0-0000-3700-4712-331	4011476
			3,252.88	PO220197-006	28.85	13-5310-0-0000-3700-4710-211	4011476
			3,252.88	PO220197-003	19.50	13-5310-0-0000-3700-4711-331	3996276
			3,252.88	PO220197-003	506.87	13-5310-0-0000-3700-4710-331	3996276
			3,252.88	PO220197-003	2,355.16	13-5310-0-0000-3700-4712-331	3996276
			3,252.88	PO220197-003	15.81	13-5310-0-0000-3700-4712-211	3996276
			3,252.88	PO220197-004	22.75	13-5310-0-0000-3700-4711-331	4001975
W-706415	005163-01 SYSCO FOOD SERVI	08/19/2021	504.46	PO220195-002	156.64	13-5310-0-0000-3700-4712-331	450417907
			504.46	PO220195-002	191.18	13-5310-0-0000-3700-4710-331	450417907
			504.46	PO220195-002	156.64	13-5310-0-0000-3700-4712-211	450417907
W-706904	006962-01 COMTEL SYSTEMS T	08/24/2021	2,700.00	CL210196-001	2,700.00	01-8150-0-0000-8110-5603-780	518411B-IN
W-706905	011601-01 HMB SMOG	08/24/2021	518.68	PO220280-001	518.68	01-9723-0-0000-3600-5603-788	5984
W-706906	011562-01 HOPSKIPDRIVE INC	08/24/2021	3,552.56	PO220114-001	2,173.76	01-6500-0-5750-1180-5863-730	5837-OS

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			3,552.56	PO220111-001	1,378.80	01-6500-0-5750-1180-5863-730	5837-MR
W-706907	011342-01 ILLUMINATE EDUCA	08/24/2021	14,866.50	PO220238-001	14,866.50	01-0000-0-0000-2421-4300-790	INV0000060419
W-706908	000367-02 JOSTENS	08/24/2021	337.30	PO220287-001	337.30	01-0000-0-3250-1000-4300-335	26770035
W-706909	008883-01 PACIFICA COMMUNI	08/24/2021	600.00	PO220291-001	600.00	01-0000-0-0000-7150-5800-710	PCTCUSD0621
W-706910	011706-01 PARKING LOT SOLU	08/24/2021	2,617.00	PO220271-001	2,617.00	21-9711-0-9401-8520-5603-101	EL GRANADA
W-706911	011710-02 REMIND101, INC.	08/24/2021	9,000.00	PO220284-002	9,000.00	01-3213-0-0000-2100-4300-740-ESS8	2021-114320
W-706912	008775-03 SMCSA	08/24/2021	200.00	PO220292-002	200.00	01-0000-0-0000-7150-5300-710	2021-2022
W-706913	009413-01 SOUTHERN COUNTIE	08/24/2021	1,280.64	PO220101-002	1,280.64	01-9723-0-0000-3600-4300-788	307771
W-706914	010719-01 TRANSACT COMMUNI	08/24/2021	3,540.00	PO220293-001	3,540.00	01-0000-0-0000-7150-5800-710	2021-11005
W-706915	008743-01 AMERICAN DEBRIS	08/24/2021	1,191.00	PO220278-001	595.50	01-8150-0-0000-8110-5604-780	40481
			1,191.00	PO220278-002	595.50	01-8150-0-0000-8110-5604-780	40463
W-706916	007627-01 AT&T MOBILITY	08/24/2021	1,475.90	PO220275-001	1,475.90	01-0000-0-0000-8205-5901-720	287298525082X081
W-706917	011426-01 AZTEC SOFTWARE	08/24/2021	4,936.32	PO220270-001	4,936.32	11-6391-0-0000-2700-4300-561	SI-003888
W-706918	006807-01 GRAPHICWORKS	08/24/2021	125.00	PO220288-001	125.00	01-0000-0-0000-7150-5800-710	05-14159
W-706919	011713-01 LIMINEX, INC.	08/24/2021	9,940.00	PV220057-001	9,940.00	01-0000-0-0000-2421-4300-790	INV37632
W-706920	000380-01 OFFICE DEPOT	08/24/2021	2,883.67	PO220016-001	1,882.61	01-0101-0-1310-1000-4300-101	176918450001
			2,883.67	PO220016-002	219.45	01-0101-0-1310-1000-4300-101	177587960001
			2,883.67	PO220016-003	24.41	01-0101-0-1310-1000-4300-101	177587978001
			2,883.67	PV220058-001	34.08	01-0000-0-0000-7300-4300-720	185967384001
			2,883.67	PO220016-004	233.82	01-0101-0-1310-1000-4300-101	177587976001
			2,883.67	PO220254-001	31.60	01-6500-0-5001-2100-4300-730	183552025001
			2,883.67	PO220254-002	141.24	01-6500-0-5001-2100-4300-730	183713643001

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			2,883.67	PO220174-001	160.61	01-0000-0-0000-3900-4300-760	184230734001
			2,883.67	PO220174-002	6.10	01-0000-0-0000-3900-4300-760	184240531001
			2,883.67	PO220174-003	12.21	01-0000-0-0000-3900-4300-760	185033203001
			2,883.67	PV220059-001	21.00	01-8150-0-0000-8110-4300-780	180081113001
			2,883.67	PV220060-001	26.40	01-0105-0-1310-1000-4300-105	167874687001
			2,883.67	PV220061-001	68.64	01-0105-0-1310-1000-4300-105	167875119001
			2,883.67	PV220062-001	5.68	01-0105-0-1310-1000-4300-105	167875122001
			2,883.67	PV220063-001	15.82	01-0105-0-1310-1000-4300-105	167875124001
W-706921	007764-01 SCHOOL LOOP INC.	08/24/2021	19,525.68	PO220274-001	19,525.68	01-0000-0-0000-7300-5800-720	INV916480745
W-706922	009624-01 HEARTLAND SCHOOL	08/24/2021	5,565.00	PO220191-002	1,096.20	13-5310-0-0000-3700-5602-331	MOS_00001455
			5,565.00	PO220191-002	1,096.20	13-5310-0-0000-3700-5602-211	MOS_00001455
			5,565.00	PO220191-002	581.45	13-5310-0-0000-3700-5602-101	MOS_00001455
			5,565.00	PO220191-002	581.45	13-5310-0-0000-3700-5602-103	MOS_00001455
			5,565.00	PO220191-002	481.45	13-5310-0-0000-3700-5602-105	MOS_00001455
			5,565.00	PO220191-002	1,300.00	13-5310-0-0000-3700-5602-770	MOS_00001455
			5,565.00	PO220191-002	328.25	13-5310-0-0000-3700-5602-107	MOS_00001455
			5,565.00	PO220191-002	100.00	13-5310-0-0000-3700-5602-335	MOS_00001455
W-706923	005163-01 SYSCO FOOD SERVI	08/24/2021	1,592.00	PO220195-004	1,592.00	13-5310-0-0000-3700-4712-211	450425827
W-706924	008938-01 AMAZON.COM	08/24/2021	808.22	PO220135-001	612.44	01-0000-0-0000-2421-4300-790	436996695433
			808.22	PO220307-001	195.78	01-0000-0-0000-7300-4300-720	743575366565
W-706925	008758-01 AMERICAN PORTABL	08/24/2021	388.81	PO220290-001	388.81	01-3212-0-0000-8110-5603-000	58506
W-706926	004634-01 ASSOC OF CALIF S	08/24/2021	1,857.40	PO220124-001	1,857.40	01-0000-0-0000-7150-5300-710	116087

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-706927	008002-02 MALHIOT, LORI	08/24/2021	1,525.52	PO220256-001	1,525.52	01-6010-0-1110-4000-4300-101	AUGUST 2021
W-706928	009231-02 MIZKAN AMERICA I	08/24/2021	1,394.56	PO220091-001	1,394.56	01-0000-0-0000-8220-4300-785	SI-0605345
W-706929	007442-01 SAN JOAQUIN C.O.	08/24/2021	334.00	PO220031-001	334.00	01-6500-0-5001-2140-5800-730	ARD22-00640
W-706930	007493-02 TROXELL COMMUNI	08/24/2021	1,846.42	PO220129-001	1,846.42	01-0000-0-0000-2421-4300-790	301378
W-706931	008058-04 AT&T	08/24/2021	2,639.03	PV220064-001	23.20	01-0000-0-0000-2100-5901-740	JULY 2021
			2,639.03	PV220064-001	166.16	01-0000-0-0000-2421-5902-790	JULY 2021
			2,639.03	PV220064-001	46.49	01-0000-0-0000-8205-5901-101	JULY 2021
			2,639.03	PV220064-001	65.12	01-0000-0-0000-8205-5901-103	JULY 2021
			2,639.03	PV220064-001	46.40	01-0000-0-0000-8205-5901-105	JULY 2021
			2,639.03	PV220064-001	1,008.87	01-0000-0-0000-8205-5901-211	JULY 2021
			2,639.03	PV220064-001	613.57	01-0000-0-0000-8205-5901-331	JULY 2021
			2,639.03	PV220064-001	420.05	01-0000-0-0000-8205-5901-720	JULY 2021
			2,639.03	PV220064-001	23.38	01-0000-0-1455-2420-5901-331	JULY 2021
			2,639.03	PV220064-001	23.20	01-3315-0-5730-1110-5901-730	JULY 2021
			2,639.03	PV220064-001	23.38	13-5310-0-0000-3700-5901-103	JULY 2021
			2,639.03	PV220064-001	179.21	25-9010-0-9765-8210-5901-000	JULY 2021
W-706932	008058-04 AT&T	08/24/2021	5,139.55	PV220065-001	100.64	01-0000-0-0000-2100-5901-740	BAN 9391000531
			5,139.55	PV220065-001	529.12	01-0000-0-0000-8205-5901-101	BAN 9391000531
			5,139.55	PV220065-001	473.17	01-0000-0-0000-8205-5901-103	BAN 9391000531
			5,139.55	PV220065-001	346.25	01-0000-0-0000-8205-5901-105	BAN 9391000531
			5,139.55	PV220065-001	316.27	01-0000-0-0000-8205-5901-107	BAN 9391000531
			5,139.55	PV220065-001	138.23	01-0000-0-0000-8205-5901-211	BAN 9391000531

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			5,139.55	PV220065-001	912.77	01-0000-0-0000-8205-5901-331	BAN 9391000531
			5,139.55	PV220065-001	128.39	01-0000-0-0000-8205-5901-420	BAN 9391000531
			5,139.55	PV220065-001	1,762.54	01-0000-0-0000-8205-5901-720	BAN 9391000531
			5,139.55	PV220065-001	90.50	01-9723-0-0000-3600-5901-788	BAN 9391000531
			5,139.55	PV220065-001	30.25	13-5310-0-0000-3700-5901-101	BAN 9391000531
			5,139.55	PV220065-001	30.25	13-5310-0-0000-3700-5901-105	BAN 9391000531
			5,139.55	PV220065-001	43.83	13-5310-0-0000-3700-5901-211	BAN 9391000531
			5,139.55	PV220065-001	91.67	13-5310-0-0000-3700-5901-331	BAN 9391000531
			5,139.55	PV220065-001	70.05	13-5310-0-0000-8205-5901-770	BAN 9391000531
			5,139.55	PV220065-001	75.62	25-9010-0-9765-8210-5901-000	BAN 9391000531
W-706933	005163-01 SYSCO FOOD SERVI	08/24/2021	1,045.90	PO220195-003	1,045.90	13-5310-0-0000-3700-4712-331	450427255
W-706934	008484-01 OWEN, TOM	08/24/2021	123.05	PV220071-001	123.05	01-6520-0-5770-1190-4300-331	REIMB
W-706935	011438-01 ACSIG	08/24/2021	5,488.94	PV220068-001	4,191.18	01-0000-0-0000-0000-9572-000	JULY 2021
			5,488.94	PV220068-001	1,297.76	01-0000-0-0000-0000-9553-000	JULY 2021
W-706936	011438-02 ACSIG	08/24/2021	38,336.60	PV220067-001	31,009.93	01-0000-0-0000-0000-9571-000	JULY 2021
			38,336.60	PV220067-001	7,326.67	01-0000-0-0000-0000-9553-000	JULY 2021
W-706937	011716-01 EYSTER, ANDREA	08/24/2021	3,679.40	PV220070-001	3,679.40	01-0000-0-0000-0000-9589-000	REISSUE PR CK
W-706938	011717-01 KERBY, SUSAN	08/24/2021	1,019.34	PV220069-001	1,019.34	01-0000-0-0000-0000-8699-000	REISSUE CHECK
W-706939	000061-01 DANNIS WOLIVER K	08/24/2021	1,200.00	PO220168-001	1,200.00	01-0000-0-0000-3900-5200-750	263781
W-706940	004143-02 RICOH USA INC	08/24/2021	41.00	CL210197-001	41.00	01-0000-0-3250-1000-4300-335	1088508094
W-706941	011074-01 SAN MATEO DAILY	08/24/2021	3,828.00	PV220066-001	3,828.00	21-9711-0-9637-8520-5800-100	02759983-001
W-706942	011141-01 THE AVALON ACADE	08/24/2021	4,046.00	PO220104-002	2,700.00	01-6500-0-5750-1180-5100-730	4977

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			4,046.00	PO220104-002	816.00	01-6500-0-5750-1180-5867-730	4977
			4,046.00	PO220104-002	258.00	01-6500-0-5750-1180-5864-730	4977
			4,046.00	PO220104-002	272.00	01-6500-0-5750-1180-5861-730	4977
W-706943	006611-01 WINGS LEARNING C	08/24/2021	1,528.50	PO220113-002	1,348.50	01-6500-0-5750-1180-5100-730	7564
			1,528.50	PO220113-002	90.00	01-6500-0-5750-1180-5867-730	7564
			1,528.50	PO220113-002	90.00	01-6500-0-5750-1180-5864-730	7564
W-706944	011668-01 BEST CONTRACTING	08/24/2021	236,018.00	PO220309-001	236,018.00	21-9711-0-9201-8520-6200-211	3
W-706945	011104-01 CAW ARCHITECTS I	08/24/2021	31,373.46	CL210192-001	20,915.64	21-9711-0-9618-8520-6210-105	1220.17015
			31,373.46	CL210192-002	10,457.82	21-9711-0-9618-8520-6210-105	0321.17015
W-706946	011427-01 COLBI TECHNOLOGI	08/24/2021	4,255.00	PO220120-001	4,255.00	21-9711-0-9006-8520-4300-000	6907
W-706947	011345-01 LOPEZ FENCE	08/24/2021	17,843.20	PO220304-001	17,843.20	21-9711-0-9205-8520-6170-331	1009
W-706948	010763-01 QUATTROCCHI KWOK	08/24/2021	73,164.75	PO220127-001	46,874.75	21-9711-0-9637-8520-6210-100	22358
			73,164.75	PO220126-001	26,290.00	21-9711-0-9636-8520-6210-331	22359
W-706949	008772-01 SSA LANDSCAPE AR	08/24/2021	5,975.89	PO220306-001	5,367.49	21-9711-0-9610-8520-5603-331	7130
			5,975.89	PO220305-001	608.40	21-9711-0-9621-8520-5800-211	7124
W-708455	009729-01 SYSERCO INC	08/26/2021	778,664.46	CL210186-001	778,664.46	21-9711-0-9639-8520-6170-000	21137
W-708456	009571-01 GOLD STAR FOODS	08/26/2021	293.68	PV220075-001	277.14	01-8150-0-0000-8110-4300-780	4024792
			293.68	PO220197-007	16.54	13-5310-0-0000-3700-4712-331	4011347
W-708457	009009-01 JONAIDI, SANDRA	08/26/2021	37.87	PV220072-001	37.87	13-5310-0-0000-3700-4300-211	08122021
W-708458	009571-01 GOLD STAR FOODS	08/26/2021	3,784.52	PV220077-001	3,784.52	01-8150-0-0000-8110-4300-780	4011347
W-708459	005163-01 SYSCO FOOD SERVI	08/26/2021	1,666.68	PV220082-001	810.73	01-8150-0-0000-8110-4300-780	450417908
			1,666.68	PO220195-005	27.44	13-5310-0-0000-3700-4712-331	450433670

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			1,666.68	PO220195-005	219.52	13-5310-0-0000-3700-4712-211	450433670
			1,666.68	PO220195-006	75.04	13-5310-0-0000-3700-4712-331	450433669
			1,666.68	PO220195-006	533.95	13-5310-0-0000-3700-4710-331	450433669
W-709089	011727-01 BRACAMONTES, JAN	08/31/2021	20.00	PV220087-001	20.00	01-0000-0-0000-7400-5800-750	07302021
W-709090	011687-01 DAMON, KENNAN	08/31/2021	35.00	PV220085-001	35.00	01-0000-0-0000-7400-5800-750	06072021
W-709091	011686-01 FRISCH, VIRGINIA	08/31/2021	35.00	PV220084-001	35.00	01-0000-0-0000-7400-5800-750	05122021
W-709092	011685-01 HILVERT, TRACY	08/31/2021	35.00	PV220078-001	35.00	01-0000-0-0000-7400-5800-750	249970
W-709093	011720-01 KORSLUND, HANNAH	08/31/2021	35.00	PV220073-001	35.00	01-0000-0-0000-7400-5800-750	247098
W-709094	007160-01 LYNNE, HOLLY	08/31/2021	17.92	TC220002-001	17.92	01-0000-0-0000-7300-5200-720	8112021
W-709095	011721-01 MOHR, SYDNEY	08/31/2021	35.00	PV220076-001	35.00	01-0000-0-0000-7400-5800-750	249750
W-709096	000105-03 REPUBLIC SERVICE	08/31/2021	2,394.32	PO220204-001	512.83	01-0000-0-0000-8205-5504-720	0925-00613051
			2,394.32	PO220204-001	676.77	01-0000-0-0000-8205-5504-331	0925-00613051
			2,394.32	PO220204-001	77.33	01-0000-0-0000-8205-5504-105	0925-00613051
			2,394.32	PO220246-001	1,127.39	01-0000-0-0000-8205-5504-107	0925-001612829
W-709097	005897-01 TURF & INDUSTRIA	08/31/2021	315.12	PO220222-002	315.12	01-0000-0-0000-8220-4300-785	IV39650
W-709098	011724-01 TURNEY, CELENA	08/31/2021	35.00	PV220081-001	35.00	01-0000-0-0000-7400-5800-750	252750
W-709099	006797-01 MONTARA SANITARY	08/31/2021	455.59	PO220202-001	420.85	01-0000-0-0000-8205-5503-103	84-0347-0, 06/02
			455.59	PO220202-002	34.74	01-0000-0-0000-8205-5503-103	84-4080A-0, 06/0
W-709100	011178-01 PAULO'S AUTO CAR	08/31/2021	2,789.32	PO220072-001	484.47	01-8150-0-0000-8110-5603-780	64128
			2,789.32	PO220072-002	265.56	01-8150-0-0000-8110-5603-780	64063
			2,789.32	PO220072-003	265.56	01-8150-0-0000-8110-5603-780	64114
			2,789.32	PO220072-004	1,773.73	01-8150-0-0000-8110-5603-780	63980

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W-709101	007570-01 PENINSULA BACKFL	08/31/2021	1,240.00	PO220182-001	1,240.00	01-8150-0-0000-8110-5603-780	0806021-CAB
W-709102	009675-01 READY REFRESH BY	08/31/2021	68.12	PO220311-001	68.12	01-9354-0-0005-2490-4300-745	01M0034251553
W-709103	008443-01 RECOLOGY OF THE	08/31/2021	1,993.74	PO220203-001	1,993.74	01-0000-0-0000-8205-5504-101	6535
W-709104	005779-01 THE HOME DEPOT P	08/31/2021	573.66	PO220095-004	573.66	01-8150-0-0000-8110-4300-780	635579105
W-709105	011725-01 GEORGEOPOULOS, J	08/31/2021	35.00	PV220083-001	35.00	01-0000-0-0000-7400-5800-750	252591
W-709106	011601-01 HMB SMOG	08/31/2021	1,289.75	PO220280-002	1,289.75	01-9723-0-0000-3600-5603-788	6069
W-709107	011722-01 HOFFMAN, KAREN	08/31/2021	35.00	PV220079-001	35.00	01-0000-0-0000-7400-5800-750	252762
W-709108	011705-01 KRISTI STADELMAY	08/31/2021	35.00	PV220074-001	35.00	01-0000-0-0000-7400-5800-750	252593
W-709109	011518-01 NOREDINK CORP	08/31/2021	48,317.50	PO220175-001	48,317.50	01-7425-0-1110-1000-4100-740-ELO1	14432
W-709110	011604-01 RING CENTRAL INC	08/31/2021	31,503.95	PV220088-001	31,503.95	01-0000-0-0000-8205-5901-720	CD_000229655
W-709111	011723-01 SORENSEN, ALISON	08/31/2021	35.00	PV220080-001	35.00	01-0000-0-0000-7400-5800-750	252372
W-709112	011258-02 SPARROW, ADRIENN	08/31/2021	40.00	PV220086-001	40.00	01-0000-0-0000-7400-5800-750	04012019
W-709113	008193-01 COMCAST	08/31/2021	21,135.89	PO220312-001	21,135.89	01-0000-0-0000-2421-5902-790	127484920
W-709114	000877-02 CURRICULUM ASSOC	08/31/2021	22,410.00	PO220205-001	22,410.00	01-4203-0-1110-1000-4100-740	90032350
W-709115	011698-02 ICOM MECHANICAL,	08/31/2021	1,775.79	PO220211-001	360.00	01-3213-0-0000-8110-5603-211	527730
			1,775.79	PO220211-002	785.79	01-3213-0-0000-8110-5603-211	527731
			1,775.79	PO220211-003	360.00	01-3213-0-0000-8110-5603-211	527735
			1,775.79	PO220211-004	270.00	01-3213-0-0000-8110-5603-211	526636
W-709116	011492-01 PENINSULA TRUCK	08/31/2021	1,656.70	PO220134-002	271.95	01-9723-0-0000-3600-5603-788	8432
			1,656.70	PO220134-003	271.95	01-9723-0-0000-3600-5603-788	8431
			1,656.70	PO220134-004	271.95	01-9723-0-0000-3600-5603-788	8433
			1,656.70	PO220134-005	271.95	01-9723-0-0000-3600-5603-788	8428

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			1,656.70	PO220134-006	271.95	01-9723-0-0000-3600-5603-788	8429
			1,656.70	PO220134-007	296.95	01-9723-0-0000-3600-5603-788	8430
W-709117	006959-02 EWING	08/31/2021	466.01	PO220230-001	466.01	01-0000-0-0000-8220-4300-785	14448576
W-709118	000312-01 HALF MOON BAY BU	08/31/2021	195.53	PO220147-002	146.40	01-8150-0-0000-8110-4300-780	256984
			195.53	PO220147-003	49.13	01-8150-0-0000-8110-4300-780	256144
W-709119	005398-01 MOBILE MODULAR M	08/31/2021	1,126.74	PO220273-001	84.87	21-9711-0-9618-8520-5600-105	300497454
			1,126.74	PO220273-002	84.87	21-9711-0-9618-8520-5600-105	300519583
			1,126.74	PO220237-002	957.00	25-9010-0-9100-8700-5600-331	2178283
W-709120	000341-02 MTA PARTS INC.	08/31/2021	248.51	PO220098-002	185.17	01-9723-0-0000-3600-4300-788	217664
			248.51	PO220098-003	63.34	01-9723-0-0000-3600-4300-788	215011
W-709121	005224-01 OPENING TECHNOLO	08/31/2021	1,756.03	PO220099-001	1,756.03	01-8150-0-0000-8110-4300-780	2110410
W-709122	000550-01 PACIFIC GAS AND	08/31/2021	974.85	PO220244-001	974.85	01-9723-0-0000-8205-5502-788	5189451218-8 / 0
W-709123	011714-02 RACKMOUNT SOLUTI	08/31/2021	2,952.33	PO220302-001	2,952.33	21-9711-0-9701-8520-4300-790	INV15031827
W-709124	009675-01 READY REFRESH BY	08/31/2021	23.00	PO220260-001	23.00	01-0420-0-3350-1000-4300-420	11H5737216001
W-709125	004143-03 RICOH AMERICAS C	08/31/2021	1,054.04	PO220265-001	350.09	01-0000-0-0000-2700-5601-107	9029023907
			1,054.04	PO220265-001	353.88	01-0105-0-1310-1000-5601-105	9029023907
			1,054.04	PO220265-001	350.07	01-0103-0-1310-1000-5601-103	9029023907
W-709126	005779-01 THE HOME DEPOT P	08/31/2021	214.64	PO220095-005	214.64	01-8150-0-0000-8110-4300-780	637001298
W-709127	011057-01 UPS	08/31/2021	6.34	PO220268-001	6.34	01-0000-0-0000-7300-5903-720	0000968340341
W-709128	009620-03 XEROX FINANCIAL	08/31/2021	314.45	PO220332-001	314.45	01-0105-0-1310-1000-5601-105	2745579
W-709129	008758-01 AMERICAN PORTABL	08/31/2021	6,316.41	PO220290-002	6,316.41	01-3212-0-0000-8110-5603-000	59780
W-709130	005837-02 BIG CREEK LUMBER	08/31/2021	131.04	PO220092-002	131.04	01-8150-0-0000-8110-4300-780	87

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W-709131	011673-01 CATHOLIC CHARITI	08/31/2021	56,964.61	PO220035-001	36,527.04	01-7425-0-1110-2490-5800-556-ELO4	44801-0621
			56,964.61	PO220035-002	20,437.57	01-7425-0-1110-2490-5800-556-ELO4	44801-0721
W-709132	000583-01 DEPARTMENT OF JU	08/31/2021	196.00	PO220228-001	196.00	01-0000-0-0000-7400-5800-750	524559
W-709133	011725-01 GEORGEOPOULOS, J	08/31/2021	138.13	PO220318-001	138.13	01-0105-0-1310-1000-4300-105	082021
W-709134	011510-02 ISTATION INC	08/31/2021	10,647.00	PO220209-001	10,647.00	01-7426-0-1110-1000-4100-740-ELO1	SIN020354
W-709135	005347-03 PITNEY BOWES	08/31/2021	167.80	PO220267-002	167.80	01-0000-0-0000-7300-5601-720	1018723547
W-709136	009508-01 RESOURCE SOLUTIO	08/31/2021	2,033.02	PO220089-002	2,033.02	01-8150-0-0000-8110-4300-780	22049
W-709137	009346-01 U S BANK CORP PA	08/31/2021	21,682.21	PV220094-001	383.46	01-6300-0-1110-1000-4100-740	4246 0446 2279 1
			21,682.21	PV220095-001	891.49	01-0000-0-0000-2100-4300-740	4246 0446 2279 1
			21,682.21	PV220089-001	375.00	01-0000-0-0000-7300-4300-720	4246 0470 0103 6
			21,682.21	PV220090-001	48.00	01-0000-0-0000-2421-4300-790	4246 0470 0103 6
			21,682.21	PV220091-001	301.66	01-8150-0-0000-8110-4300-780	4246 0470 0103 6
			21,682.21	PV220092-001	226.85	01-3061-0-7110-2490-4300-745	4246 0470 0103 6
			21,682.21	PV220093-001	19,200.00	01-7426-0-1110-1000-4100-740-ELO1	4246 0470 0103 6
			21,682.21	PO220277-001	255.75	01-0000-0-0000-7300-4300-750	4246 0470 0103 6
W-710065	009571-01 GOLD STAR FOODS	09/07/2021	695.79	PO220197-009	35.75	13-5310-0-0000-3700-4711-331	4044340
			695.79	PO220197-011	625.04	13-5310-0-0000-3700-4712-331	4033611
			695.79	PO220197-013	35.00	13-5310-0-0000-3700-4300-331	4091832
W-710066	009009-01 JONAIDI, SANDRA	09/07/2021	51.86	PO220194-001	51.86	13-5310-0-0000-3700-5200-770	08312021
W-710067	006946-01 JUAREZ, ADRIANA	09/07/2021	40.59	PV220100-001	40.59	13-5310-0-0000-3700-4300-331	08312021
W-710068	005163-01 SYSCO FOOD SERVI	09/07/2021	1,613.13	PO220195-007	1,542.41	13-5310-0-0000-3700-4712-211	4504445733
			1,613.13	PV220098-001	70.72	13-5310-0-0000-3700-4300-331	450436317

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W-710069	009571-01 GOLD STAR FOODS	09/07/2021	1,181.60	PO220197-010	4.50	13-5310-0-0000-3700-4300-331	4083195
			1,181.60	PO220197-008	19.50	13-5310-0-0000-3700-4711-331	4046385
			1,181.60	PO220197-008	266.28	13-5310-0-0000-3700-4712-331	4046385
			1,181.60	PO220197-008	266.28	13-5310-0-0000-3700-4712-211	4046385
			1,181.60	PO220197-012	625.04	13-5310-0-0000-3700-4712-331	4033607
W-710070	011431-01 KIS	09/07/2021	706.51	PO220210-001	706.51	13-5310-0-0000-3700-4300-331	72120
W-710071	005163-01 SYSCO FOOD SERVI	09/07/2021	571.50	PV220097-001	264.00	01-8150-0-0000-8110-4300-780	450425974
			571.50	PO220195-008	190.80	13-5310-0-0000-3700-4712-331	450445732
			571.50	PO220195-008	85.21	13-5310-0-0000-3700-4710-331	450445732
			571.50	PO220195-008	31.49	13-5310-0-0000-3700-4300-331	450445732
W-711274	010866-02 FELTS, BRYAN	09/14/2021	218.74	TC220003-001	218.74	01-9538-0-6001-1000-5200-000	08312021
W-711275	011731-01 GIBBONS, AMY	09/14/2021	35.00	PV220103-001	35.00	01-0000-0-0000-7400-5800-750	252899
W-711276	011698-01 ICOM MECHANICAL	09/14/2021	2,733.75	PO220295-001	622.03	01-3213-0-0000-8110-5603-101	527954
			2,733.75	PO220295-002	802.03	01-3213-0-0000-8110-5603-101	527952
			2,733.75	PO220295-003	676.72	01-3213-0-0000-8110-5603-101	527953
			2,733.75	PO220295-004	632.97	01-3213-0-0000-8110-5603-101	527952-1
W-711277	008963-02 OTIS ELEVATOR CO	09/14/2021	4,008.00	PO220181-001	4,008.00	01-8150-0-0000-8110-5603-780	SJ26926001
W-711278	009780-02 PERFORMANCE ABAT	09/14/2021	3,300.00	PO220331-001	3,300.00	01-8150-0-0000-8110-5603-780	02IN-0030824
W-711279	009508-01 RESOURCE SOLUTIO	09/14/2021	1,335.04	PO220089-003	1,335.04	01-8150-0-0000-8110-4300-780	22095
W-711280	011586-01 SEAN MCPHETRIDGE	09/14/2021	61.78	PV220096-001	61.78	01-0000-0-0000-7150-4300-710	08242021
W-711281	011708-01 SILVERSPOT GRAPH	09/14/2021	449.71	PO220300-001	449.71	01-0000-0-0000-2421-4300-790	3164
W-711282	009413-01 SOUTHERN COUNTIE	09/14/2021	1,857.76	PO220101-003	1,857.76	01-9723-0-0000-3600-4300-788	308414

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W-711283	011566-01 SPURR	09/14/2021	3,723.76	PO220240-001	288.24	01-0000-0-0000-8205-5502-720	116245
			3,723.76	PO220240-001	241.54	01-0000-0-0000-8205-5502-101	116245
			3,723.76	PO220240-001	548.85	01-0000-0-0000-8205-5502-103	116245
			3,723.76	PO220240-001	2,645.13	01-0000-0-8120-8120-5502-331	116245
W-711284	011541-02 ZOHO CORPORATION	09/14/2021	795.00	PO220352-001	795.00	01-0000-0-0000-2421-4300-790	2310134
W-711285	000061-01 ACCOUNTS RECEIVA	09/14/2021	113,668.54	PV220102-001	107,747.04	21-9711-0-9621-8500-5810-211	#1675 - JULY 202
			113,668.54	PV220102-001	1,615.00	01-0000-0-0000-7111-5810-750	#1675 - JULY 202
			113,668.54	PV220102-001	4,306.50	21-9711-0-9006-8500-5810-000	#1675 - JULY 202
W-711286	009206-01 HASSETT HARDWARE	09/14/2021	2,032.63	PO220164-004	90.21	01-8150-0-0000-8110-4300-780	216576 - 08/2021
			2,032.63	PO220164-003	1,942.42	01-8150-0-0000-8110-4300-780	347212 - 8/2021
W-711287	011698-02 ICOM MECHANICAL,	09/14/2021	15,331.76	PO220196-008	1,557.32	01-3213-0-0000-8110-5603-211	527794
			15,331.76	PO220196-009	1,557.32	01-3213-0-0000-8110-5603-211	527798
			15,331.76	PO220196-010	1,557.32	01-3213-0-0000-8110-5603-211	527799
			15,331.76	PO220196-011	1,557.32	01-3213-0-0000-8110-5603-211	527797
			15,331.76	PO220196-012	1,557.32	01-3213-0-0000-8110-5603-211	527795
			15,331.76	PO220196-013	1,822.81	01-3213-0-0000-8110-5603-211	527800
			15,331.76	PO220196-014	1,557.32	01-3213-0-0000-8110-5603-211	527791
			15,331.76	PO220196-015	1,557.32	01-3213-0-0000-8110-5603-211	527792
			15,331.76	PO220196-016	2,607.71	01-3213-0-0000-8110-5603-211	527798-1
W-711288	011644-01 LRP CONFERENCES,	09/14/2021	2,500.00	PV220101-001	2,500.00	01-0000-0-0000-2421-5800-790	200000290
W-711289	011178-01 PAULO'S AUTO CAR	09/14/2021	479.90	PO220072-005	479.90	01-8150-0-0000-8110-5603-780	64287
W-711290	010924-03 REISS, MARTINA	09/14/2021	102.11	PO220343-001	102.11	01-0105-0-1310-1000-4300-105	08312021

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W-711291	005581-01 ROTARY CLUB OF H	09/14/2021	50.00	PO220350-001	50.00	01-0000-0-0000-7400-5300-750	2319
W-711292	011732-01 SHAFIQ, SARA	09/14/2021	35.00	PV220104-001	35.00	01-0000-0-0000-7400-5800-750	252899
W-711293	011427-01 COLBI TECHNOLOGI	09/14/2021	2,300.00	PO220120-002	2,300.00	21-9711-0-9006-8520-4300-000	6985
W-711294	011438-02 ACSIG	09/14/2021	30,955.09	PV220106-001	20,783.44	01-0000-0-0000-0000-9571-000	AUGUST 2021
			30,955.09	PV220106-001	10,171.65	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-711295	002671-01 ANDREINI BROS IN	09/14/2021	13,928.00	PO220172-001	13,928.00	21-9711-0-9401-8520-5603-101	4399
W-711296	011668-01 BEST CONTRACTING	09/14/2021	20,771.75	PO220309-002	20,771.75	21-9711-0-9201-8520-6200-211	4
W-711297	010763-01 QUATTROCCHI KWOK	09/14/2021	4,780.00	PO220126-002	4,780.00	21-9711-0-9636-8520-6210-331	22442
W-711298	008315-01 SCAPES INC	09/14/2021	42,275.00	PO220125-003	42,275.00	21-9711-0-9638-8520-6170-000	5
W-711299	008772-01 SSA LANDSCAPE AR	09/14/2021	10,829.86	PO220306-002	5,450.01	21-9711-0-9610-8520-5603-331	7153
			10,829.86	PO220305-002	5,379.85	21-9711-0-9621-8520-5800-211	7151
W-711777	011729-01 CYBER CIVICS LLC	09/16/2021	300.00	PO220345-001	300.00	01-0111-0-0000-2140-5800-730-303	965
W-711778	011737-01 HILL, KACIE	09/16/2021	35.00	PV220109-001	35.00	01-0000-0-0000-7400-5800-750	254267
W-711779	011562-01 HOPSKIPDRIVE INC	09/16/2021	5,305.65	PO220334-001	161.68	01-6500-0-5760-1180-5863-730	6011
			5,305.65	PO220335-001	2,343.79	01-6500-0-5760-1180-5863-730	6011
			5,305.65	PO220336-001	1,813.65	01-6500-0-5760-1180-5863-730	6011
			5,305.65	PO220114-002	519.76	01-6500-0-5750-1180-5863-730	6011
			5,305.65	PO220111-002	466.77	01-6500-0-5750-1180-5863-730	6011
W-711780	011736-01 LADD, SPENCER J	09/16/2021	35.00	PV220107-001	35.00	01-0000-0-0000-7400-5800-750	254310
W-711781	008484-02 OWEN, TOM	09/16/2021	21.28	TC220004-001	10.64	01-3410-0-5770-1190-5200-331	09072021
			21.28	TC220004-001	10.64	01-6520-0-5770-1190-5200-331	09072021
W-711782	008523-01 THE SPEECH PATHO	09/16/2021	2,616.00	PO220339-001	2,616.00	01-6500-0-5760-1180-5867-730	INV018891

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W-711783	011730-01 VANGO ROOTER	09/16/2021	469.00	PO220364-001	469.00	01-8150-0-0000-8110-4300-780	115240
W-711784	011589-01 A+ LIVESCAN SERV	09/16/2021	35.00	PV220108-001	35.00	01-0000-0-0000-7400-5800-750	10385
W-711785	011523-01 CAL-STEAM	09/16/2021	3,014.78	PO220365-001	355.56	01-8150-0-0000-8110-4300-780	4136877
			3,014.78	PO220365-002	2,659.22	01-3213-0-0000-8110-5603-780	4123680
W-711786	007457-01 PACIFIC AUTISM L	09/16/2021	5,543.00	PO220115-002	5,543.00	01-6500-0-5750-1180-5861-730	3820161
W-711787	011160-02 SALCIDO, ASH	09/16/2021	92.00	TC220005-001	92.00	01-6500-0-5750-1190-5200-730	0821 MILEAGE
W-711788	008523-01 THE SPEECH PATHO	09/16/2021	10,836.00	PV220105-001	10,836.00	01-6500-0-5750-1180-5867-730	INV018565
W-711789	011730-01 VANGO ROOTER	09/16/2021	1,073.00	PO220364-002	1,073.00	01-8150-0-0000-8110-4300-780	115266
W-711790	000397-03 KAISER FOUNDATIO	09/16/2021	10,317.74	PV220114-001	9,722.03	01-0000-0-0000-0000-9564-000	SEPT 2021
			10,317.74	PV220114-001	595.71	01-0000-0-0000-0000-9553-000	SEPT 2021
W-711791	000397-04 KAISER FOUNDATIO	09/16/2021	18,739.08	PV220117-001	18,739.08	01-0000-0-0000-0000-9553-000	SEPT 2021
W-711792	000397-05 KAISER FOUNDATIO	09/16/2021	1,685.87	PV220115-001	1,685.87	01-0000-0-0000-0000-9564-000	SEPT 2021
W-711793	000397-06 KAISER FOUNDATIO	09/16/2021	3,870.42	PV220116-001	3,870.42	01-0000-0-0000-0000-9553-000	SEPT 2021
W-711794	000397-07 KAISER FOUNDATIO	09/16/2021	1,191.42	PV220118-001	1,191.42	01-0000-0-0000-0000-9553-000	SEPT 2021
W-711795	011478-01 OPTUM	09/16/2021	385.92	PV220121-001	385.92	01-0000-0-0000-0000-9564-000	SEPT 2021
W-711796	000397-01 KAISER FOUNDATIO	09/16/2021	104,573.70	PV220113-001	103,807.20	01-0000-0-0000-0000-9564-000	SEPT 2021
			104,573.70	PV220113-001	766.50	01-0000-0-0000-0000-9553-000	SEPT 2021
W-711797	000397-02 KAISER FOUNDATIO	09/16/2021	130,979.70	PV220112-001	130,979.70	01-0000-0-0000-0000-9564-000	SEPT 2021
W-711798	010927-01 METROPOLITAN LIF	09/16/2021	302.75	PV220120-001	302.75	01-0000-0-0000-0000-9564-000	SEPT 2021
W-711799	011598-01 SUTTER HEALTH PL	09/16/2021	26,080.50	PV220119-001	19,728.90	01-0000-0-0000-0000-9564-000	SEPT 2021
			26,080.50	PV220119-001	6,351.60	01-0000-0-0000-0000-9553-000	SEPT 2021
W-712596	010905-01 LEARNING WITHOUT	09/21/2021	332.08	PO220360-001	332.08	01-3010-0-1110-2490-4300-101	INV124608

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-712597	000380-01 OFFICE DEPOT	09/21/2021	653.08	PO220254-003	24.06	01-6500-0-5001-2100-4300-730	183713663001
			653.08	PO220254-004	8.74	01-6500-0-5001-2100-4300-730	183713769001
			653.08	PO220016-005	2.68	01-0101-0-1310-1000-4300-101	186402538001
			653.08	PO220298-001	85.44	01-0105-0-1310-1000-4300-105	189066800001
			653.08	PO220297-001	262.31	01-0105-0-1310-1000-4300-105	189043150001
			653.08	PO220297-002	6.54	01-0105-0-1310-1000-4300-105	189048866001
			653.08	PO220297-003	12.57	01-0105-0-1310-1000-4300-105	189048868001
			653.08	PV220110-001	218.74	01-0000-0-0000-2421-4300-790	187050961001
			653.08	PV220123-001	32.00	01-0105-0-1310-1000-4300-105	167875121001
W-712598	011728-01 SAMOWSKI, BRENDA	09/21/2021	90.08	PO220384-001	90.08	01-0105-0-1310-1000-4300-105	09102021
W-712599	011438-01 ACSIG	09/21/2021	5,515.16	PV220111-001	4,390.93	01-0000-0-0000-0000-9572-000	AUGUST 2021
			5,515.16	PV220111-001	1,124.23	01-0000-0-0000-0000-9553-000	AUGUST 2021
W-712600	009750-01 CINTAS	09/21/2021	214.55	PO220071-002	214.55	01-8150-0-0000-8110-5603-780	15917120-AUG21
W-712601	011734-01 COASTSIDE PRINTE	09/21/2021	447.93	PO220382-001	447.93	01-0111-0-0000-2140-5800-730-303	33180
W-712602	011370-02 JAMES CRAWFORD	09/21/2021	18,000.00	PO220137-002	7,916.66	21-9711-0-9006-8520-5800-000	223
			18,000.00	PO220137-002	1,083.34	01-0000-0-0000-7300-5800-720	223
			18,000.00	PO220137-003	7,916.66	21-9711-0-9006-8520-5800-000	224
			18,000.00	PO220137-003	1,083.34	01-0000-0-0000-7300-5800-720	224
W-712603	000380-01 OFFICE DEPOT	09/21/2021	11.15	PV220122-001	11.15	01-0000-0-0000-7300-4300-720	188533277001
W-712604	011296-01 BETTER 4 YOU MEA	09/21/2021	24,535.41	PO220187-001	9,487.95	13-5310-0-0000-3700-4710-105	0821-5151
			24,535.41	PO220187-002	5,867.90	13-5310-0-0000-3700-4710-101	0825-5149
			24,535.41	PO220187-003	614.00	13-5310-0-0000-3700-4710-107	0821-5152

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Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			24,535.41	PO220187-004	5,868.14	13-5310-0-0000-3700-4710-211	0821-5148
			24,535.41	PO220187-005	2,697.42	13-5310-0-0000-3700-4710-103	0821-5150
W-712605	000397-03 KAISER FOUNDATIO	09/21/2021	6,743.48	PV220129-001	6,147.77	01-0000-0-0000-0000-9564-000	OCT 2021
			6,743.48	PV220129-001	595.71	01-0000-0-0000-0000-9553-000	OCT 2021
W-712606	000397-04 KAISER FOUNDATIO	09/21/2021	17,129.34	PV220132-001	17,129.34	01-0000-0-0000-0000-9553-000	OCT 2021
W-712607	000397-05 KAISER FOUNDATIO	09/21/2021	1,685.87	PV220130-001	1,685.87	01-0000-0-0000-0000-9564-000	OCT 2021
W-712608	000397-06 KAISER FOUNDATIO	09/21/2021	3,870.42	PV220131-001	3,870.42	01-0000-0-0000-0000-9553-000	OCT 2021
W-712609	000397-07 KAISER FOUNDATIO	09/21/2021	595.71	PV220134-001	595.71	01-0000-0-0000-0000-9553-000	OCT 2021
W-712610	000397-08 KAISER FOUNDATIO	09/21/2021	3,066.00	PV220133-001	3,066.00	01-0000-0-0000-0000-9553-000	OCT 2021
W-712611	000397-01 KAISER FOUNDATIO	09/21/2021	109,678.60	PV220128-001	108,912.10	01-0000-0-0000-0000-9564-000	OCT 2021
			109,678.60	PV220128-001	766.50	01-0000-0-0000-0000-9553-000	OCT 2021
W-712612	000397-02 KAISER FOUNDATIO	09/21/2021	164,199.80	PV220127-001	164,199.80	01-0000-0-0000-0000-9564-000	OCT 2021
W-712613	011598-01 SUTTER HEALTH PL	09/21/2021	26,080.50	PV220126-001	20,540.00	01-0000-0-0000-0000-9564-000	OCT 2021
			26,080.50	PV220126-001	5,540.50	01-0000-0-0000-0000-9553-000	OCT 2021
W-712614	011741-01 WIENS, MARILYN	09/21/2021	779.56	PV220125-001	779.56	01-0000-0-0000-0000-9589-000	REISSUE PR CHECK
W-713193	009571-01 GOLD STAR FOODS	09/23/2021	68.30	PO220197-014	42.30	13-5310-0-0000-3700-4790-331	4100109
			68.30	PO220197-015	26.00	13-5310-0-0000-3700-4711-331	4112735
W-713194	011742-01 ISRAEL PUGA	09/23/2021	40.00	PV220124-001	40.00	13-5310-0-0000-3700-8634-105	09172021
W-713195	009571-01 GOLD STAR FOODS	09/23/2021	93.36	PO220197-016	93.36	13-5310-0-0000-3700-4710-331	4074544
W-713196	005163-01 SYSCO FOOD SERVI	09/23/2021	1,256.59	PO220195-010	1,256.59	13-5310-0-0000-3700-4712-331	450460875
W-713197	005163-01 SYSCO FOOD SERVI	09/23/2021	3,712.04	PO220195-009	731.82	13-5310-0-0000-3700-4712-331	450460873
			3,712.04	PO220195-009	276.60	13-5310-0-0000-3700-4710-331	450460873

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			3,712.04	PO220195-009	159.50	13-5310-0-0000-3700-4300-331	450460873
			3,712.04	PO220195-013	741.08	13-5310-0-0000-3700-4712-331	450485817
			3,712.04	PO220195-013	769.13	13-5310-0-0000-3700-4710-331	450485817
			3,712.04	PO220195-013	48.45	13-5310-0-0000-3700-4300-331	450485817
			3,712.04	PO220195-011	49.27	13-5310-0-0000-3700-4712-331	450472462
			3,712.04	PO220195-011	355.89	13-5310-0-0000-3700-4710-331	450472462
			3,712.04	PO220195-011	124.46	13-5310-0-0000-3700-4300-331	450472462
			3,712.04	PO220195-012	325.80	13-5310-0-0000-3700-4712-331	450472463
			3,712.04	PO220195-012	130.04	13-5310-0-0000-3700-4300-331	450472463
W-713198	011345-01 LOPEZ FENCE	09/23/2021	14,207.92	PO220067-001	11,387.92	01-8150-0-0000-8110-5603-780	1017
			14,207.92	PO220067-002	1,980.00	01-8150-0-0000-8110-5603-780	1015
			14,207.92	PO220067-003	840.00	01-8150-0-0000-8110-5603-780	1026
W-713199	008058-04 AT&T	09/23/2021	2,666.98	PV220137-001	50.69	01-0000-0-0000-2100-5901-740	BAN 9391000531
			2,666.98	PV220137-001	284.27	01-0000-0-0000-8205-5901-101	BAN 9391000531
			2,666.98	PV220137-001	293.77	01-0000-0-0000-8205-5901-103	BAN 9391000531
			2,666.98	PV220137-001	174.79	01-0000-0-0000-8205-5901-105	BAN 9391000531
			2,666.98	PV220137-001	170.36	01-0000-0-0000-8205-5901-107	BAN 9391000531
			2,666.98	PV220137-001	70.04	01-0000-0-0000-8205-5901-211	BAN 9391000531
			2,666.98	PV220137-001	474.26	01-0000-0-0000-8205-5901-331	BAN 9391000531
			2,666.98	PV220137-001	65.97	01-0000-0-0000-8205-5901-420	BAN 9391000531
			2,666.98	PV220137-001	848.63	01-0000-0-0000-8205-5901-720	BAN 9391000531
			2,666.98	PV220137-001	45.60	01-9723-0-0000-3600-5901-788	BAN 9391000531

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			2,666.98	PV220137-001	15.31	13-5310-0-0000-3700-5901-101	BAN 9391000531
			2,666.98	PV220137-001	15.31	13-5310-0-0000-3700-5901-105	BAN 9391000531
			2,666.98	PV220137-001	15.31	13-5310-0-0000-3700-5901-211	BAN 9391000531
			2,666.98	PV220137-001	46.39	13-5310-0-0000-3700-5901-331	BAN 9391000531
			2,666.98	PV220137-001	35.53	13-5310-0-0000-8205-5901-770	BAN 9391000531
			2,666.98	PV220137-001	60.75	25-9010-0-9765-8210-5901-000	BAN 9391000531
W-715164	008058-04 AT&T	09/28/2021	1,813.26	PV220136-001	23.40	01-0000-0-0000-2100-5901-740	AUGUST 2021
			1,813.26	PV220136-001	166.16	01-0000-0-0000-2421-5902-790	AUGUST 2021
			1,813.26	PV220136-001	46.81	01-0000-0-0000-8205-5901-101	AUGUST 2021
			1,813.26	PV220136-001	65.72	01-0000-0-0000-8205-5901-103	AUGUST 2021
			1,813.26	PV220136-001	46.80	01-0000-0-0000-8205-5901-105	AUGUST 2021
			1,813.26	PV220136-001	411.37	01-0000-0-0000-8205-5901-211	AUGUST 2021
			1,813.26	PV220136-001	21.74	01-0000-0-0000-8205-5901-331	AUGUST 2021
			1,813.26	PV220136-001	603.63	01-0000-0-0000-8205-5901-720	AUGUST 2021
			1,813.26	PV220136-001	46.95	01-0000-0-1455-2420-5901-331	AUGUST 2021
			1,813.26	PV220136-001	23.40	01-3315-0-5730-1110-5901-730	AUGUST 2021
			1,813.26	PV220136-001	46.95	13-5310-0-0000-3700-5901-103	AUGUST 2021
			1,813.26	PV220136-001	310.33	25-9010-0-9765-8210-5901-000	AUGUST 2021
W-715165	011719-01 REILLY CONSTRUCT	09/28/2021	139,650.00	PO220420-001	42,750.00	21-9711-0-9641-8520-6200-211	1
			139,650.00	PO220420-002	96,900.00	21-9711-0-9641-8520-6200-211	2
W-715166	005837-01 BIG CREEK LUMBER	09/28/2021	7,959.89	PO220419-001	7,959.89	01-7010-0-3800-1000-4300-331	882900
W-715758	008938-02 AMAZON CAPITAL S	09/30/2021	9,789.86	PO220076-004	977.10	01-8150-0-0000-8110-4300-780	1QLN-XCXY-HTMR

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			9,789.86	PO220057-002	2,062.72	01-0101-0-1310-1000-4300-101	1W3D-VJQV-JLLQ
			9,789.86	PV220135-001	289.23	01-6300-0-1110-1000-4100-740	17Q9-1CGN-LH3X
			9,789.86	PO220199-002	1,846.41	01-3060-0-7110-2490-4300-745	1TMJ-L6P1-HFYT
			9,789.86	PO220329-001	88.10	01-0000-0-0000-3900-5200-750	1TMJ-L6P1-GTGN
			9,789.86	PO220296-001	62.40	01-0105-0-1310-1000-4300-105	131Y-WTMN-HQX7
			9,789.86	PO220276-001	936.35	01-6300-0-1110-1000-4100-740	1NKD-W7X7-GHRF
			9,789.86	PO220327-001	282.36	01-0101-0-1310-1000-4300-101	1QLN-XCXY-GRFH
			9,789.86	PO220135-002	3,245.19	01-0000-0-0000-2421-4300-790	1L73-3YRL-JWL3
W-715759	008304-01 CALIFORNIA WATER	09/30/2021	319.70	PO220243-002	319.70	01-0000-0-0000-8205-5503-107	2188039386-AUG21
W-715760	011523-01 CAL-STEAM	09/30/2021	1,393.76	PO220365-003	1,353.87	01-3213-0-0000-8110-5603-780	4136861
			1,393.76	PO220365-004	39.89	01-8150-0-0000-8110-4300-780	SC76147
W-715761	000748-01 FEDEX	09/30/2021	28.67	PO220200-001	28.67	01-0000-0-0000-7300-5903-720	7-489-69599
W-715762	004906-03 FOLLETT SCHOOL S	09/30/2021	350.00	PO220283-001	350.00	01-6300-0-1110-1000-4100-740	2582586A
W-715763	007065-01 GREENFIELD LEARN	09/30/2021	4,605.00	PO220259-001	4,605.00	01-0103-0-1210-2700-4300-103	10372
W-715764	011698-02 ICOM MECHANICAL,	09/30/2021	968.75	PO220295-005	968.75	01-3213-0-0000-8110-5603-101	528039
W-715765	000341-01 MTA PARTS INC.	09/30/2021	53.25	PO220098-004	53.25	01-9723-0-0000-3600-4300-788	33 - AUG21
W-715766	000105-03 REPUBLIC SERVICE	09/30/2021	1,127.39	PO220246-002	1,127.39	01-0000-0-0000-8205-5504-107	0925-001617067
W-715767	008743-01 AMERICAN DEBRIS	09/30/2021	548.50	PO220278-003	548.50	01-8150-0-0000-8110-5604-780	40691
W-715768	008193-01 COMCAST	09/30/2021	12,057.99	PO220312-002	12,057.99	01-0000-0-0000-2421-5902-790	129429317
W-715769	006959-02 EWING	09/30/2021	552.94	PO220230-002	552.94	01-0000-0-0000-8220-4300-785	15071467
W-715770	006807-01 GRAPHICWORKS	09/30/2021	1,097.58	PO220330-001	1,097.58	11-6391-0-0000-2700-4300-561	05-14201
W-715771	007975-02 LEARNING A-Z	09/30/2021	40,537.82	PO220299-001	40,537.82	01-7426-0-1110-1000-4300-740-ELO1	4139357

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W-715772	000380-01 OFFICE DEPOT	09/30/2021	473.88	PO220347-001	57.91	01-0000-0-0000-3900-4300-760	190409464001
			473.88	PO220347-002	19.18	01-0000-0-0000-3900-4300-760	190421257001
			473.88	PO220317-001	10.98	01-6500-0-5001-2100-4300-730	188769550001
			473.88	PO220297-004	11.28	01-0105-0-1310-1000-4300-105	189043150002
			473.88	PO220322-001	18.69	01-0103-0-1310-1000-4300-103	189228580001
			473.88	PO220322-002	233.40	01-0103-0-1310-1000-4300-103	188956936001
			473.88	PO220322-003	19.16	01-0103-0-1310-1000-4300-103	189228604001
			473.88	PO220320-001	82.83	01-0105-0-1310-1000-4300-105	189590287001
			473.88	PO220319-001	16.88	01-0105-0-1310-1000-4300-105	189923655001
			473.88	PO220319-002	3.57	01-0105-0-1310-1000-4300-105	189926308001
W-715773	009675-01 READY REFRESH BY	09/30/2021	71.85	PO220311-002	71.85	01-9354-0-0005-2490-4300-745	01H0034251553
W-715774	009617-01 BRIGGS OT	09/30/2021	750.00	PO220032-001	750.00	01-6500-0-5750-1180-5864-730	3042
W-715775	007476-01 ESTHER B CLARK S	09/30/2021	36,297.32	PO220038-001	4,904.50	01-6500-0-5750-1180-5100-730	115017
			36,297.32	PO220038-001	1,520.04	01-6500-0-5750-1180-5861-730	115017
			36,297.32	PO220038-001	2,159.00	01-6500-0-5750-1180-5863-730	115017
			36,297.32	PO220037-001	4,760.00	01-6500-0-5750-1180-5100-730	115016
			36,297.32	PO220037-001	240.00	01-6500-0-5750-1180-5867-730	115016
			36,297.32	PO220037-001	2,153.36	01-6500-0-5750-1180-5861-730	115016
			36,297.32	PO220037-001	2,159.00	01-6500-0-5750-1180-5863-730	115016
			36,297.32	PO220039-001	5,888.50	01-6500-0-5750-1180-5100-730	115015
			36,297.32	PO220039-001	492.00	01-6500-0-5750-1180-5864-730	115015
			36,297.32	PO220039-001	360.00	01-6500-0-5750-1180-5867-730	115015

WARRANT REGISTER 070121-093021
41 Cabrillo Unified School District **Fiscal Year: 2022**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			36,297.32	PO220039-001	1,488.38	01-6500-0-5750-1180-5861-730	115015
			36,297.32	PO220039-001	2,159.00	01-6500-0-5750-1180-5863-730	115015
			36,297.32	PO220040-001	4,904.50	01-6500-0-5750-1180-5100-730	115014
			36,297.32	PO220040-001	950.04	01-6500-0-5750-1180-5861-730	115014
			36,297.32	PO220040-001	2,159.00	01-6500-0-5750-1180-5863-730	115014
W-715776	007657-01 PACIFIC AUTISM C	09/30/2021	11,886.00	PO220112-002	10,516.00	01-6500-0-5750-1180-5100-730	21544
			11,886.00	PO220112-002	641.00	01-6500-0-5750-1180-5864-730	21544
			11,886.00	PO220112-002	729.00	01-6500-0-5750-1180-5867-730	21544
W-715777	011390-02 SAFETY-KLEEN SYS	09/30/2021	1,414.26	PO220214-002	1,414.26	01-8150-0-0000-8110-5603-780	86857295
W-715778	009151-01 STARFISH THERAPI	09/30/2021	553.00	PO220404-001	553.00	01-6500-0-5760-1180-5864-730	18158
W-715779	006611-01 WINGS LEARNING C	09/30/2021	121.90	PO220113-003	105.00	01-6500-0-5750-1180-5100-730	7574
			121.90	PO220113-003	8.00	01-6500-0-5750-1180-5867-730	7574
			121.90	PO220113-003	8.90	01-6500-0-5750-1180-5864-730	7574

Warrant/EFT Count: 469 **Total Warrant/EFT Amount:** 5,957,589.48

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Paving Engineering and Inspection Services for Cunha Intermediate and Half Moon Bay High School

BACKGROUND INFORMATION

A Pavement Assessment Study was conducted throughout the Cabrillo Unified School District. Pavement Engineering Inc. inspected and developed a report on the conditions of the pavement (asphalt) throughout the district. The report identified repairs and replacement over a five-year period. For the first round of work, Cunha's priorities include the main playground, parking lot, and the west side of the administration building. At HMBHS, the work needed includes the east parking lot near the pool, the playground, and the access road above the football field. The proposal from Pavement Engineers Inc. includes the plans, specs, testing, and inspection for the project. The fee for their services is $125,717.00.

FISCAL ANALYSIS

There is no impact to the General Fund: these services are to be covered by Bond funds.

RECOMMENDATION

Approve as submitted.

September 14, 2021 MP21-484A

Jesus Contreras
Chief Business Officer
Cabrillo Unified School District
498 Kelly Avenue
Half Moon Bay, CA 94019

Subject: Proposal for Engineering Design and Quality Assurance Inspection for the 2022 Paving Project (Various School Sites)

Dear Jesus:

We appreciate the opportunity to provide a quote to provide engineering design and quality assurance inspection services for the district's 2022 pavement maintenance and rehabilitation work. Our work will include preparing plans for bidding and assisting the district with quality assurance during construction.

The district has selected the following areas for the project. The treatments and estimated construction costs are from the District's Five-Year Pavement Assessment Study, dated July 2021.

SCHOOL SITE	AREAS	EST. CONSTRUCTION COST
Cunha Intermediate	A, C, D (Convert Area C to Landscaping)	$136,900
Half Moon Bay High	A, C, D	$519,292
	Total Est. Construction Fee:	**$656,192**

SCOPE OF WORK

Task 1a: Pavement Engineering Design Services

Our scope of work includes preparing plans, technical specifications, and an engineer's estimate for the proposed work. The plans will clearly define the areas of work and the associated details will provide clarity for each item of work. The specifications will provide the technical requirements for performing each item of work.

As part of the scope of work, PEI will core the existing asphalt to determine the current structural section (AC and AB) and sample and test the native soil to determine the R-values for each area identified as needing a rehabilitation treatment. This information is essential for establishing a cost-effective, long lasting pavement design.

During the bid process, PEI will provide support services, including preparation of addenda as necessary. DSA review and approval are not included in the scope of work.

Task 1b: Landscape Architectural Design Services

Our scope of work for the courtyard design at the Cunha Intermediate School (Area C) will include the following:

- Site visit to investigate existing conditions in the courtyard area and interface with knowledgeable maintenance staff that can identify potential location(s) for connecting to water and power source for irrigation systems.
- Prepare a conceptual plan of the courtyard area for the purpose of discussion and review by District personnel.
- Prepare construction drawings that address all aspects of construction regarding the courtyard area, including site drainage, surface materials, site furnishings, planting and irrigation facilities.
- Prepare technical specifications and a cost estimate.
- One site visit during construction to evaluate progress and troubleshoot any construction issues.
- One site visit at the conclusion of construction to review completed work and prepare a punchlist.

Task 2: Quality Assurance inspection and Testing Services

Our scope of work for this task includes attending meetings, including preconstruction, progress and final inspection; reviewing schedule and technical submittals; reviewing payment requests; developing technical change orders; processing final payments; project closeout and coordinating all work with the School District.

PEI will provide an inspector to observe construction activities at the site and provide field testing for the pavement portions of the work. Testing services include the field and laboratory testing necessary to assure that the contractor is providing the required quality of workmanship and materials during construction. Field testing includes performing field density tests on soils, aggregates and asphalt concrete using a nuclear

density gauge. Laboratory tests include determining the maximum density and optimum moisture content for soils and aggregates and maximum compacted unit weight, maximum theoretical unit weight, stability, air voids and core unit weights for asphalt concrete.

Regular visits by the project manager are included in this work. The project manager will be the owner's representative liaison for the construction project, will report on the project progress and quantities and will provide written inspection reports for each day of construction, while the daily duties or specialized tasks are performed by PEI personnel.

Upon completion of the project, PEI will prepare a final report that outlines all the work completed along with test results.

SCHEDULE

We estimate delivering Task 1, 100% complete in February/March 2022 so the project can be bid in the Spring in an effort to secure competitive construction prices. Task 2 will follow during construction, which is anticipated to be summer of 2022.

FEES

PEI is providing a fee for each task in the table below.

SCHOOL SITE	ESTIMATED CONSTRUCTION COST	TASK 1 DESIGN FEE	TASK 2 ESTIMATED INSPECTION FEE	TOTALS TASK 1 & 2
Cunha INT	$136,900	$16,558	$15,840	$32,398
Half Moon Bay HS	$519,292	$41,390	$51,929	$93,319
TOTALS	**$656,192**	**$57,948**	**$67,769**	**$125,717**

Task 1: Engineering Design Services

Our estimated fee to perform the design work based on the treatments identified in the assessment study is $57,948. Our fee includes $5,225 for landscape architecture design at Cunha. The work for Task 1 will be invoiced on a lump-sum basis with monthly progress payments and assumes that all the work will be done as part of the same project.

Task 2: Inspection, Engineering Support and Contract Administration Services

PEI can provide any level of construction assistance needed. For budgeting purposes, our typical fee for providing inspection, engineering support and contract administration for a project this size is about 10% of the construction cost (plus some additional for the landscape architectural component). Our Not to Exceed fee for Task 2 is estimated at $67,769, which is based on our experience with similar projects. This fee includes $2,150 for two visits by the landscape architect as described in Task 1b of this proposal. PEI's work for this task will be invoiced on a time and materials basis.

All fees and costs associated with this project are subject to final negotiation with the Cabrillo Unified School District. The attached proposal conditions apply.

We look forward to working with you on this project. Our goal is to deliver services with the highest degree of honesty, trust and professionalism. If you have any questions regarding the contents of this proposal, please do not hesitate to call me at (805) 781-2265.

Very truly yours,
PAVEMENT ENGINEERING INC.



Joseph L. Ririe, P.E.
Senior Principal Engineer

Enclosures: Proposal Conditions

pc: C File, M File

PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.

2. All work shall be performed utilizing common methods and practices of the civil engineering profession. Reports and construction documents will be signed by a registered civil engineer.

3. Fees for lump sum or unit price proposals will be charged at the quoted price. The quoted prices include all laboratory testing costs. Fees for engineering and technical services on a time and materials basis will be charged at the applicable hourly rates of the current PEI fee schedule.

4. The proposal is based upon providing liability insurance with limits up to $1,000,000.

5. Payment: Invoices will be submitted at the completion of the work for engineering reports. Inspection fees will be invoiced on a monthly basis. All invoices are due upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Attorney fees or other costs incurred in collecting any delinquent amount shall be paid by the client.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
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Freya McCamant

MEMORANDUM

MEETING DATE: October 14th, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Contract with Caldwell Flores Winters, Inc. for Construction Implementation Services

BACKGROUND INFORMATION

Voters in the District approved General Obligation (G.O.) bond authorization to update classrooms and science labs in schools; perform essential safety repairs; fix leaky roofs; equip classrooms with 21st-century learning technology; replace aging heating/plumbing; and construct/equip classrooms.

The District has several active construction projects both completed and with designs underway. These projects are managed by the Chief Business Official (CBO) who oversees that the projects are on track and on budget. With planning, project services procurement, design, testing, and construction activities forthcoming at El Granada and Farallone View Elementary Schools, we hereby request that the Board approve the services of a Program Manager/Owner's Representative to assist the project management. These services will occur throughout the duration of these projects until close out and completion.

FISCAL ANALYSIS

There is no financial impact to the General Fund. This agreement would be covered with bond funds.

RECOMMENDATION

Staff recommends approving Caldwell Flores Winters, Inc.'s (CFW) contract.

CONTRACT FOR SERVICES

This contract is entered into this 15th day of October, 2021 and is made by and between Caldwell Flores Winters, Inc. ("CFW"), and the Cabrillo Unified School District ("District") of San Mateo County.

RECITALS

WHEREAS, the District may retain architects and/or other professional consultants (hereinafter collectively referred to as the, "Professional Consultants") to assist in the implementation of the Facilities Assessment and Implementation Plan; and

WHEREAS, the District desires to retain the professional services of CFW to provide program implementation services pursuant to the Facilities Assessment and Implementation Plan, all as approved by the Board of Education and more particularly described in this Agreement;

WHEREAS, the District has determined that the services provided by CFW are exempt from Public Contract Code section 20111, and the District has fully complied with its policies, bylaws, rules, and/or procedures for entering into this Contract;

WHEREAS, CFW provides professional services for facilities planning, State aid, program development and program implementation services throughout the State of California, and currently provides planning and State aid services to the District;

WHEREAS, the District recognizes that CFW is engaged in facilities planning, State aid, program development and program implementation services including construction owner's representative services, and that it is duly qualified and capable of providing and performing the professional services contemplated under this Agreement;

NOW THEREFORE, for good and valuable consideration of the covenants set forth herein and other good and valuable consideration, the receipt and adequacy of which is acknowledged by the Parties, the Parties hereby agree as follows:

I. CONSULTANT SERVICES

CFW agrees to provide the District with professional program implementation services on an as-needed basis as specified in Exhibit A, incorporated herein by this reference and made a part of this contract.

II. DISTRICT COOPERATION

The District will cooperate with CFW by furnishing all necessary District records and an opportunity to consult with District personnel as necessary to perform required work.

A. Information

District agrees to provide all necessary information relative to the proposed scope of work on a timely, diligent and accurate basis, to the best extent possible.

B. Additional Professional Consultants

District agrees to provide or authorize additional Professional Consultants (e.g., Architects, Engineers, etc.) as necessary to carry out the scope of work, if needed.

III. CONFIDENTIALITY OF INFORMATION

It is mutually agreed that CFW shall regard all information received during the performance of services pursuant to this contract as confidential and shall not disclose such information without prior consent of the District.

IV. TERM

The Parties have agreed to a term ending on August 31, 2026, a period of time recognized as necessary to oversee the Program contemplated by the Parties. The Term of this Contract shall commence upon approval by the Governing Board of the District and execution by the Superintendent and shall continue through August 31, 2026. The Parties recognize that the long-term consistent management of the District's Program is an important objective of the Governing Board. The District may choose to extend or renew the term of this Contract by a written instrument, mutually agreed to by the Parties and approved by the Governing Board of the District.

V. INSURANCE

A. Insurance Policies; Minimum Coverage Amounts.

Minimum coverage amounts for policies of insurance to be obtained and maintained by CFW and its Sub-Consultants are:

Workers Compensation	Statutory Limits
Employers Liability:	$500,000
Commercial General Liability (including coverage for Bodily Injury or Death, Property Damage and Automobile Liability-Property Damage, Bodily Injury or Death):	
Per Occurrence	$1,000,000

Aggregate	$1,000,000
Professional Liability	$1,000,000

A. **Workers Compensation and Employers Liability Insurance.**

Workers' Compensation Insurance shall cover claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts may be liable. Employer's Liability Insurance shall cover bodily injury (including death) by accident or disease to any employee that arises out of the employee's employment by CFW or a Sub-Consultant. The Employer's Liability Insurance required hereunder may be obtained as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance required to be obtained and maintained hereunder.

B. **Commercial General Liability and Property Insurance.**

Commercial General Liability and Property Insurance shall provide coverage for the types of claims set forth below which may arise out of or result from CFW's services under this Agreement and for which CFW may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CFW's employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained by: (a) a person as a result of an offense directly or indirectly related to employment of such person by CFW or (b) by another person; (iii) claims for damages due to injury to or destruction of tangible property, including loss of use resulting thereof; and (iv) contractual liability insurance applicable to CFW's obligations under this Agreement. District shall be an additional named insured to CFW's commercial general liability insurance policy.

1. Professional Liability Insurance. The policy of Professional Liability Insurance shall cover claims for errors, omissions and other conduct arising out CFW's performance of services under this Agreement.
2. Automobile Liability. The policy of Automobile Liability insurance shall provide coverage for claims arising out of the operation of automobiles and other motor vehicles by CFW in connection with performance of obligations under this Agreement.
3. Policy Endorsements; Evidence of Insurance. CFW agrees to deliver to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the District. Coverage's under each policy of insurance required hereunder, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.
4. Sub-Consultants' Insurance. If CFW requests, and the District consents to, the use of Sub-Consultant(s) to CFW to perform a portion of the Basic Services or authorized Additional Services, each approved Sub consultant shall obtain and maintain each policy of insurance with the minimum of

coverage amounts set forth above for CFW. Notwithstanding the District's approval of a Sub consultant, no Sub consultant shall provide services until CFW has delivered Certificates of Insurance to the District which evidences each of the required insurance policies and the minimum coverage amounts set forth herein.

VI. FEE FOR IMPLEMENTATION SERVICES

A. Initial Payments

The District agrees to compensate CFW three payments of Twenty-Five Thousand Dollars ($25,000.00) each on the first of each of the first three months of the Term for the purposes of compiling the list of Projects to be included in the District Facilities Program, the Master Project Budget and the Master Project Schedule for review and approval by the Board of Trustees. Upon completion, this fee would be credited against the subsequent monthly payments for the Term of the Contract.

B. Subsequent Payments

The District shall compensate CFW the contract price of Four and Three Quarters Percent (4.75%) of the Project Costs, as defined below (hereinafter, the "Contract Price").

Project Costs shall be defined as all costs, fees, and expenses to be paid by the District for projects related to the District's Facilities Assessment and Implementation Plan that are implemented during the term of this contract. Project Costs shall include but not be limited to the costs, fees and expenses related to the planning, design, bidding, management and construction of projects undertaken by the District.

At the commencement of each project, Project Costs shall be calculated based on the Proposed Funding Sources and Uses for Program Phases pursuant to the Facilities Assessment and Implementation Plan. Every six months thereafter until completion, the Project Costs shall be recalculated as needed to incorporate any changes approved by the District.

The monthly payments to CFW shall be calculated as follows: (1) the total Project Costs, as defined herein, shall be multiplied by 4.75% (the "Fee"); (2) this amount shall then be divided by the number of months projected in the Master Project Schedule. This shall establish the "Average Monthly Fee". CFW shall be paid the Average Monthly Fee each month for the duration of the Projects under program management up to the maximum fee which is equal to the Contract Price. CFW shall submit monthly invoices consistent with the formula described above.

VII. CONSULTANT NOT AN EMPLOYEE OF THE DISTRICT

CFW shall have no authority to contract on behalf of the District. It is expressly understood and agreed by both parties that CFW, while engaged in carrying out and complying with any terms and conditions of this contract, is an independent contractor and not an officer, agent or employee of aforesaid District.

VIII. PREVAILING LAW

This agreement shall be interpreted and shall be governed by California law.

IX. ASSIGNMENT

CFW reserves the right to assign this contract in whole or in part to any successor or assignee with the approval of the District. Such approval shall not be unreasonably withheld by District.

X. DISPUTE RESOLUTION

Any dispute, claim or controversy arising out of or relating to this Contract or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this Contract to arbitrate, shall first be submitted to mediation, and if the matter is not resolved through mediation then to arbitration in Alameda County before one arbitrator. The arbitration shall be administered by an organization mutually agreeable by the parties or pursuant to CA Code of Civil Procedure section 1280 et. seq. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from an appropriate court. The prevailing party in the arbitration shall be entitled to its reasonable attorneys' fees and costs. All fees and costs for mediation and arbitration shall be split equally.

XI. TERMINATION

In the event CFW fails or refuses to reasonably perform the provisions of the scope of work, the District may declare a default in the performance of the terms of this Contract by providing written notice specifying the nature of the default and the steps necessary to cure the default. CFW shall be provided a period of no less than twenty-one (21) calendar days from the date of the notice to cure the default. The Parties may also agree to mutually terminate this Contract by a writing referencing the Contract.

XII. ATTORNEY'S FEES

In the event that any action or proceeding, including any arbitration, is brought to enforce the provisions of this Contract, the prevailing party shall be entitled to all costs of enforcement, including but not limited to, said party's reasonable attorney fees.

XIII. NOTICES

All notices, demands requests or approvals to be given under this agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the fifth business day after the deposit thereof in the United States Mail, postage prepaid, registered or certified, addressed as provided below.

All notices, demands, requests or approvals from CFW to District shall be addressed to District at:

Cabrillo Unified School District
ATTN: Sean McPhetridge, Ed.D., Superintendent
498 Kelly Ave
Half Moon Bay, CA 94019

All notices, demands, requests or approvals from District to CFW shall be addressed to CFW at:

Caldwell Flores Winters, Inc.
ATTN: Emilio A. Flores, Chief Executive Officer
6425 Christie Ave, Suite 270
Emeryville, CA 94608

XIV. INTEGRATED CONTRACT

This agreement in its entirety represents a full and complete understanding of every kind or nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or implied covenants shall not be held to vary the provisions hereof.

XV. APPROVAL

In executing this contract, persons signing on behalf of CFW or District represent that each has the authority to do so.

This contract is hereby agreed upon this _____ day of _____, 2021.

AGREED:

_____	_____
Emilio A. Flores, Chief Executive Officer Caldwell Flores Winters, Inc.	Sean McPhetridge, Ed.D Superintendent Cabrillo Unified School District

EXHIBIT A
SCOPE OF WORK

Caldwell Flores Winters, Inc. (“CFW”) agrees to provide the following scope of work to the Cabrillo Unified School District ("District"):

1. Meet with District staff to establish desired facilities outcomes

2. Establish 21st century design specifications including current approaches for classroom configuration, and furniture, fixtures, and equipment to achieve desired outcomes

3. Review alternate construction delivery methods (Lease-Leaseback, Design/Build, etc.) and establish a program most suitable to the District’s need

4. Establish procedures for selection and retention of additional professional services necessary to complete the construction of proposed projects

5. Manage team members to reduce delays and costs in the production of documents and progress, quality, and performance through regular due diligence meetings

6. Coordinate team members to address:
    a. Communications requirements
    b. Scope refinement process
    c. Request for information and bid process
    d. Constructability and value engineering criteria

7. Coordinate the team’s efforts to maintain project schedules and budgets, including contingencies and allowances for inflation

8. Establish strategies to maximize the District’s eligibility to receive State Funding for the projects

9. Provide oversight of contractors regarding value engineering efforts, pre-construction pricing, schedule adherence, and budget

10. Provide oversight of Architect regarding submittals to California Department of Education, Division of the State Architect, Department of Toxic Substances Control, Office of Public School Construction and the State Allocation Board, as required

11. During the construction phase, represent the District to:
    a. Establish procedures for delivery methods for construction of projects
    b. Accelerate construction schedule wherever possible
    c. Negotiate fees of service providers (i.e. Architects, Builders, etc.)

d. Monitor and manage construction team progress relative to schedule, budget, and work scope
e. Administer pre-bid contractor qualifications, if needed
f. Review pre-bid correspondence to represent District's interests
g. Review bid process undertaken by architects and construction managers
h. Review the impact of bids on the budget and amend budget accordingly
i. Present bid award recommendations to District for approval
j. Monitor inflation impacts on projects
k. Monitor change order review process by architects

12. Provide semi-annual Sources and Uses Statements

13. Serve as resource to the District relative to preparing grant applications in anticipation of receiving additional funds for educational facilities

14. Attend public forums and meetings as necessary to keep community informed

15. Assist staff with bond oversight committee activities and attend meetings to provide updates on program schedule and budget; and assist in development of annual reports and notices to the community

16. Establish closeout requirements for architect and/or contractor

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
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Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Adoption of Resolution No. 15-21 to Make Findings Allowing Continued Remote Meetings Under AB361

BACKGROUND INFORMATION

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunsetted on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the agency must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings are to the effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. Effectively, this means that local agencies must agendize a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law's provision for teleconference procedures in lieu of in-person meetings.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

DISCUSSION

Because local rates of transmission of COVID-19 are still in the "substantial" tier as measured by the Centers for Disease Control, we recommend that the Board avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees. A resolution to that effect, and directing staff to return each 30 days with the opportunity to renew such findings, is attached hereto.

FISCAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

To continue with remote Governing Board meetings, staff recommend that the Governing Board approve the monthly resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

RESOLUTION No. 16-21
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR MEETINGS OF THE CABRILLO UNIFIED SCHOOL DISTRICT GOVERNING BOARD WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the "reopening" of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the "Brown Act"), provided certain requirements were met and followed; and.

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, California Department of Public Health ("CDPH") and the federal Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html); and,

WHEREAS, the CDC has established a "Community Transmission" metric with 4 tiers designed to reflect a community's COVID-19 case rate and percent positivity; and,

WHEREAS, the County of San Mateo currently has a Community Transmission metric of "substantial" which is the second most serious of the tiers; and,

WHEREAS, the CUSD Governing Board has an important governmental interest in protecting the health, safety, and welfare of those who participate in its meetings; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the CUSD Governing Board deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The CUSD Governing Board finds that meeting in person would present imminent risks to the health or safety of attendees.

3. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 14th day of October, 2021, by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Freya McCamant:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by:

_____
Freya McCamant
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____
Sean McPhetridge, Ed.D.
Secretary to the Governing Board
Cabrillo Unified School District

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Board Governing
FROM: Sean McPhetridge, Ed.D., Superintendent
J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Quarterly Report on Williams Uniform Complaints (Education Code §35186)

BACKGROUND INFORMATION

Education Code 35186 requires that Williams complaints be filed and resolved using the Uniform Complaint Procedures (UCP). Williams complaints include instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment, and these complaints may be filed anonymously. Williams complaints are filed with the principal, or their designee, of the school in which the complaint arises. Schools have complaint forms available for these types of complaints, but schools do not reject a complaint if the form is not used as long as the complaint is submitted in writing.

Local governing boards are required to report quarterly to the San Mateo County of Education the nature and number of complaints received during the quarter.

REPORT/PROPOSAL

During the first quarter of the 2021-22 school year, the CUSD received zero (0) Williams complaints.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Staff recommends receipt and approval of the first quarter Williams Uniform Complaints report.

SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

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

District: Cabrillo Unified School District

Name & Title of Preparer: Rosibel Acosta, Administrative Assistant to the Superintendent

Quarter Reported: (check one)

- ☑ 1st Quarter: July 2021 through September 2021 – Due October 2021
- ☐ 2nd Quarter: October 2021 through December 2021 – Due January 2022
- ☐ 3rd Quarter: January 2022 through March 2022 – Due April 2022
- ☐ 4th Quarter: April 2022 through June 2022 – Due July 2022

Date for information to be reported publicly at governing board meeting: 10/14/2021

Please check the box that applies:

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

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

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

Name & Signature of Superintendent

Date: 10/15/2021

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

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Governing Board Policy Updates as Recommended by the California School Boards Association

BACKGROUND INFORMATION

The Cabrillo Unified School District (CUSD) participates in the California School Boards Association's (CSBA) Policy Online and Manual Maintenance Service. One important component of this optional service is that participating districts receive a quarterly "Policy Maintenance Report" to help keep Board policies up to date and fully compliant. Most often, the proposed changes are mandate-driven. In such instances, staff will suggest that the Board waive additional readings and adopt the suggested revisions en masse and via action. In those instances, when a quarterly maintenance review indicates 1) a need for a change in a policy that provides optional courses of action or 2) the need for a new policy to address a particular issue, staff will suggest that the Board engage in a first and second reading of the document prior to considering policy adoption.

REPORT/PROPOSAL

This month, Board Policies 4112.9, 4113, 4119.11, 4119.42, 4119.43, 4151, 4157, 5113.1, 5141.5, 5141.21, 5141.22, and 5145.6 are provided for adoption. Board Policy 6157 is recommended for deletion. These Board documents have been reviewed by appropriate staff and are submitted for your consideration. Staff has further concluded that the proposed revisions reflect new laws and/or additional CSBA suggested wordsmithing that could be considered for adoption under action items.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT
POLICY GUIDE SHEET
October 14, 2021

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 4112.9/4212.9/4312.9 - Employee Notifications

Policy updated to make change for gender neutrality and to revise legal references to reflect corresponding revisions in the Exhibit.

Board Policy 4113 - Assignment

Policy updated to reflect **NEW LAW (AB 1219, 2019)** which requires annual monitoring of the assignment of certificated employees at all schools, and requires the Commission on Teacher Credentialing (CTC) to administer a statewide system that produces an annual data file of vacancies and misassignments and provides districts an opportunity to submit additional evidence that an employee is legally authorized for the assignment. Policy also adds legal requirements to report misassignments in the school accountability report card and to use Williams uniform complaint procedures to address any complaint alleging teacher misassignment or vacancy.

Board Policy 4119.11/4219.11/4319.11 - Sexual Harassment

Policy updated to clarify that, in some instances, it may be necessary to concurrently review a sexual harassment complaint under both the Title IX sexual harassment complaint procedures and the district's procedure reflecting state law, as described in AR 4030 - Nondiscrimination in Employment, in order to meet the applicable timelines. Policy also adds the requirement to provide supportive measures to the respondent as well as the complainant.

Board Policy 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens

Policy updated to add the requirement that the district's exposure control plan for bloodborne pathogens be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7. Legal cites added for training and hepatitis B vaccination requirements, and material deleted regarding the exemption of designated first aid providers from the pre-exposure hepatitis B vaccination, which is repeated in the AR. Paragraph added to include the district's responsibility to implement follow-up procedures in the event of an exposure incident.

Board Policy 4119.43/4219.43/4319.43 - Universal Precautions

Policy updated to include material formerly in the AR on the provision of information to employees regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B and appropriate methods to prevent exposure. Policy also adds optional paragraph regarding the inclusion of related information in employee handbooks.

Board Policy 4151/4251/4351 - Employee Compensation

Policy updated to delete Labor Code citation that is not applicable to public agencies and instead reflect Education Code provisions related to overtime compensation for classified employees.

Board Policy 4157/4257/4357 - Employee Safety

Policy updated to reflect **NEW STATE REGULATION (Register 2020, No. 10)** which requires districts to provide employees with access to the district's injury and illness prevention program, and to add the prohibition against discharging or discriminating against an employee for exercising any right protected by the Occupational Safety and Health Act.

Board Policy 5113.1 - Chronic Absence and Truancy

Policy updated to designate the attendance supervisor as the person responsible for performing various assignments related to absence and truancy; reflect a tiered approach for reducing chronic absence which

includes universal strategies and letters to parents/guardians; expand material regarding early intervention; add the provision of training and information to staff for the implementation of a trauma-informed approach to chronic absence; reflect chronic absence as a measure of district and school performance on the California School Dashboard; and add grade level to the list of specific data to be provided to the board regarding attendance, absence, and truancy.

Board Policy 5141.5 - Mental Health - NEW

New policy addresses strategies and services to promote students' emotional well-being and mental health, including student instruction, staff training, crisis intervention, counseling services and referrals, Section 504 evaluation, and collaboration with mental health professionals, agencies, and organizations. Policy reflects **NEW LAW (SB 75, 2019)** which establishes the Mental Health Student Services Act for the purpose of supporting mental health partnerships among county mental health agencies and local educational agencies.

BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions

(BP/AR revised)

Policy updated to reflect **NEW LAW (SB 233)** which authorizes the board to adopt policy allowing a parent/guardian, but not school personnel, to administer medicinal cannabis in a nonsmokeable, nonvapeable form at a school site to a student who is a qualified patient. Policy explains the conflict between state and federal law and provides options for districts to authorize or not authorize administration of medicinal cannabis at a school site. For districts that choose to authorize medicinal cannabis, policy reflects the components that are mandated to be in policy, including requirements for parents/guardians to provide a written medical recommendation for the student to be administered medicinal cannabis, sign in at the school before administering the cannabis, and remove any remaining cannabis from the school site. Regulation reflects **NEW LAW (AB 743)** which requires districts to accept a physician statement for inhaled asthma medication from a health plan operating under the laws of Mexico that is licensed in California.

Board Policy 5141.22 - Infectious Diseases

Policy reflects **NEW LAW (AB 262, 2019)** which requires local health officers to notify and update districts of an outbreak, or imminent outbreak, of a communicable disease and requires districts to comply with any orders issued by the health officers and all applicable privacy laws. Policy also clarifies that any allowable exclusions apply only to on-campus instruction and provides that the superintendent or designee will, when necessary, inform the local health official of any potential outbreak.

Board Policy 5145.6 - Parental Notifications

Policy updated for gender neutrality and to update legal references based on new laws reflected in the accompanying exhibit.

Board Policy 6157 - Distance Learning - DELETE

Policy deleted due to expiration of emergency legislation that temporarily waived apportionment requirements to permit distance learning for the 2020-2021 school year.

Cabrillo USD
Board Policy
Employee Notifications

BP 4112.9
Personnel

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications ~~he/she~~ **the Superintendent or designee** believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:
EDUCATION CODE
231.5 Sexual harassment policy
17612 Notification of pesticide use
22455.5 STRS information to potential members
22461 Postretirement compensation limitation
35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services
35171 Notice of regulations pertaining to certificated employee evaluations
37616 Notice of public hearing on year-round schedule
44031 Personnel file contents, inspection
44663-44664 Evaluation of certificated employees
44842 Reemployment notices, certificated employees
44896 Transfer of administrator or supervisor to teaching position
44916 Written statement of employment status
44929.21 Reelection or nonreelection of probationary employee after second year
44929.23 Reelection notice, districts with less than 250 ADA
44934 Notice of disciplinary action for cause
44934.1 Suspension or dismissal for egregious misconduct
44936 Notice of suspension or dismissal
44938 Notice of unprofessional conduct and opportunity to correct
44940.5-44941 Notification of suspension and intent to dismiss
44948.3 Dismissal of probationary employees
44948.5 Nonreelection procedures, districts under 250 ADA
44949 Cause, notice and right to hearing
44951 Continuation in position unless notified, administrative or supervisory personnel
44954 Nonreelection of temporary employees
44955 Reduction in number of employees
45113 Notification of charges, classified employees

45117 Notice of layoff, classified employees
45169 Employee salary data, classified employees
45192 Industrial and accident leave
45195 Additional leave
46162 Notice of public hearing on block schedule
49013 Complaints regarding student fees
49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion
49414 Epinephrine auto-injectors
49414.3 Administration of opioid antagonist
CIVIL CODE
1798.29 District records, breach of security
GOVERNMENT CODE
1126 Incompatible activities of employees
~~3100-3109 Oath or affirmation of allegiance~~
8355 Certification of drug-free workplace, including notification
12950 Sexual harassment
21029 Retirement credit for period of military service
54957 Complaints against employees; right to open session
54963 Unauthorized disclosure of confidential information
HEALTH AND SAFETY CODE
1797.196 Automated external defibrillators; notification of use and locations
104420 Tobacco-free schools
120875 Information on AIDS, AIDS-related conditions, and hepatitis B
120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B
LABOR CODE
245-249 Healthy Workplaces, Healthy Families Act of 2014
1034 Lactation accommodation
2800.2 Notification of availability of continuation health coverage
2810.7 Notice to participate in flexible spending account
3550-3553 Notifications re: workers' compensation benefits
5401 Workers' compensation; claim form and notice of potential eligibility
PENAL CODE
11105 Access to criminal history information
11105.2 Subsequent arrest notification
11165.7 Child Abuse and Neglect Reporting Act; notification requirement
11166.5 Employment; statement of knowledge of duty to report child abuse or neglect
UNEMPLOYMENT INSURANCE CODE
2613 Disability insurance; notice of rights and benefits
CODE OF REGULATIONS, TITLE 2
11023 Nondiscrimination in employment
~~11024 Sexual harassment~~
11049 Notice of right to request pregnancy disability leave or transfer
11091 California Family Rights Act, designation notice
11096 Notice of right to request family care leave
CODE OF REGULATIONS, TITLE 5
4622 Uniform complaint procedures
80303 Reports of change in employment status, alleged misconduct
CODE OF REGULATIONS, TITLE 8
3204 Employees exposed to bloodborne pathogens, access to exposure and medical records
5191 Chemical hygiene plan
~~5193 California bloodborne pathogens standard~~
5194 Hazard communication program
CODE OF REGULATIONS, TITLE 13
1234 Reports regarding school buses and bus drivers
2480 Vehicle idling, limitations
UNITED STATES CODE, TITLE 38

4334 Uniformed Services Employment and Reemployment Rights Act, notice requirement
UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act
CODE OF FEDERAL REGULATIONS, TITLE 29
825.300 Family and Medical Leave Act; notice requirement
CODE OF FEDERAL REGULATIONS, TITLE 34
84.205-84.210 Drug-free workplace statement
104.8 Nondiscrimination
106.9 Dissemination of policy, nondiscrimination on basis of sex
CODE OF FEDERAL REGULATIONS, TITLE 40
763.84 Asbestos inspections, response actions and post-response actions
763.93 Asbestos management plans
CODE OF FEDERAL REGULATIONS, TITLE 49
382.113 Controlled substance and alcohol use and testing notifications
382.303 Post-accident information, procedures, and instructions
382.601 Controlled substance and alcohol use and testing notifications

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: October 11, 2012 Half Moon Bay, California
revised: TBD

Cabrillo USD
Board Policy
Assignment

BP 4113
Personnel

~~Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Cabrillo USD has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.~~

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which ~~their~~ **they are qualified pursuant to their certification**, preparation, ~~certification,~~ professional experience, and aptitude ~~qualify them~~.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

~~The Board encourages the assignment of experienced and fully credentialed teachers, including those who have attained National Board for Professional Teaching Standards certification, to schools with the greatest need to improve student achievement.~~

Assignment to Courses/Classes

The Superintendent or designee shall assign teachers ~~to courses~~ based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare ~~him/her~~ the teacher to provide instruction in that subject.

Note: The Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual describes "local teaching assignment options" available to districts when assigning a teacher outside ~~his/her~~ **the** credential authorization **of the teacher**. See the accompanying administrative regulation for requirements pertaining to assignments to departmentalized classes in grades K-12 (Education Code 44258.3) or elective courses (Education Code 44258.7).

According to the CTC manual, it is inappropriate to use a local teaching assignment option for an individual who holds an emergency permit, provisional internship permit (PIP), or short-term staff permit (STSP). For information about the circumstances under which persons holding these permits may be employed, see BP/AR 4112.2 - Certification. If a district uses a local teaching assignment option for a holder of an intern credential, the CTC cautions that the district must ensure that the individual meets the specific requirements of the teaching assignment option as well as the requirements of the intern credential; see BP/AR 4112.21 - Interns for further information about intern programs.

The CTC manual indicates that a district may use the options at its discretion. The following paragraph may be revised to reflect options available in the district.

~~Teachers shall be assigned to teach core academic subjects in Title I and non-Title I programs in accordance with the requirements of the No Child Left Behind Act pertaining to teacher qualifications. (20 USC 6319, 7801; 5 CCR 6100-6126)~~

~~*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*~~
~~*(cf. 6171 - Title I Programs)*~~

When specifically authorized by law or regulation, the Superintendent or designee may, with the teacher's consent, assign a teacher~~, with his/her consent,~~ to a position outside the teacher's ~~his/her~~ credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Such a~~A~~ssignments ~~made pursuant to Education Code 44256, 44258.2, and 44263~~ shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee, in writing, of the misassignment. Within 15 working days, the Superintendent or designee shall notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

Vacancies and Misassignments

~~The Superintendent or designee shall periodically report to the Board on any teacher misassignments or vacancies. He/she shall report to the Board the results of the County Superintendent's review of district misassignments and vacancies, and shall provide~~

~~recommendations for remedying any identified issues.~~

~~The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.~~

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.

(cf. 0420.41 - Charter School Oversight)

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)

(cf. 0510 - School Accountability Report Card)

Equitable Distribution of Qualified and Experienced Teachers

The Superintendent or designee shall ~~ensure that~~ identify and address the equitable distribution of highly qualified and experienced teachers ~~are equitably distributed~~ among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. ~~He/she~~ The Superintendent or designee

shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4114 - Transfers)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)
(cf. 6171 - Title I Programs)

~~**Committee on Assignments**~~

~~The Superintendent or designee may establish a committee on assignments which may grant approval for the voluntary assignment of full-time teachers to teach one or more elective courses outside their credential authorization in an area for which they have special skills or preparation. (Education Code 44258.7)~~

Legal Reference:

EDUCATION CODE
33126 School accountability report card
35035 Additional powers and duties of superintendent
35186 Complaint process
37616 Assignment of teachers to year-round schools
44225.6 Commission report to the legislature re: teachers
44250-44277 Credentials and assignments of teachers
44314 Subject matter programs, approved subjects
44824 Assignment of teachers to weekend classes
44955 Reduction in number of employees
GOVERNMENT CODE
3543.2 Scope of representation
CODE OF REGULATIONS, TITLE 5
80003-80005 Credential authorizations
80020-80020.5 Additional assignment authorizations
80335 Performance of unauthorized professional services
80339-80339.6 Unauthorized certificated employee assignment
UNITED STATES CODE, TITLE 20
6311 State plan
6312 Local educational agency plans
6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California State Plan to Ensure Equitable Access to Excellent Educators
Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016
COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS
Administrator's Assignment Manual - Updates and Revisions, May 2014

The Administrator's Assignment Manual, rev. September 2007
U.S. DEPARTMENT OF EDUCATION GUIDANCE
Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016
Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov
U.S. Department of Education: http://www.ed.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: June 25, 2009 Half Moon Bay, California
revised: TBD

Cabrillo USD
Board Policy
Sexual Harassment

BP 4119.11
4219.11
4319.11
All Personnel

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

3. Ensuring prompt, thorough, fair, and equitable investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems

and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint **or allegation** is addressed through ~~either~~ AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures ~~for complaints meeting the Title IX definition of sexual harassment~~ or AR 4030 - Nondiscrimination in Employment ~~for complaints meeting the state definition~~, as applicable~~, and shall offer supportive measures to the complainant~~. **Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.**

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaints)

The Title IX Coordinator ~~and~~ shall offer supportive measures to the complainant **and respondent, as deemed appropriate under the circumstances.**

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Reports)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950 Sexual harassment; distribution of information
12950.1 Sexual harassment training
LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation
CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 42
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities
106.51-106.82 Nondiscrimination on the basis of sex in employment in education programs or activities
COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026
Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275
Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257
Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998
Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
Promising Practices for Preventing Harassment, November 2017
WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
Equal Employment Opportunity Commission: http://www.eeoc.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr/index.html

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
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Cabrillo USD

Board Policy

Exposure Control Plan For Bloodborne Pathogens

BP 4119.42
BP 4219.42
BP 4319.42
Personnel

As part of its commitment to provide a safe and ~~healthful~~ **healthy** work environment, the Governing Board recognizes the importance of ~~developing an exposure control plan~~ protecting employees from possible infection due to contact with bloodborne pathogens, including, but not limited to, hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV). The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace ~~to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV)~~.

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
~~(cf. 4157/4257/4357 - Employee Safety)~~
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.6 - School Health Services)

The exposure control plan shall be consistent with the district's injury and illness prevention program established pursuant to Labor Code 6401.7 and 8 CCR 3203. (8 CCR 5193)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall **receive training and** be offered the hepatitis B vaccination. **(8 CCR 5193; 29 CFR 1910.1030)**

~~The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))~~

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

In the event that an employee has an exposure incident, the district shall implement follow-up procedures in accordance with the exposure control plan. All such incidents shall be evaluated to determine whether changes need to be made in district practices.

Legal Reference:

GOVERNMENT CODE
3543.2 Scope of bargaining
LABOR CODE
142.3 Authority of Cal/OSHA to adopt standards
144.7 Requirement to amend standards
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3204 Access to employee exposure and medical records
5193 California bloodborne pathogens standards
CODE OF FEDERAL REGULATIONS, TITLE 29
1910.1030 OSHA bloodborne pathogens standards

Management Resources:

~~*CDE ADVISORIES*~~
~~*1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings*~~
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Frequently Asked Questions About the Bloodborne Pathogens Standard
A Best Practices Approach for Reducing Bloodborne Pathogens Exposure, 2001
Exposure Control Plan for Bloodborne Pathogens, 2001
WEB SITES
~~*OSHA: http://www.osha.gov*~~
~~*Cal/OSHA*~~ ***California Department of Industrial Relations, Occupational Safety and Health****:*
http://www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: http://www.cdc.gov
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
revised: TBD

Cabrillo USD

Board Policy

Universal Precautions

BP 4119.43
BP 4219.43
BP 4319.43
Personnel

In order to protect **all** employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district. Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall distribute to employees information provided by the California Department of Education (CDE) regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan of the employees. Information shall be distributed annually, or more frequently if there is new information supplied by CDE. (Health and Safety Code 120875, 120880)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Information regarding universal precautions may be included in employee handbooks.

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan **for bloodborne pathogens** or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference:
GOVERNMENT CODE
3543.2 Scope of bargaining
HEALTH AND SAFETY CODE
117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B
120880 Information to employees of school district
LABOR CODE
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
5193 California bloodborne pathogens standard
CODE OF FEDERAL REGULATIONS, TITLE 29
1910.1030 OSHA bloodborne pathogens standards

Management Resources:
~~*CDE PROGRAM ADVISORIES*~~
~~*1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings*~~
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Hepatitis B Questions and Answers for the Public
WEB SITES
American Federation of Teachers: https://www.aft.org
~~*Cal/OSHA*~~ ***California Department of Industrial Relations, Occupational Safety and Health****:*
http://www.dir.ca.gov/occupational_safety.html
California Department of Public Health: https://www.cdph.ca.gov
Centers for Disease Control and Prevention: http://www.cdc.gov
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
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Cabrillo USD

Board Policy

Employee Compensation

BP 4151
BP 4251
BP 4351
Personnel

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)
(cf. 3400 - Management of Districts Assets/Accounts)
(cf. 4000 - Concepts and Roles)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162, **45268**)

(cf. 4121 - Temporary/Substitute Personnel)
(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for education level and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall ensure that the district's payroll system complies with all applicable laws and bargaining agreements, including, but not limited to, timelines regarding payment of compensation and deductions of dues for employee organizations.

In extraordinary circumstances or emergency situations, the Board may determine to continue to compensate employees during periods of extended closure or disruption of normal district operations when permitted by law and consistent with collective bargaining agreements and memoranda of understanding.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

District employees shall be paid an overtime rate of not less than one and one-half times their regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week, or twice their regular rate of pay for any hours worked in excess of 12 hours in one day or eight hours on the seventh consecutive day of work. However, teachers, school administrators, and other employees in positions established by the Board as executive, administrative, or professional shall be exempt from overtime rules. (Education Code 45128, 45130; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

(cf. 4300 - Administrative and Supervisory Personnel)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided the employee has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within 12 calendar months after making the request if the use of the compensatory time does not unduly disrupt district operations. (Education Code 45129; 29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:
EDUCATION CODE
45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45127-45133.5 Classified employees; work week; overtime provisions
45160-45169 Salaries for classified employees
45268 Salary schedule for classified service in merit system districts
GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:
3543.2 Scope of representation
3543.7 Duty to meet and negotiate in good faith
LABOR CODE
226 Employee access to payroll records
232 Disclosure of wages
~~*510 Overtime compensation; length of work day and week; alternative schedules*~~
~~*515 Overtime exemption for administrative, executive, and professional employees*~~
CODE OF REGULATIONS, TITLE 8
11040 Wages and hours; definitions of administrative, executive, and professional employees
UNITED STATES CODE, TITLE 26
409A Deferred compensation plans
UNITED STATES CODE, TITLE 29
201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements
CODE OF FEDERAL REGULATIONS, TITLE 26
1.409A-1 Definitions and covered plans
CODE OF FEDERAL REGULATIONS, TITLE 29
516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies
COURT DECISIONS
Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:
OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020
WEB SITES
CSBA: http://www.csba.org
Internal Revenue Service: http://www.irs.gov
School Services of California, Inc.: http://www.sscal.com
U.S. Department of Labor, Wage and Hour Division: https://www.dol.gov/whd

Policy CABRILLO UNIFIED SCHOOL DISTRICT
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Cabrillo USD
Board Policy
Employee Safety

BP 4157
Personnel

The Governing Board is committed to maximizing employee safety and believes that **workplace** safety is ~~every employee's~~ **the** responsibility **of every employee**. Working conditions and equipment shall comply with standards prescribed by federal, state, and local laws and regulations.

(cf. 0450 - Comprehensive Safety Plan)

No employee shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

~~The Board expects~~ ~~a~~ **A**ll employees **are expected** to use safe work practices and**, to the extent possible,** correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, ~~he/she~~ **the employee** shall immediately report the problem to the Superintendent or designee.

~~The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.~~

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish and implement a written injury and illness prevention program, and provide employees with access to such program, in accordance with law. (Labor Code 6401.7; 8 CCR 3203)

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157.2/4257.2/4357.2 - Ergonomics)
(cf. 4158/4258/4358 - Employee Security)

~~The Board shall ensure that the Superintendent or designee provides eye protective devices as specified in law and administrative regulation.~~

The Superintendent or designee shall ~~ensure the ready availability of~~ make first aid materials readily available at district workplaces and shall make effective provisions~~, in advance,~~ to prepare for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR 3400)

No employee shall be discharged or discriminated against for **exercising any right regarding employee safety or health specified in Labor Code 6310, including:**

1. **M~~m~~**making **a report or** complaint**~~s,~~**

2. **I~~i~~**instituting proceedings **or causing proceedings to be instituted~~, or~~**

3. **T~~t~~**testifying with regard to employee safety or health ~~or for~~

4. **P~~p~~**participating in any occupational health and safety committee established pursuant to Labor Code 6401.7 ~~(Labor Code 6310)~~

5. **Requesting access to injury or illness reports and records**

6. **Exercising any other right protected by the Occupational Safety and Health Act**

Legal Reference:

EDUCATION CODE
32030-32034 Eye safety
32225-32226 Communications devices in classrooms
*32280-32289**.5** School safety plans*
44984 Required rules for industrial accident and illness leave of absence
GOVERNMENT CODE
3543.2 Scope of bargaining
LABOR CODE
132a Workers' compensation; nondiscrimination
*3300 Definition~~s~~ **of employer***
6305 Occupational safety and health standards; special order
6310 Retaliation for filing complaint prohibited
6400-6413.5 Responsibilities and duties of employers and employees, especially:
6401.7 Injury and illness prevention program
CODE OF REGULATIONS, TITLE 8
3203 Injury and illness prevention program
3204 Access to employee exposure and medical records
3400 Medical services and first aid
5095-5100 Control of noise exposure
5193 Bloodborne pathogens
14000-14316 Occupational injury or illness reports and records
CODE OF REGULATIONS, TITLE 17
2508 Reporting of communicable diseases
CODE OF FEDERAL REGULATIONS, TITLE 29
651-678 Occupational safety and health
*1910.95 **Occupational ~~N~~n**oise **exposure** ~~standards~~*
1910.1030 Bloodborne pathogens

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
*Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. August 20**11**~~05~~*
WEB SITES
California Department of Industrial Relations, Occupational Safety and Health: http://www.dir.ca.gov/occupational_safety.html
Centers for Disease Control and Prevention: http://www.cdc.gov
National Hearing Conservation Association: http://www.hearingconservation.org
National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh
U.S. Department of Labor, Occupational Safety and Health Administration: http://www.osha.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
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Cabrillo USD

Board Policy

Chronic Absence And Truancy

BP 5113.1
Students

The Governing Board believes that absenteeism, whatever **the** caused ~~by excused or unexcused absences~~, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)
(cf. 5113.11 - Attendance Supervision)

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district. ~~He/she shall provide the Board with data on school attendance, chronic absence, and truancy rates districtwide, for each school, and disaggregated for each numerically significant student subgroup as defined in Education Code 52052. Such data shall be used in the development of annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans.~~

~~*(cf. 0400 - Comprehensive Plans)*~~
~~*(cf. 0420 - School Plans/Site Councils)*~~
~~*(cf. 0450 - Comprehensive Safety Plan)*~~
~~*(cf. 0460 - Local Control and Accountability Plan)*~~
~~*(cf. 0500 - Accountability)*~~

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The Superintendent**, attendance supervisor,** or designee shall develop ~~strategies that~~ **a tiered approach to reducing chronic absence.** ~~focus on prevention of~~ **Such an approach shall include strategies for preventing** attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, **letters alerting parents/guardians to the value of regular school attendance,** and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

~~The Superintendent or designee also shall develop strategies that enable~~ **The tiered approach shall also provide for** early outreach to students as soon as they show signs of poor attendance **or if they were chronically absent in the prior school year**. **Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.**

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)

~~The Superintendent or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.~~

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and

receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

(cf. 4131 - Staff Development)

Students who are identified as **chronically absent or** truant shall be subject to the interventions specified in law and administrative regulation.

(cf. 5113.12 - District School Attendance Review Board)

A student's truancy, tardiness, or other absence from school shall not be the basis for ~~his/her~~ suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent**, attendance supervisor,** or designee shall periodically report to the Board regarding **student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052.** ~~the district's progress in improving student attendance rates for all students and for each numerically significant student population~~. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to ~~make changes as needed~~ develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

(cf. 0500 - Accountability)
(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE
1740-1742 Employment of personnel to supervise attendance (county superintendent)
37223 Weekend classes
46000 Records (attendance)
46010-46014 Absences
46110-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48225.5 Work permits, entertainment and allied industries
48240-48246 Supervisors of attendance
48260-48273 Truants
48290-48297 Failure to comply; complaints against parents
48320-48325 School attendance review boards

48340-48341 Improvement of student attendance
48400-48403 Compulsory continuation education
48900 Suspension and expulsion
49067 Unexcused absences as cause of failing grade
52052 Accountability; numerically significant student subgroups
60901 Chronic absence
GOVERNMENT CODE
54950-54963 The Ralph M. Brown Act
PENAL CODE
270.1 Chronic truancy; parent/guardian misdemeanor
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy
830.1 Peace officers
VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy
WELFARE AND INSTITUTIONS CODE
256-258 Juvenile hearing officer
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance
CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes
COURT DECISIONS
L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:
ATTENDANCE WORKS PUBLICATIONS
District Attendance Tracking Tool
For School Board Members: Frequently Asked Questions About Chronic Absence
School Attendance Tracking Tool
Bringing Attendance Home: Engaging Parents in Preventing Chronic Absence, 2015
~~*Count Us In! Working Together to Show that Every School Day Matters, 2014*~~
The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
School Attendance Review Board ~~Handbook~~: A Road Map for Improved School Attendance and Behavior, ~~2015~~ ***rev. 2018***
~~*School Attendance Improvement Handbook, 2000*~~
WEB SITES
CSBA: http://www.csba.org
Attendance Works: http://www.attendanceworks.org
California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org
California Department of Education: http://www.cde.ca.gov
California Healthy Kids Survey: http://chks.wested.org
California School Climate, Health, and Learning Survey System: http://www.cal-schls.wested.org

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Cabrillo USD
Board Policy
Mental Health

BP 5141.5
Students

Note: Education Code 215 requires all governing boards to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components; see BP/AR 5141.52 - Suicide Prevention. The following optional policy is intended to address broader mental health issues facing students and may be revised to reflect district practice.

The Governing Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Note: The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school.

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state

content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

(cf. 6142.8 - Comprehensive Health Education)

The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5141.52 - Suicide Prevention)

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

(cf. 5141.6 - School Health Services)
(cf. 6164.2 - Guidance/Counseling Services)

Note: Pursuant to 28 CFR 35.108, a student should be evaluated in accordance with Section 504 of the Rehabilitation Act (29 USC 794) if the student has a disability, including a mental impairment, that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. See BP/AR 6164.6 - Identification and Education Under Section 504. Districts also have an affirmative, ongoing duty to actively and systematically seek out, identify, locate, and evaluate all children with disabilities who may be in need of special education and related services (Education Code 56171, 56300-56385; 20 USC 1412; 34 CFR 300.111). See BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)

Note: In addition to using district funds for mental health programs or services, districts may apply for grant funds administered by the county mental health agency or other sources.

The Mental Health Services Act, established by Proposition 63 in 2004, provides funding, personnel, and other resources to support county mental health programs, including, but not limited to, prevention and early intervention programs. Funding may be allocated for outreach to families and others to recognize the early signs of potentially severe and disabling mental illnesses, access and linkage to medically necessary care for children with severe mental illness, reduction in stigma and discrimination against people with mental illness, and strategies to reduce negative outcomes that may result from untreated mental illness.

Welfare and Institutions Code 5886, as added by SB 75 (Ch. 51, Statutes of 2019), establishes the Mental Health Student Services Act, a competitive grant program to award funds to county mental health or behavioral health departments for the purpose of creating mental health partnerships with school districts, charter schools, and county offices of education.

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Legal Reference:

EDUCATION CODE
215-216 Student suicide prevention
234.6 Posting suicide prevention policy on web site
32280-32289.5 Comprehensive safety plan
49060-49079 Student records
49600 Responsibilities of school counselors
49602 Confidentiality of student information
49604 Suicide prevention training for school counselors
56171 Duty to identify and assess children in private schools who need special education services
56300-56385 Identification, referral, and assessment for special education
WELFARE AND INSTITUTIONS CODE
5698 Emotionally disturbed youth; legislative intent
5840-5840.8 Prevention and early intervention programs
5850-5886 Children's Mental Health Services Act
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Nondiscrimination on the basis of disability
CODE OF FEDERAL REGULATIONS, TITLE 34
34 CFR 300.1-300.818 Individuals with Disabilities Education Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008
Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009
NATIONAL CHILD TRAUMATIC STRESS NETWORK PUBLICATIONS
Child Trauma Toolkit for Educators, 2008
WEB SITES
American Association of Suicidology: http://www.suicidology.org
American Foundation for Suicide Prevention: https://afsp.org
American Psychological Association: http://www.apa.org
American School Counselor Association: https://www.schoolcounselor.org
California Department of Education, Mental Health: http://www.cde.ca.gov/ls/cg/mh
California Department of Health Care Services, Mental Health Services: http://www.dhcs.ca.gov/services/MH
Centers for Disease Control and Prevention, Mental Health: http://www.cdc.gov/mentalhealth
National Association of School Psychologists: https://www.nasponline.org
National Child Traumatic Stress Network: https://www.nctsn.org
National Council for Behavioral Health, Mental Health First Aid: https://www.mentalhealthfirstaid.org
National Institute for Mental Health: http://www.nimh.nih.gov
Suicide Prevention Lifeline: https://suicidepreventionlifeline.org
Suicide Prevention Resource Center: https://www.sprc.org/about-suicide
U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: http://www.samhsa.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: TBD Half Moon Bay, California

Cabrillo USD

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21
Students

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should ~~have an opportunity~~ **be able** to participate in the educational program.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

(cf. 5141.24 - Specialized Health Care Services)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Note: 5 CCR 604 authorizes a parent/guardian to administer medication to ~~his/her~~ **a** child or designate an individual to administer the medication, as specified below. In addition, California law allows students to carry and self-administer medication needed for the treatment or management of certain medical conditions, when the district has received a written request from the student's parent/guardian and written authorization from the student's authorized health care provider, as specified in the accompanying administrative regulation. Students have legal authorization to self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine for anaphylactic reactions pursuant to Education Code 49423,

and inhaled asthma medication pursuant to Education Code 49423.1. Pursuant to 5 CCR 605, districts may choose to allow students to carry and self-administer other types of medication beyond those specifically authorized by the Education Code.

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing ~~a~~ parent**s**/guardian**s** to administer medication to ~~his/her~~ **their** child at school, designate other individuals to do so on ~~his/her~~ **their** behalf, and, with the ~~child's~~ **student's** authorized health care provider's approval, request the district's permission for ~~his/her child~~ **the student** to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 1250 - Visitors/Outsiders)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6116 - Classroom Interruptions)

The Superintendent or designee shall make ~~available~~ epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The ~~Board authorizes the~~ Superintendent or designee ~~to~~ shall make ~~available~~ naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

Note: The following **optional** paragraph may be revised to reflect district practice. The U.S. Department of Health and Human Services and the Centers for Disease Control and Prevention recommend that a district's emergency and disaster preparedness plan include procedures for dealing with medical emergencies, such as a pandemic flu outbreak or public disaster.

~~In addition,~~ The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Administration of Medication by School Personnel

Note: Various provisions of state law allow districts to train nonmedical district employees (i.e., those who do not possess a medical license) to provide medical assistance to students at school when a credentialed school nurse or other licensed individual is unavailable. For example, Education Code 49414, 49414.3, 49414.5, 49423, and 49423.1 specifically authorize the use of trained, unlicensed school employees to administer medications to students suffering from allergic reactions, opioid overdose, severe hypoglycemia, or asthma. Moreover, in American Nurses Association v. Torlakson, the California Supreme Court held that, as with other prescription medications, state law permits trained, unlicensed school personnel to administer insulin to students where a physician has determined that unlicensed school personnel may safely and appropriately administer the medication. The medication must be administered in accordance with a written health care provider statement and parental consent.

~~Any medication prescribed by an authorized health care provider, including, but not limited to, emergency antiseizure medication for a student who suffers epileptic seizures, auto-injectable epinephrine, insulin, or glucagon, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)~~

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, ~~and~~ administrative regulation**, and, ~~as applicable,~~ the written statement provided by the student's parent/guardian and authorized health care provider.** ~~and~~ **Such personnel** shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

~~When medically unlicensed school personnel are authorized by law to administer any medication to students, such as emergency antiseizure medication, auto-injectable epinephrine, insulin, or glucagon, the~~ Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual. ~~(Education Code 49414, 49414.3, 49414.5, 49423, 49423.1)~~

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE
48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.3 Emergency medical assistance; administration of medication for opioid overdose
49414.5 Providing school personnel with voluntary emergency training
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
49480 Continuing medication regimen; notice
BUSINESS AND PROFESSIONS CODE
2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general

3501 Definitions
4119.2 Acquisition of epinephrine auto-injectors
4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist
HEALTH AND SAFETY CODE
11362.7-11362.85 Medicinal cannabis
CODE OF REGULATIONS, TITLE 5
600-611 Administering medication to students
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 21
812 Schedules of controlled substances
844 Penalties for possession of controlled substance
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
COURT DECISIONS
American Nurses Association v. Torlakson, (2013) 57 Cal.4th 570

Management Resources:
AMERICAN DIABETES ASSOCIATION PUBLICATIONS
Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015
Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
~~*Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015*~~
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
Program Advisory on Medication Administration, 2005
NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS
Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
WEB SITES
CSBA: http://www.csba.org
American Diabetes Association: http://www.diabetes.org
California Department of Education: http://www.cde.ca.gov/ls/he/hn
National Diabetes Education Program: http://www.ndep.nih.gov
U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

Policy CABRILLO UNIFIED SCHOOL DISTRICT
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Cabrillo USD

Board Policy

Infectious Diseases

BP 5141.22
Students

The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing ~~an appropriate~~ **a high-quality** education for all students. ~~The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases.~~ The Superintendent or designee shall collaborate with ~~parents/guardians and~~ local **and state** health ~~agencies and organizations~~ **officials** to develop **and regularly update** a comprehensive ~~approach to~~ **plan for** disease prevention that promotes preventative measures**, mitigation,** ~~and~~ education**, communication, and training** of students and staff. **All measures to limit the spread of infectious diseases shall be nondiscriminatory and ensure that equity is promoted.**

~~**Infectious Disease Prevention**~~

~~The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures, and education of students and staff.~~

(cf. 0400 - Comprehensive Plans)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall regularly review resources available from health experts to ensure that district programs **and operations** are based on the most up-to-date information.

The ~~Superintendent or designee shall ensure that the~~ district's comprehensive health education program **shall** provide~~s~~ **age-appropriate** information about the ~~prevention of infectious diseases, including the nature of bloodborne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza~~. ~~He/she shall also ensure~~

~~that each school has sufficient infection prevention supplies that are easily accessible to staff.~~ **nature and symptoms of communicable diseases, their transmission, and how to help prevent the spread of contagious diseases**.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6142.8 - Comprehensive Health Education)

If the local health officer notifies the district of an outbreak of a communicable disease, or the imminent and proximate threat of a communicable disease outbreak or epidemic that threatens the public's health, the district shall take any action that the health officer deems necessary to control the spread of the disease. The district shall comply with all applicable state and federal privacy laws in regard to any such information received from the local health officer. (Health and Safety Code 120175.5)

~~**Universal Precautions**~~

Students and staff shall observe universal precautions in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

(cf. 5141 - Health Care and Emergencies)
(cf. 6145.2 - Athletic Competition)

Students with Infectious Diseases

The Superintendent or designee shall exclude students **from on-campus instruction** only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

(cf. 5112.2 - Exclusions from Attendance)
(cf. 6164.6 - Identification and Education Under Section 504)

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize ~~the child's~~ exposure to other diseases in the school setting**. If necessary, the Superintendent or designee shall inform the local health official of any potential outbreak**. The Superintendent or designee shall ensure that student confidentiality **and privacy** rights are strictly observed in accordance with law.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE
48210-48216 Persons excluded
49060-49069.7 Student records
49073-49079 Privacy of pupil records
49403 Cooperation in control of communicable disease and immunization of pupils
49405 Smallpox control
49406 Examination for tuberculosis (employees)
49408 ***Student emergency i****Information* ~~*of use in emergencies*~~
49602 ***Counseling and c****Confidentiality of student information*
51202 Instruction in personal and public health and safety
~~*CALIFORNIA CONSTITUTION*~~
~~*Article 1, Section 1 Right to Privacy*~~
CIVIL CODE
56-56.37 Confidentiality of Medical Information Act
1798-~~*1798.76*~~ ***1798.78*** *Information Practices Act*
HEALTH AND SAFETY CODE
120175.5 Local health officers and communicable diseases
120230 Exclusion for communicable disease
120325-120380 Immunization against communicable diseases
120875-120895 AIDS information
120975-~~*121022*~~ ***121023*** *Mandated blood testing and confidentiality to protect public health*
121475-121520 Tuberculosis tests for ~~*pupils*~~ ***students***
CALIFORNIA CONSTITUTION
Article 1, Section 1 Right to Privacy
CODE OF REGULATIONS, TITLE 8
5193 ~~*California b*~~***B****loodborne pathogens*~~*standard*~~
CODE OF REGULATIONS, TITLE 17
2500-2511 Communicable disease reporting requirements
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
CODE OF FEDERAL REGULATIONS, TITLE 45
164.500-164.534 ~~*Health Insurance Portability and Accountability Act (HIPAA)*~~ ***Privacy of individually identifiable health information***
COURT DECISIONS
Thomas v. Atascadero Unified School District, (~~*1987*~~ ***1986****) 662 F.Supp. 376*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Science Safety Handbook for California Public Schools, 2014
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS
School District (K-12) Pandemic Influenza Planning Checklist
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Department of Public Health: http://www.cdph.ca.gov
Centers for Disease Control and Prevention: http://www.cdc.gov
~~*U.S. Government Pandemic Flu Information: http://www.pandemicflu.gov*~~

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
revised: TBD

Cabrillo USD
Board Policy
Parental Notifications

BP 5145.6
Students

The Governing Board desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send parents/guardians ~~and students~~ all notifications required by law and any other notifications ~~he/she~~ **the Superintendent or designee** believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 6020 - Parent Involvement)

The district must provide an annual notice to parents and guardians of the school's general information policies that includes:

1. Assurances that the district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

2. A description of the types of student records maintained by the district.

3. A list of the circumstances or conditions under which the district might release student information to outside people or entities.

4. A statement that, unless the district is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the district shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

If the district decides to release directory information, the district shall provide an annual notice to parents and guardians, and "eligible students" in attendance, of the district's directory information policy that includes:

1. The categories of information that the district has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).

2. A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law).

3. The recipients of the directory information.

4. A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.

5. The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless ~~his/her~~ **the student's** parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Whenever a student enrolls in a district school during the school year, ~~his/her~~ **the student's** parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

Whenever an employee learns that a student's parent/guardian is unable to understand the district's printed notifications for any reason, ~~he/she~~ **the employee** shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

234.7 Student protections relating to immigration and citizenship status

262.3 Appeals for discrimination complaints; information regarding availability of civil remedies
310 Language acquisition programs
313 Reclassification of English learners, parental consultation
313.2 Long-term English learner, notification
440 English language proficiency assessment; instruction in English language development
8483 Before/after school program; enrollment priorities
17288 Building standards for university campuses
17611.5-17612 Notification of pesticide use
32221.5 Insurance for athletic team members
32255-32255.6 Right to refuse harmful or destructive use of animals
32390 Fingerprint program; contracts; funding; consent of parent/guardian
33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act
35160.5 Extracurricular and cocurricular activities
35178.4 Notice of accreditation status
35182.5 Advertising in the classroom
35183 School dress codes; uniforms
35186 Complaints concerning deficiencies in instructional materials and facilities
35211 Driver training; district insurance, parent/guardian liability
35256 School Accountability Report Card
35258 School Accountability Report Card
35291 Rules for student discipline
37616 Consultation regarding year-round schedule
39831.5 School bus rider rules and information
44050 Employee codes of conduct, employee interactions with students
44808.5 Permission to leave school grounds
46010.1 Notice regarding excuse to obtain confidential medical services
46014 Regulations regarding absences for religious purposes
46600-46611 Interdistrict attendance agreements
48000 Minimum age of admission
48070.5 Promotion or retention of students
48204 Residency requirements
48205 Absence for personal reasons
48206.3 Students with temporary disabilities; individual instruction; definitions
48207-48208 Students with temporary disabilities in hospitals
48213 Prior notice of exclusion from attendance
48216 Immunization
48260.5 Notice regarding truancy
48262 Need for parent conference regarding truancy
48263 Referral to school attendance review board or probation department
48301 Interdistrict transfers
~~*48350-48361 Open Enrollment Act*~~
~~*48354 Option to transfer from school identified under Open Enrollment Act*~~
~~*48357 Status of application for transfer from school identified under Open Enrollment Act*~~
48412 Certificate of proficiency
48432.3 Voluntary enrollment in continuation education
48432.5 Involuntary transfers of students
48850-48859 Education of foster youth and homeless students
48900.1 Parental attendance required after suspension
48904 Liability of parent/guardian for willful student misconduct
48904.3 Withholding grades, diplomas, or transcripts
48906 Notification of release of student to peace officer
48911 Notification in case of suspension
48911.1 Assignment to supervised suspension classroom
48912 Closed sessions; consideration of suspension
48915.1 Expelled students; enrollment in another district
48916 Readmission procedures

48918 Rules governing expulsion procedures
48929 Transfer of student convicted of violent felony or misdemeanor
48980 Required notification at beginning of term
48980.3 Notification of pesticide use
48981 Time and means of notification
48982 Parent signature acknowledging receipt of notice
48983 Contents of notice
48984 Activities prohibited unless notice given
48985 Notices to parents in language other than English
48987 Child abuse information
49013 Use of uniform complaint procedures for complaints regarding student fees
49063 Notification of parental rights
49067 Student evaluation; student in danger of failing course
49068 Transfer of permanent enrollment and scholarship record
49069 Absolute right to access
49070 Challenging content of student record
49073 Release of directory information
49073.6 Student records, social media
49076 Access to student records
49077 Access to information concerning a student in compliance with court order
49403 Cooperation in control of communicable disease and immunization
49423 Administration of prescribed medication for student
49451 Physical examinations: parent's refusal to consent
49452.5 Screening for scoliosis
49452.7 Information on type 2 diabetes
49452.8 Oral health assessment
49456 Results of vision or hearing test
49471-49472 Insurance
49475 Student athletes; concussions and head injuries
49476 Student athletes; opioid fact sheet
49480 Continuing medication regimen for nonepisodic conditions
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
49557.5 Child Hunger Prevention and Fair Treatment Act of 2017; notice of negative balance in meal account
51225.1 Exemption from district graduation requirements
51225.2 Course credits~~; foster youth, homeless youth, former juvenile court school students and military-connected students~~
51225.3 Graduation requirements; courses that satisfy college entrance criteria
51229 Course of study for grades 7-12
51513 Personal beliefs; privacy
51938 HIV/AIDS and sexual health instruction
52164 Language census
52164.1 Census-taking methods; determination of primary language; assessment of language skills
52164.3 Reassessment of English learners; notification of results
54444.2 Migrant education programs; parent involvement
56301 Child-find system; policies regarding written notification rights
56321 Special education: proposed assessment plan
56321.5-56321.6 Notice of parent rights pertaining to special education
56329 Written notice of right to findings; independent assessment
56341.1 Development of individualized education program; right to audio record meeting
56341.5 Individualized education program team meetings
56343.5 Individualized education program meetings
56521.1 Behavioral intervention
58501 Alternative schools; notice required prior to establishment
60615 Exemption from state assessment
60641 California Assessment of Student Performance and Progress

69432.9 Submission of grade point average to Cal Grant program
CIVIL CODE
1798.29 District records, breach of security
HEALTH AND SAFETY CODE
1596.857 Right to enter child care facility
1597.16 Licensed child care centers, lead testing
104420 Tobacco use prevention
104855 Availability of topical fluoride treatment
116277 Lead testing of school drinking water
120365-120375 Immunizations
120440 Sharing immunization information
124100-124105 Health screening and immunizations
PENAL CODE
626.81 Notice of permission granted to sex offender to volunteer on campus
627.5 Hearing request following denial or revocation of registration
CODE OF REGULATIONS, TITLE 5
852 Exemptions from state assessments
863 Reports of state assessment results
3052 Behavioral intervention
4622 Notification of uniform complaint procedures
4631 Uniform complaint procedures; notification of decision and right to appeal
~~*4702 Student transfer from school identified under Open Enrollment Act*~~
4917 Notification of sexual harassment policy
11303 Reclassification of English learners
11511.5 English language proficiency assessment; test results
11523 Notice of proficiency examinations
18066 Child care policies regarding excused and unexcused absences
18094-18095 Notice of Action; child care services
18114 Notice of delinquent fees; child care services
18118-18119 Notice of Action; child care services
CODE OF REGULATIONS, TITLE 17
2951 Hearing tests
6040 Time period to obtain needed immunizations
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1232h Privacy rights
1415 Procedural safeguards
6311 State plan
6312 Local educational agency plans
6318 Parent and family engagement
7704 Impact Aid; policies and procedures related to children residing on Indian lands
7908 Armed forces recruiter access to students
UNITED STATES CODE, TITLE 42
1758 Child nutrition programs
11431-11435 McKinney-Vento Homeless Assistance Act
CODE OF FEDERAL REGULATIONS, TITLE 7
245.5 Eligibility criteria for free and reduced-price meals
245.6a Verification of eligibility for free and reduced-price meals
CODE OF FEDERAL REGULATIONS, TITLE 34
99.7 Student records, annual notification
99.30 Disclosure of personally identifiable information
99.34 Student records, disclosure to other educational agencies
99.37 Disclosure of directory information
104.32 District responsibility to provide free appropriate public education
104.36 Procedural safeguards
104.8 Nondiscrimination

106.8 Notification of contact information for Title IX coordinator
106.9 Dissemination of policy, nondiscrimination on basis of sex
200.48 Teacher qualifications
222.94 Impact Aid; district responsibilities
300.300 Parent consent for special education evaluation
300.322 Parent participation in IEP team meetings
300.502 Independent educational evaluation of student with disability
300.503 Prior written notice regarding identification, evaluation, or placement of student with disability
300.504 Procedural safeguards notice for students with disabilities
300.508 Due process complaint
300.530 Discipline procedures
CODE OF FEDERAL REGULATIONS, TITLE 40
763.84 Asbestos inspections, response actions and post-response actions
763.93 Asbestos management plans

Management Resources:
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
~~*Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017*~~
Civil Rights Compliance and Enforcement -- Nutrition Programs and Services, FNS Instruction 113-1, 2005
WEB SITES
U.S. Department of Agriculture, Food and Nutrition Service: http://www.fns.usda.gov

Policy CABRILLO UNIFIED SCHOOL DISTRICT
adopted: December 11, 2008 Half Moon Bay, California
revised: May 9, 2013
revised: June 21, 2018
revised: TBD

Cabrillo USD

Board Policy

Distance Learning

BP 6157
Instruction

The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3516.5 - Emergency Schedules)
(cf. 4113.5/4213.5/4313.5 - Working Remotely)
(cf. 6158 - Independent Study)

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.

The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)

The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.

(cf. 5141.5 - Mental Health)

As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning.

~~The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.~~

~~*(cf. 4131 - Staff Development)*~~

~~Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.~~

~~*(cf. 6162.6 - Use of Copyrighted Materials)*~~

~~The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.~~

~~*(cf. 0410 - Nondiscrimination in District Programs and Activities)*~~
~~*(cf. 0415 - Equity)*~~
~~*(cf. 6159 - Individualized Education Program)*~~
~~*(cf. 6174 - Education for English Learners)*~~

~~The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.~~

~~*(cf. 0440 - District Technology Plan)*~~
~~*(cf. 3311.4 - Procurement of Technological Equipment)*~~
~~*(cf. 3515.4 - Recovery for Property Loss or Damage)*~~
~~*(cf. 6163.4 - Student Use of Technology)*~~

~~Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.~~

~~*(cf. 6020 - Parent Involvement)*~~

~~Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with district policy on grading for equivalent courses.~~

~~*(cf. 5121 - Grades/Evaluation of Student Achievement)*~~
~~*(cf. 6146.3 - Reciprocity of Academic Credit)*~~
~~*(cf. 6146.11 - Alternative Credits Toward Graduation)*~~

~~*Legal Reference:*~~
~~*EDUCATION CODE*~~

~~*35182.5 Contracts for electronic products or services; prohibitions*~~
~~*51210-51212 Course of study for grades 1-6*~~
~~*51220-51229 Course of study for grades 7-12*~~
~~*51740-51741 Authority to provide instruction by correspondence*~~
~~*51745-51749.3 Independent study*~~
~~*51865 California distance learning policy*~~
~~*PUBLIC CONTRACT CODE*~~
~~*20118.2 Contracting by school districts; technological equipment*~~
~~*UNITED STATES CODE, TITLE 20*~~
~~*7131 Internet safety*~~
~~*UNITED STATES CODE, TITLE 47*~~
~~*254 Universal service discounts (E-rate); Internet safety*~~

~~*Management Resources:*~~
~~*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*~~
~~*COVID-19 Guidance for K-12 Schools*~~
~~*WORLD WIDE WEB CONSORTIUM PUBLICATIONS*~~
~~*Web Content Accessibility Guidelines*~~
~~*WEB SITES*~~
~~*California Department of Education: http://www.cde.ca.gov*~~
~~*World Wide Web Consortium, Web Accessibility Initiative: http://www.w3.org/wai*~~

~~Policy CABRILLO UNIFIED SCHOOL DISTRICT~~
~~adopted: May 14, 2020 Half Moon Bay, California~~

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Regular and Special Governing Board Meetings Minutes

BACKGROUND INFORMATION

The Governing Board routinely reviews and approves minutes from all regular meetings and special sessions.

REPORT/PROPOSAL

The unadopted minutes of the September 9, 2021 Regular Governing Board Meeting and the August 21, 2021 Special Governing Board Meeting (Retreat and Closed Session) are included in this Board packet for consideration.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

Governing Board Meeting Agenda

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session: Thursday, September 9, 2021 • 6:00 PM
Via Zoom: https://cabrillok12.zoom.us/j/99135905009

Board Members Present:	Ms. Lizet Cortes, President - Absent Ms. Mary Beth Alexander, Vice President Ms. Freya McCamant, Clerk to the Governing Board Ms. Sophia Layne, Member Ms. Kimberly Hines, Member
Administrators Present:	Dr. Sean McPhetridge, Ed.D., Superintendent Dr. Leticia Bhatia, Ed.D., Assistant Superintendent Mr. J. Jesús Contreras, Chief Business Officer
Student Representative Present:	Ms. Sara Gorman, Student Board Member

1. CALL TO ORDER

a. Public Session – 6:00 PM – Welcome

1. Roll Call / Quorum

Ms. Mary Beth Alexander, Vice President
Ms. Freya McCamant, Clerk to the Governing Board
Ms. Sophia Layne, Member
Ms. Kimberly Hines, Member
Ms. Sara Gorman, Student Board Member

2. Pledge of Allegiance

Student Board Member Sara Gorman led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Motion to approve the agenda, as presented, was made by Member Freya McCamant and seconded by Member Sophia Layne.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-103) Passed 4-0 with Student Board Member voting aye

3. COMMUNICATIONS

a. Public Comments

Monica Rosoff, HMBHS parent and taxpayer, spoke to the Board about her concerns regarding the process for CUSD expenses. MS. Rosoff asked the Board to adopt best practices seen at other districts like contract approvals, review and approval of expenses from school funds, and prioritization of projects. Ms. Rosoff also said that these expenses and contracts should be transparent to the public.

Marc Rosoff, HMBHS parent and taxpayer, spoke to the Board about his concerns regarding the installation of a fence parallel to an existing fence in August of 2021. Mr. Rosoff also shared that neighbors were not notified of the fence installation although they have been notified in the past of other projects.

Christy Walker, CUSD parent and community member, thanked the Board for its commitment to community health and safety. Ms. Walker asked the Board to take the step to mandate that all CUSD staff and eligible students be fully vaccinated and to get this in place as soon as possible.

Written Comments. The Board received one (1) comment via the Google Public Comment Request form related to this agenda item. To read the full public comments submitted via the Google Public Comment Request form, please follow the link provided below:

https://docs.google.com/spreadsheets/d/1nRX_0478ZfgkWL_0hZOLPpkxsl0s98NN9kNiWDnJNBQ/edit?usp=sharing

b. Employee Organizations Report

1. CUTA Representatives

CUTA Co-President Sean Riordan said that the district faces two crises this year, COVID-19 and teacher shortage. Co-President Riordan noted that it is necessary to work across the sites to make information available to teachers, students, and parents about COVID exposures, tracing, and the consequences of failing to adhere to mandates. Co-President Riordan said that nationwide schools are having trouble filling positions and provided an overview of San Mateo County school districts' teacher vacancies, benefits, and salaries. Lastly, Co-President Riordan said that salaries must be at least commensurate with the San Mateo Foster City School District to attract and retain teachers.

2. CSEA Representatives

None.

c. Board Members Report

Member Sophia Layne thanked staff that made possible the opening of schools and said that CUSD should continue working together towards safety and an environment where everyone can thrive, learn, and grow. Member Layne noted that this is one of the most important meetings since the pandemic started because there is an update on safety protocols, a budget update, the LGBTQ History Month proclamation, and most importantly a presentation of data on student outcomes and the review of the Equity Statement draft. Member Layne said that everyone plays a role in this and that we all should work together to address the community's needs.

Member Freya McCamant thanked the speakers who made public comments and reminded participants that the Board is not allowed by state law to discuss non-agendized topics. Member McCamant said the Board takes the comments very seriously, and she would make sure the district is as transparent as possible. Member McCamant thanked CUTA Co-President Riordan for talking about the teacher shortage and agreed the Board has an important obligation to teachers. Lastly, Member McCamant shared that the Environmental Committee met yesterday and are moving forward on recycling and some other projects.

Member Kimberly Hines shared she is thrilled to see that the LCAP report included Visual and Performing Arts for the first time. Member Hines said the work is not done, and she will continue supporting a sustainable program K thought 12 because this is an equity issue. Member Hines said students learn

better when they have a variety of experiences in their lives. To end her comment, Member Hines shared Member Alexander and she were part of the Real Estate Committee, and they were very passionate about making sure the district resources were used in a sustainable way. Member Hines said she hopes to continue this work with the Board next month.

Member Mary Beth Alexander shared that one of the items of the Special Board Retreat on August 21, 2021, was a study called "Eight Characteristics of an Effective School Board," and she shared that one of the characteristics caught her attention so she decided to shared that characteristic and focus on it. The characteristic reads, "Effective school boards have strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels." Member Alexander said that the children have huge learning potential, that the district has driven staff, and that there is a community here that wants to help students reach that potential.

Student Board Member Sara Gorman provided the Board and public an update on Farallone View Elementary, Hatch Elementary, Cunha Intermediate, Half Moon Bay High School, Pilarcitos High School, La Costa Adult School, and Los Listos Preschool events and activities.

d. Superintendent Report

Superintendent Dr. Sean McPhetridge talked about the FAQ letter sent to the families yesterday. In this letter, Superintendent McPhetridge talks about the COVID-19 Dashboard where the district tracks weekly the reports of confirmed COVID-19 cases. Superintendent McPhetridge said that COVID-19 has impacted every school now and urged the public to consider the importance of vaccines. Regarding vaccines for students, Superintendent McPhetridge mentioned we would probably hear more from the state. In regards to vaccines for staff, Superintendent McPhetridge said that the verification reports are still in progress.

Superintendent McPhetridge also spoke about CUSD teacher vacancies and said that he agreed with CUTA Co-President Riordan that there is still work to do to pay teachers and all staff so the district can recruit and retain them. Superintendent McPhetridge shared the district's work with community organizations in this regard and said he looks forward to regular meetings with CUTA Co-Presidents Riordan and Lunstroth and also to meeting again with CUTA representatives at the negotiations table.

To end the report, Superintednent McPhetridge said he looks forward to working wth the Board on district continuous improvement and attainment of best practices.

4. CONSENT AGENDA

a. Approval of the Updated 2020-21 Local Control Accountability Plan (LCAP)
b. Approval of Distribution/Disposal of Obsolete Textbooks at Various Schools
c. Approval of Building Construction and Trades Curriculum (Update)
d. Approval of the Certificated Personnel Report
e. Approval of the Classified Personnel Report
f. Approval of Increases and Title Changes to Cocurricular Salary Schedule
g. Approval of Donations to Cabrillo Unified School District
h. Approval of Agreement to Design/Inspect/Test/ Replacement of Roofs at HMBHS
i. Approval of Chromebooks to Meet Williams Compliance
j. Approval of Regular and Special Governing Board Meetings Minutes

Motion to approve consent items was made by Member Kimberly Hines and seconded by Member Freya McCamant.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-104) Passed 4-0 with Student Board Member voting aye

5. GENERAL BUSINESS

a. Review of Equity Statement Draft

The Board had the opportunity to have the first reading of the CUSD Equity Statement draft. After comments, the Board reassured its commitment to educational equity for all our students. The revised statement will be brought back in October for potential adoption.

b. Proclamation Designating October as LGBTQ History Month

Motion to adopt the Proclamation Designating October as LGBTQ History Month was made by Member Sophia Layne and seconded by Member Kimberly Hines.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-105) Passed 4-0 with Student Board Member voting aye

c. Update on Return to Schools Plan

Leticia Bhatia, Assistant Superintendent of Curriculum and Instruction, J Jesús Contreras, Chief Business Officer, and Martha Ladd, Director of Educational Support Services, presented an update on the Return to Schools Plan that included an overview of the Four Pillars, Curriculum and Instruction, and health protocols (contact tracing and testing.)

d. Presentation on Data and Instruction

Leticia Bhatia, Assistant Superintendent of Curriculum and Instruction, presented information on Data and Instruction to communicate CUSD efforts to meet the students' academic and social-emotional needs and the gaps shown in our current indicators.

e. Public Hearing and Adoption of Resolution No. 12-21 to Approve the Statement for the Public Textbook and Instructional Incentive Program for the 2021-22 School Year

At 9:36 PM, Vice President Alexander opened the Public Hearing on Adoption of Resolution No. 12-21 to Approve the Statement for the Public Textbook and Instructional Incentive Program for the 2021-22 School Year. Hearing no comments, the public hearing was closed at 9:36 PM.

Motion to adopt Resolution No. 12-21 to Approve the Statement for the Public Textbook and Instructional Incentive Program for the 2021-22 School Year was made by Member Sophia Layne and seconded by Member Kimberly Hines.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-106) Passed 4-0 with Student Board Member voting aye

f. Adoption of Resolution 13-21 Adopting the GANN Limit for the 2021-22 Fiscal Year

Motion to adopt the Resolution 13-21 Adopting the GANN Limit for the 2021-22 Fiscal Year was made by Member Freya McCamant and seconded by Member Sophia Layne.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-107) Passed 4-0 with Student Board Member voting aye

At 9:40 PM, Member Kimberly Hines requested a motion to continue past the 10:00 PM curfew. Member Freya McCamant seconded the motion.

g. Approval of the 2020-21 Unaudited Actuals

Motion to approve the 2020-21 Unaudited Actuals was made by Member Kimberly Hines and seconded by Member Sophia Layne.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-108) Passed 4-0 with Student Board Member voting aye

h. Approval of Increases and Title Changes to Non-Bargaining Unit Salary Schedule

Motion to approve Increases and Title Changes to Non-Bargaining Unit Salary Schedule was made by Member Sophia Layne and seconded by Member Freya McCamant.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-109) Passed 4-0 with Student Board Member voting aye

8. ADJOURNMENT OF THE MEETING

Motion to adjourn was made by Member Kimberly Hines and seconded by Member Sophia Layne.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-110) Passed 4-0 with Student Board Member voting aye

The meeting was adjourned at 10:41 PM

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board

Certified by:

_____ _____

Freya McCamant
Clerk to the Governing Board
Cabrillo Unified School District

Date

Special Governing Board Meeting – Closed Session

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Closed Session: Friday, September 10, 2021 • 9:00 AM

Via Zoom: https://cabrillok12.zoom.us/j/99135905009 (For public comments on Closed Session items only)

Board Members Present:	Ms. Lizet Cortes, President - Absent Ms. Mary Beth Alexander, Vice President Ms. Freya McCamant, Clerk to the Governing Board Ms. Sophia Layne, Member Ms. Kimberly Hines, Member
Administrators Present:	Dr. Sean McPhetridge, Ed.D., Superintendent

1. CALL TO ORDER – 9:01 AM

a. Roll Call / Quorum

Ms. Mary Beth Alexander, Vice President
Ms. Freya McCamant, Clerk to the Governing Board
Ms. Sophia Layne, Member
Ms. Kimberly Hines, Member

b. Public Comments on Closed Session Topics

None.

c. Adjourn to Closed Session – 9:01 AM

d. Reconvene to Open Session – 11:28 PM

1. Closed Session Report: If Applicable

Superintendent Sean McPhetridge reported no action was taken in Closed Session.

5. ADJOURNMENT OF THE MEETING

Motion to adjourn was made by Member Kimberly Hines and seconded by Member Freya McCamant.

ROLLCALL
Ms. Lizet Cortes, President – absent
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-111) Passed 4-0

The meeting was adjourned at 11:30 PM.

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board

Certified by:

_____ _____

Freya McCamant
Clerk to the Governing Board

Date

Special Governing Board Meeting

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session: Wednesday, September 29, 2021 • 7:00 PM

Via Zoom: https://cabrillok12.zoom.us/j/99135905009 • Webinar ID: 991 3590 5009 • Telephone: 669 900 6833

Board Members Present:	Ms. Lizet Cortes, President Ms. Mary Beth Alexander, Vice President Ms. Freya McCamant, Clerk to the Governing Board Ms. Sophia Layne, Member Ms. Kimberly Hines, Member
Student Board Member:	Ms. Sara Gorman, Student Board Member
Administrators Present:	Dr. Sean McPhetridge, Ed.D., Superintendent

1. CALL TO ORDER – 7:01 PM

a. Roll Call / Quorum

Ms. Lizet Cortes, President
Ms. Mary Beth Alexander, Vice President
Ms. Freya McCamant, Clerk to the Governing Board
Ms. Sophia Layne, Member
Ms. Kimberly Hines, Member

2. Pledge of Allegiance

Board President Lizet Cortes led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Motion to approve the agenda, as presented, was made by Member Freya McCamant and seconded by Member Mary Beth Alexander.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-112) Passed 5-0 with Student Board Member voting aye

3. GENERAL BUSINESS

a. Adoption of Resolution No. 14-21 to Make Findings Allowing Continued Remote Meetings Under AB361

Written Comments. The Board received one (1) comment via the Google Public Comment Request form related to this agenda item. To read the full public comments submitted via the Google Public Comment Request form, please follow the link provided below:

https://docs.google.com/spreadsheets/d/1SU8c1M5Z2xsvfT55Ep6GEC8wEmvBJ3s2aLCzjIlf8nw/edit?usp=sharing

Motion to adopt the Resolution No. 14-21 to Make Findings Allowing Continued Remote Meetings Under AB361 was made by Member Kimberly Hines and seconded by Member Sophia Layne.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-113) Passed 5-0 with Student Board Member voting aye

b. Approval of Reimbursement Agreement Between the San Mateo County Office of Education and Cabrillo Unified School District for COVID-19 Testing and Contact Tracing Services

Motion to approve the Reimbursement Agreement Between the San Mateo County Office of Education and Cabrillo Unified School District for COVID-19 Testing and Contact Tracing Services was made by Member Mary Beth Alexander and seconded by Member Freya McCamant.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-114) Passed 5-0 with Student Board Member voting aye

c. Approval of Resolution No. 15-21 Urging the Governor and Legislature to Require COVID-19 Vaccinations for Students

Motion to approve the Resolution No. 15-21 Urging the Governor and Legislature to Require COVID-19 Vaccinations for Students was made by Member Sophia Layne and seconded by Member Kimberly Hines.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye
Ms. Kimberly Hines, Member – aye

(M-115) Passed 5-0 with Student Board Member voting aye

4. ADJOURNMENT OF THE MEETING

Motion to adjourn was made by Member Freya McCamant and seconded by Member Kimberly Hines.

ROLLCALL
Ms. Lizet Cortes, President – aye
Ms. Mary Beth Alexander, Vice President – aye
Ms. Freya McCamant, Clerk to the Governing Board – aye
Ms. Sophia Layne, Member – aye

Ms. Kimberly Hines, Member – aye

(M-116) Passed 5-0 with Student Board Member voting aye

The meeting was adjourned at 7:34 PM.

Minutes prepared by Rosibel Acosta, Administrative Assistant to the Superintendent

Minutes presented by Sean McPhetridge, Ed.D., Secretary to the Governing Board

Certified by:

_____ _____

Freya McCamant
Clerk to the Governing Board

Date

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2201
TO: Members of the Governing Board
FROM: Debbie Silveria, Kings Mountain Site Coordinator
CATEGORY: Presentation
ITEM TITLE: Kings Mountain Elementary School Site Presentation

BACKGROUND INFORMATION

Kings Mountain Elementary School administration will provide an overview of site based programs and services that are unique to the school.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information only.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Kings Mountain Elementary School

CUSD Governing Board Meeting

October 14, 2021

AGENDA

I. School Overview
II. Data Overview by Subgroup (EL, SPED, Low Socioeconomic Status, Ethnicity, etc.)
III. CA Dashboard School Overview
IV. Enrichment Learning Opportunities (STEM/STEAM/VAPA/Etc.)
V. SPSA Overview
    A. 3 grows
    B. 1 glow
VI. Other

School Overview

The Kings Mountain Elementary School community fosters the development of creative, courageous, and compassionate human beings who are committed to realizing their full potential while supporting others to do the same.

Kings Mountain Elementary School is a small school located in a rural setting thirteen miles from Half Moon Bay and ten miles from the city of Woodside. Our classes are each 24 students or fewer.

At Kings Mountain School, social and emotional learning (SEL) is an integral part of our academic program, supporting children's acquisition of knowledge, attitudes, and skills necessary to understand and manage emotions as well as set and achieve positive goals.

School Enrollment Data

CA Dashboard School Overview

Update for 2021: 56 students White, not Hispanic (mixed ethnicities)

2 American Indian and Alaskan Native

3 Chinese

1 Asian Indian

2 Other Asian

12 Hispanic

13% Socioeconomically Disadvantaged

5% English Learners

Baseline Data Overview by Subgroup

All students shall demonstrate growth in English Language Arts as measured by Fountas and Pinnell (K-2) and CAASPP (3-5). All English Language Learners will be eligible for reclassification by the end of fifth grade.

EL: (3-5%) 1-Below average; 2-Approaching Standard

SPED: (5-9%) 1-Below average; 3-Approaching Standard; 2-Meeting Standard

Low Socioeconomic: (7-13%) 4-Below Average; 2-Approaching Standard; 1-Meeting Standard

Enrichment Learning Opportunities (STEM/STEAM/VAPA/Etc.)

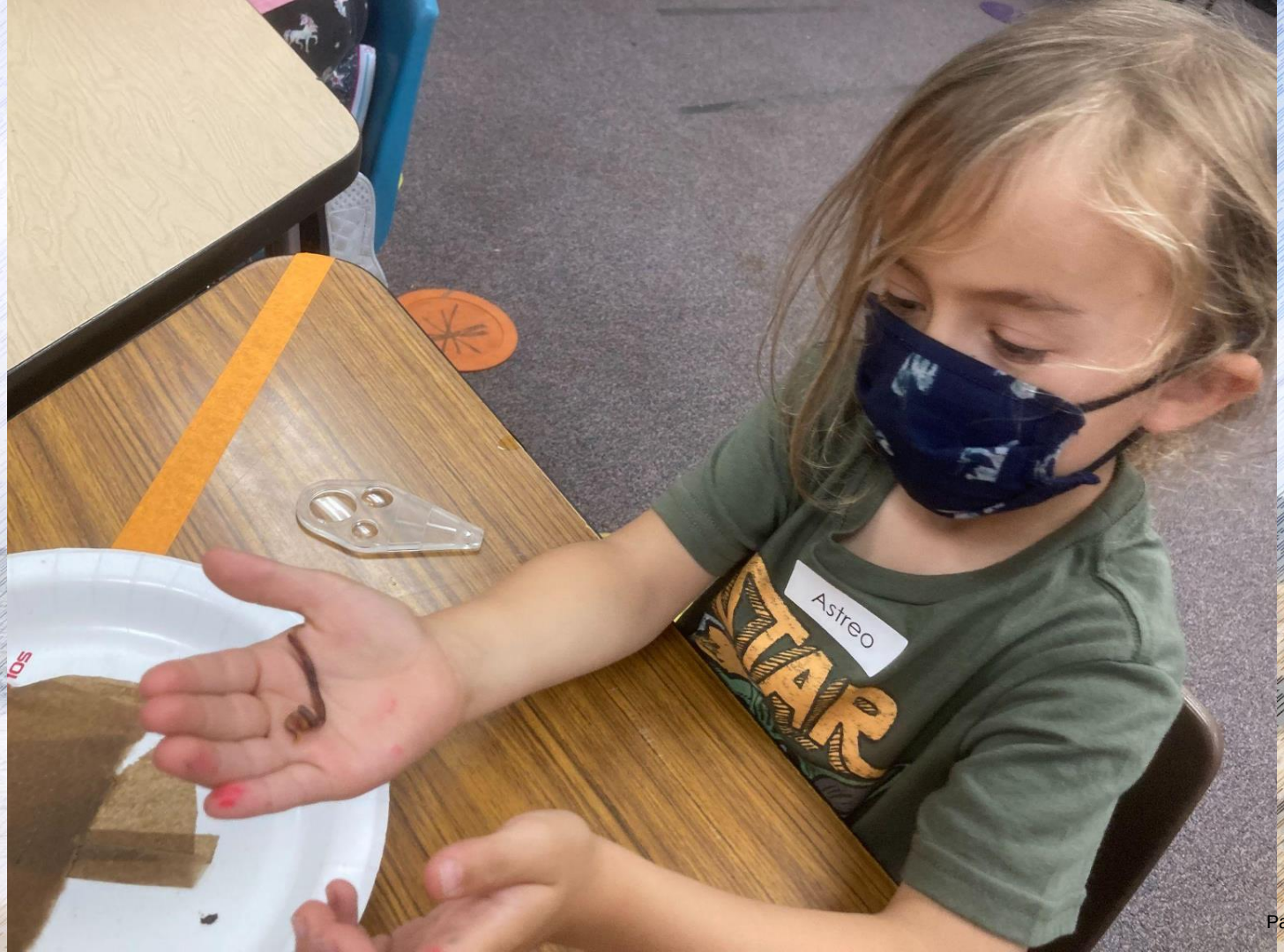
Kaia Lindberg provides STEM activities for TK-3 grade students once a week while Brian Felts teaches to fourth and fifth grade students twice a week. Bridges, Lexia, and Art-in-Action are taught at the site. HEAL Project learning is taught to second/third graders once a week.

Kings Mountain's first staff development featured Visual Arts and Performing Arts techniques from San Mateo County Office of Education specialist Michelle Holdt for teachers, and strategies are used in all classes.

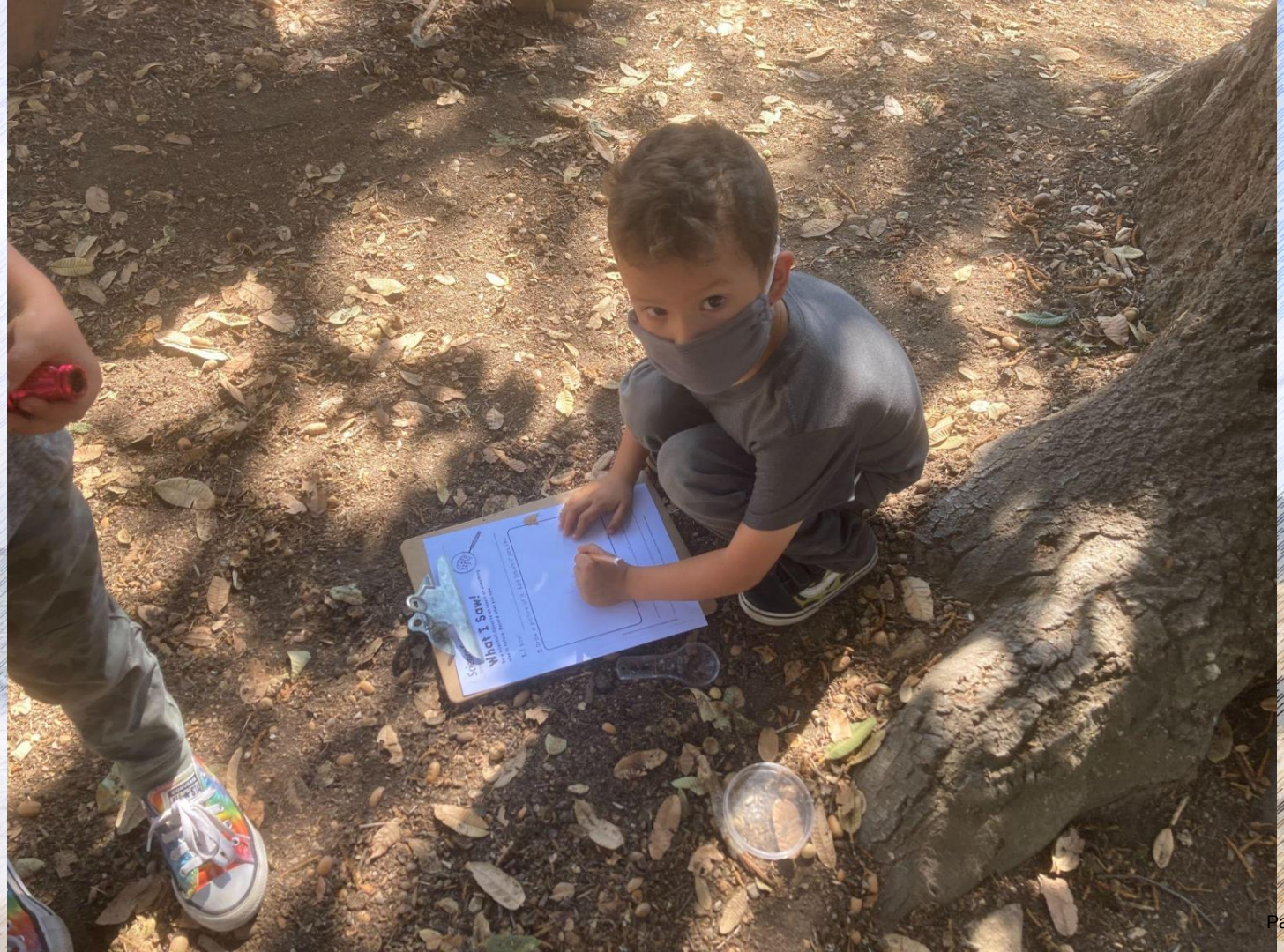
TK/K/1 will begin VAPA classes once a week by Young Audiences.

SPSA Overview

A. One grow is partnering with Hatch to get Wonders Maravillas ELD materials to serve our English Learners.
B. Another grow is furthering Kings Mountain PBIS tier parameters specifically for SPED students.
C. The last grows are getting our garden bed built by parent volunteers to enable The HEAL Project to ensue and possibly expanding VAPA from Young Audiences to our entire site.
D. A glow is our Changing Perspectives program which enhances the social emotional support that we are providing our students during our restorative restart.

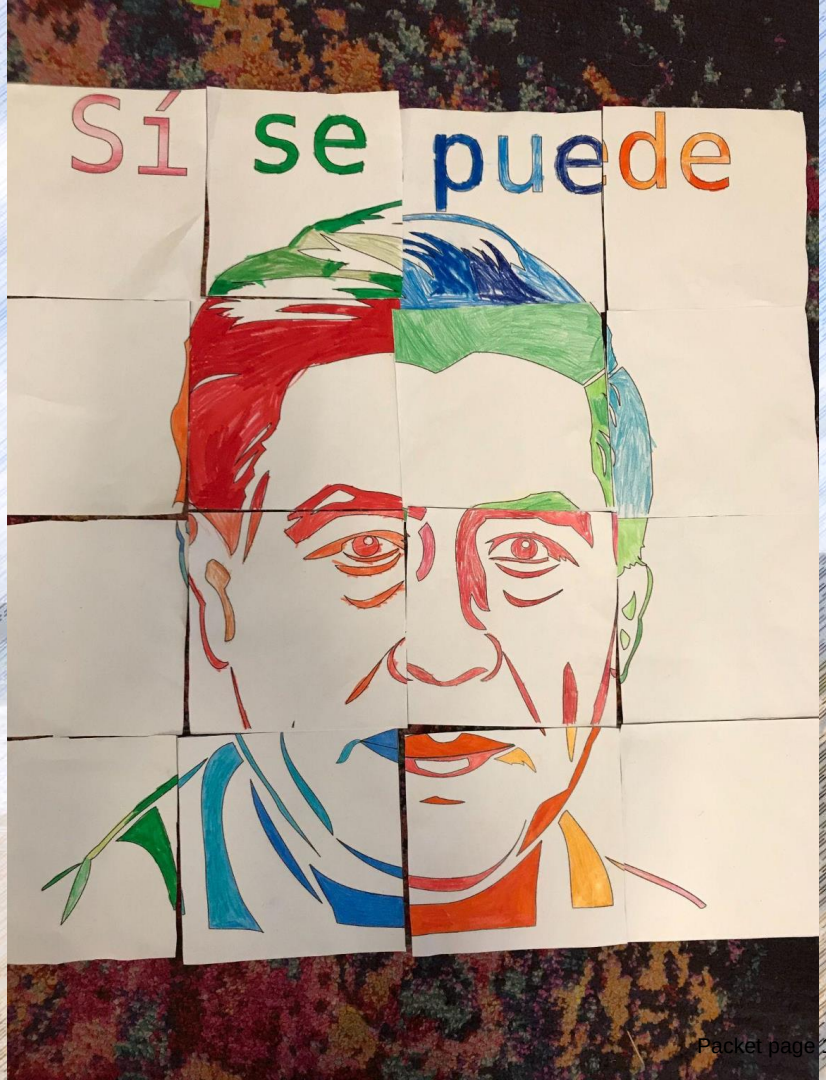

Astreo




What I Saw!

KINGS MOUNTAIN ELEMENTARY SCHOOL





Questions?

Thank you!

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SUPERINTENDENT
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GOVERNING BOARD
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Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Presentation
ITEM TITLE: Update on 2021-22 Student Enrollment and Attendance Reports

BACKGROUND INFORMATION

Tonight staff present an update on current enrollment, attendance trends/data, and independent study. The presentation will include information by grade, school, and program.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information only.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Attendance, Enrollment, and Independent Study

Jason Owens

Director of Personnel Pupil and Services

Principal, Pilarcitos High School

Important Terms to Know

- **Attendance Rate**-Average daily attendance (the total number of days of student attendance divided by the total number of instructional days).
- **Chronic Absenteeism**-Students are considered chronically absent if they are absent **at least 10 percent** of instructional days.
- **Home Hospital Instruction**-To provide instruction to a student with a temporary disability in the student's home or in a hospital.
- **Course-based Independent Study**-Students may participate in independent study in conjunction with courses taken in a classroom setting.
- **Short-Term Independent Study**-A voluntary alternative to classroom instruction consistent with an LEA's course of study with a minimum of 3 days and no longer than 14 days.
- **Traditional Independent Study**-A voluntary alternative to classroom instruction consistent with an LEA's course of study for a minimum of 15 days.
- **Truancy**-A student missing more than 30 minutes of instruction without an excuse three times during the school year.

Enrollment

2021-2022 ENROLLMENT REPORT														
SCHOOL	Gr TK	Gr K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	TOTALS
El Granada	8	40	46	49	51	58	51								303
Farallone View		25	27	20	36	28	31								167
Hatch	19	85	93	78	78	88	91								532
Kings Mountain	2	11	6	3	11	12	10								55
Cunha								190	206	239					635
Half Moon Bay HS											237	279	247	242	1005
Pilarcitos												1	7	28	36
TOTALS:	29	161	172	150	176	186	183	190	206	239	237	280	254	270	2733

Independent Study

School	Gr TK	Gr K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	TOTALS
El Granada		1		1	1										3
Farallone View		1					1								2
Hatch															0
Kings Mountain	1						2								3
Cunha								3	1	3					7
Half Moon Bay HS											3	6	9	15	33
Pilarcitos															0
TOTALS:	**1**	**2**	**0**	**1**	**1**	**0**	**3**	**3**	**1**	**3**	**3**	**6**	**9**	**15**	**48**

Attendance

Site	Previous Year 2020-21		Current Year 2021-22	
	# Of Students	A2A Attendance Rate	# Of Students	A2A Attendance Rate
Cunha Intermediate School	681	95.1%	639	95.4%
El Granada Elementary	404	96.9%	304	96.5%
Farallone View Elementary	192	99.2%	166	95.9%
Half Moon Bay High School	1,042	96.2%	1,034	96.4%
Hatch Elementary School	523	97.7%	536	96.0%
Kings Mountain Elementary	52	99.4%	58	94.8%
Pilarcitos High School	37	70.4%	36	72.1%
Total	2,931	96.2%	2,773	95.7%

Chronic Absenteeism

Site Name	2020-21 (Attendance Through: 09/16/2020)			2021-22 (Attendance Through: 09/16/2021)		
	Student Count	Chronic Student Count	% Chronic Students	Student Count	Chronic Student Count	% Chronic Students
Cunha Intermediate School	681	13	1.9%	639	113	17.7%
El Granada Elementary	398	6	1.5%	304	55	18.1%
Farallone View Elementary	192	2	1.0%	166	23	13.9%
Half Moon Bay High School	1,042	4	0.4%	1,034	63	6.1%
Hatch Elementary	523	0	0.0%	536	90	16.8%
King's Mountain Elementary	52	0	0.0%	58	14	24.1%
Pilarcitos High School	37	0	0.0%	36	29	80.6%
District Total	**2,925**	**25**	**0.9%**	**2,773**	**387**	**14.0%**

* 2.9% due to CEA (COVID related absence)

Truancy

School	2020-21 (Attendance Through: 09/16/2020)			2021-22 (Attendance Through: 09/16/2021)		
	Student Count	Truant Student Count	% Truant Students	Student Count	Truant Student Count	% Truant Students
Cunha Intermediate School	681	11	1.6%	639	26	4.1%
El Granada Elementary	398	3	0.8%	304	11	3.6%
Farallone View Elementary	192	1	0.5%	166	1	0.6%
Half Moon Bay High School	1,042	1	0.1%	1,034	5	0.5%
Hatch Elementary	523	0	0.0%	536	7	1.3%
King's Mountain Elementary	52	0	0.0%	58	0	0.0%
Pilarcitos High School	37	0	0.0%	36	29	80.6%
District Total	**2,925**	**16**	**0.5%**	**2,773**	**79**	**2.8%**

Elementary

Site	Grade	Previous Year 2020-21 (08/13/2020 - 09/16/2020)		Current Year 2021-22 (08/12/2021 - 09/16/2021)	
		# Of Students	A2A Attendance Rate	# Of Students	A2A Attendance Rate
El Granada Elementary	PK	6	99.2%	0	0.0%
	TK	16	98.9%	8	98.4%
	KG	46	96.7%	41	97.1%
	01	61	94.4%	46	96.9%
	02	75	97.9%	48	96.6%
	03	74	96.9%	52	94.7%
	04	67	98.4%	58	97.0%
	05	59	95.5%	51	96.8%
	Total	**404**	**96.9%**	**304**	**96.5%**
Farallone View Elementary	KG	40	99.8%	25	95.2%
	01	24	100.0%	27	93.2%
	02	36	99.1%	20	96.2%
	03	26	98.8%	35	96.6%
	04	37	99.8%	27	97.2%
	05	29	97.6%	32	96.8%
	Total	**192**	**99.2%**	**166**	**95.9%**

Site	Grade	Previous Year 2020-21 (08/13/2020 - 09/16/2020)		Current Year 2021-22 (08/12/2021 - 09/16/2021)	
		# Of Students	A2A Attendance Rate	# Of Students	A2A Attendance Rate
Hatch Elementary	TK	8	99.4%	19	97.6%
	KG	95	98.3%	85	95.1%
	01	75	98.5%	93	93.7%
	02	74	98.1%	80	97.0%
	03	82	96.6%	77	97.8%
	04	90	98.4%	89	96.4%
	05	99	96.6%	93	95.9%
	Total	**523**	**97.7%**	**536**	**96.0%**
King's Mountain Elementary	TK	5	93.2%	4	95.0%
	KG	6	100.0%	10	91.2%
	01	4	100.0%	7	94.9%
	02	10	100.0%	3	97.3%
	03	10	100.0%	10	95.9%
	04	8	100.0%	12	96.7%
	05	9	100.0%	12	94.2%
	Total	**52**	**99.4%**	**58**	**94.8%**

Middle School

Site	Grade	Previous Year 2020-21 (08/13/2020 - 09/16/2020)		Current Year 2021-22 (08/12/2021 - 09/16/2021)	
		# Of Students	A2A Attendance Rate	# Of Students	A2A Attendance Rate
Cunha Intermediate School	06	214	95.7%	193	96.1%
	07	243	94.9%	207	95.4%
	08	224	94.7%	239	94.7%
	Total	**681**	**95.1%**	**639**	**95.4%**

High School

Site	Grade	Previous Year 2020-21 (08/13/2020 - 09/16/2020)		Current Year 2021-22 (08/12/2021 - 09/16/2021)	
		# Of Students	A2A Attendance Rate	# Of Students	A2A Attendance Rate
Half Moon Bay High School	09	281	94.4%	238	97.0%
	10	269	96.7%	283	96.2%
	11	249	96.3%	257	96.1%
	12	243	97.5%	256	96.2%
	Total	**1,042**	**96.2%**	**1,034**	**96.4%**
Pilarcitos High School	10	2	69.2%	1	100.0%
	11	10	58.4%	7	80.2%
	12	25	75.0%	28	69.2%
	Total	**37**	**70.4%**	**36**	**72.1%**

Questions?

Thank you!

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Proclamation Endorsing November as National Native American Heritage Month

BACKGROUND INFORMATION

National Native American Heritage Month celebrates the accomplishments of the original inhabitants, explorers, and settlers of the United States**.** Native Americans have made distinct and important contributions to California, the United States, and the rest of the world in many fields. **T**oday there are more than 100 recognized tribes in California, more than any other state in the nation. The United States Bureau of the Census determined in 2010 there were over 720,000 individuals in the State of California of Native American descent, making it the largest Native American population in the 50 states. For thousands of years, the San Francisco and Monterey Bay areas were the home to many different Indian tribes, each with its own territories and dialects, and today these tribes are known collectively as the Ohlone people.

Tonight, staff present a proclamation endorsing November as National Native American Heritage Month for Governing Board approval to acknowledge and appreciate the many contributions of Native American and Indigenous peoples to the Coastside, California, the United States, and the world at large. In so doing, CUSD aims to educate CUSD students, staff, and families about Native American and Indigenous people who were the first people to live in California and the Americas. Moreover, this year the revised proclamation provided to the Governing Board now acknowledges that CUSD schools and properties are located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula. By adopting this proclamation, the CUSD Governing Board authorizes and encourages staff to build upon our relationship with the Ramaytush Ohlone to plan ways we can teach our children and our community about the lives and accomplishments of local Indigenous people. Finally, in adopting this proclamation, the CUSD Governing Board now supports the use of curricula and display of banners at CUSD school sites in November every year to help students understand the importance of Native American Heritage Month.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Adopt Proclamation Endorsing November as National Native American Heritage Month.

CABRILLO UNIFIED SCHOOL DISTRICT
HALF MOON BAY, CALIFORNIA

PROCLAMATION

National Native American Heritage Month
November

WHEREAS, National Native American Heritage Month recognizes the lives and accomplishments of the original inhabitants of what is now known as the United States; and

WHEREAS, Native Americans have made distinct and important contributions to California, the United States, and the rest of the world in many different ways; and

WHEREAS, today there are more than 100 federally recognized tribes in California, more than any other state in the nation; and

WHEREAS, the United States Bureau of the Census determined in 2010 that there were over 720,000 individuals in the State of California of Native American descent, making it the largest Native American population in the 50 states; and

WHEREAS, Americans of all ages recognize the outstanding achievements and contributions of this nation's original inhabitants and their descendants; and

WHEREAS, at the time of first European contact, the San Francisco and Monterey Bay areas were the home to over fifty Native tribes, each with its own territories; and

WHEREAS, today the independent tribes of the San Francisco Peninsula are known collectively as the Ramaytush Ohlone people; and

WHEREAS, the ancestral past of the Ramaytush Ohlone people spans ten thousand years, reaching back to the Ice Age and predating European contact that happened just a few hundred years ago; and

WHEREAS, Cabrillo Unified School District and the Coastside community recognize the importance of understanding the history of this area, particularly with regard to the Ramaytush Ohlone people who lived here first;

NOW, THEREFORE, BE IT PROCLAIMED that the Cabrillo Unified School District Governing Board recognizes November as National Native American Heritage Month; and

FURTHERMORE, BE IT PROCLAIMED that the Cabrillo Unified School District Governing Board acknowledges CUSD schools and properties are located on the unceded ancestral homeland of the Ramaytush Ohlone peoples who are the original inhabitants of the San Francisco Peninsula; and

FURTHERMORE, BE IT PROCLAIMED that the Cabrillo Unified School District Governing Board hereby authorizes and encourages staff to build upon our relationship with the Ramaytush Ohlone to plan and develop ways that we can teach our children and our community about the lives and accomplishments of local Indigenous people; and

FURTHERMORE, BE IT PROCLAIMED that the Cabrillo Unified School District Governing Board hereby supports the use of curricula and display of banners at CUSD school sites in November every year to help students understand the importance of Native American Heritage Month.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 14th day of October, 2021, by the following vote:

Mary Beth Alexander:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Lizet Cortes:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Kimberly Hines:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Sophia Layne:	_____ Aye	_____ No	_____ Abstain	_____ Absent
Freya McCamant:	_____ Aye	_____ No	_____ Abstain	_____ Absent

Certified by:

_____
Freya McCamant
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____
Sean McPhetridge, Ed.D.
Secretary to the Governing Board
Cabrillo Unified School District

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Adoption of Resolution No. 17-21 Endorsing November 17, 2021 as Ruby Bridges Walk to School Day

BACKGROUND INFORMATION

Ruby Bridges is a living American activist who walked to school nearly every day and became a symbol of the civil rights movement at age six when she was the youngest of a group of African American students designated to integrate schools in the American South. On November 14, 1960, her first day of school, she was escorted by four federal marshals and spent the entire day in the principal's office as irate parents marched into the school to remove their children.

Districts and schools in San Mateo County are encouraged to recognize Ruby's impact by adopting "Ruby Bridges Walk to School Day" on November 14 or on the following Wednesday when November 14 falls on a weekend. This year, Ruby Bridges Walk to School Day will be celebrated on Wednesday, November 17, 2021, and thus we encourage students to honor Ruby Bridges while walking to school on this day.

FINANCIAL IMPACT

There is no financial impact to the General Fund.

RECOMMENDATION

With the approval of Resolution No. 17-21, the CUSD Governing Board recognizes and honors Ruby’s impact on equality and desegregation while also encouraging students and families to walk to school.

RESOLUTION NO. 17-21
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

ENDORSING NOVEMBER 17, 2021, AS RUBY BRIDGES WALK TO SCHOOL DAY

WHEREAS, Ruby Bridges is an American activist who walked to school nearly every day and became a symbol of the civil rights movement at age six when she was the youngest of a group of African American students designated to integrate schools in the American South; and

WHEREAS, on November 14, 1960, Ruby Bridges was the only student of the group to enroll in William Frantz Elementary School in New Orleans; and

WHEREAS, on her first day of school, she was escorted by four federal marshals and spent the entire day in the principal's office as irate parents marched into the school to remove their children; and

WHEREAS, Ruby Bridges stood for equality and desegregation in the early 1960s; and

WHEREAS, Ruby Bridges is currently the chair of the Ruby Bridges Foundation, which she formed in 1999 to promote "the values of tolerance, respect, and appreciation of all differences;" and

WHEREAS, Ruby Bridges has asserted that, "Racism is a grown-up disease and we must stop using our children to spread it;" and

WHEREAS, in 2018, scholars of Deborah Carlino's fifth-grade class from Martin Elementary School in the South San Francisco Unified School District learned about Ruby Bridges and were advocates for the adoption of a "Ruby Bridges Walk to School Day" as a way to honor Ruby's role in the Civil Rights Movement; and

WHEREAS, each year Deborah Carlino's fifth-grade class in conjunction with San Mateo County Office of Education Safe Routes to School program leads this effort, which has led to a county-wide walk to school day; and

WHEREAS, the Cabrillo Unified School District Governing Board and the Cabrillo Unified School District Superintendent support an educational environment that emphasizes inclusion, acceptance, and equality for all;

NOW, THEREFORE, BE IT RESOLVED that the Cabrillo Unified School District Governing Board and the Cabrillo Unified School District Superintendent hereby approves the adoption of "Ruby Bridges Walk to School Day," to be honored annually on November 14 or on the following Wednesday when November 14 falls on a weekend. This year, Ruby Bridges Walk to School Day will be celebrated on Wednesday, November 17, 2021.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 14th day of October, 2021, by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Freya McCamant:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by:

_____
Freya McCamant
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____
Sean McPhetridge, Ed.D.
Secretary to the Governing Board
Cabrillo Unified School District

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
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GOVERNING BOARD
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Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Approval of CUSD Equity Statement

BACKGROUND INFORMATION

In the past two years, the Cabrillo Unified School District Governance Team (CUSD's Governing Board and Superintendent) have worked to name three overarching system improvement goals for CUSD as a school district: 1) academic improvement, 2) sustainability, and 3) a focus on equity. As part of our work to further define what we mean by the goal of focusing on equity, two Governing Board members (Board President Lizet Cortes and Board Member Sophia Layne) and the Superintendent participated last year in four Saturday sessions with the California School Boards Association (CSBA) Equity Network to take part in professional development, study of best practices, and work with colleagues across the state on the development of a draft district equity statement. This statement was drafted by these three Equity Network participants before then being shared with the Governing Board as a whole in its annual retreat on August 21, 2021. At that time, the CUSD Governance Team spent time refining that equity statement draft, and the Governing Board's recommendations for revision have now been included in this draft presented here. At our last Governing Board meeting, the Governing Board and public were invited to take part in a "first read" of the draft CUSD Equity Statement. This CUSD Equity Statement now explicitly defines the Governing Board's commitment to educational equity as a way for us to focus district work toward ensuring all our students achieve at high levels by being provided differentiated supports, resources, and experiences necessary for the success of all students. Tonight, the CUSD Equity Statement is proposed for adoption by the Governing Board to assert our district's stance to use equity in decision making going forward.

FISCAL ANALYSIS

There is no financial cost to CUSD in approving this draft equity statement, but there will be strategies recommended by CUSD staff to be approved by the Governing Board ongoing that will require investments for the differentiated supports, resources, and experiences needed to operationalize the equity statement and ensure all students are provided what they need to achieve personal potential and attain college and career readiness.

RECOMMENDATION

Staff recommend that the Governing Board formally adopt the draft Equity Statement as presented tonight.

CABRILLO UNIFIED SCHOOL DISTRICT (CUSD) EQUITY STATEMENT

Equity in education is defined as *the targeted allocation of resources based on critical unmet needs* so that all students may develop to their full academic and social-emotional potential. These resources may include adequate funding; rigorous and culturally meaningful curriculum, instruction, and enrichment; technology; family engagement; and social-emotional support or other specialized support services.

In CUSD we firmly believe all students can succeed when given support and experiences they need. Academic outcomes in school districts (including CUSD) have long been predictable due to a variety of student characteristics such as race, ethnicity, home language, national origin, family income, ability, gender identity, sexual orientation, family educational attainment, religion, and immigration status. While achievement gaps in public education can be attributed to complex societal and historical factors, we regard all learners as having promise, and we pledge to help all students achieve their potential.

As leaders in our community, it is our responsibility to guide strategic district actions and leverage partnerships so opportunity gaps disappear and all can access academic excellence. To ensure all students achieve at high levels, we need to focus on student needs and a review of data to determine additional support. This work requires collaboration, continuous improvement, and commitment to the work required for success of all students. When all our students are empowered to choose their own paths to thrive in college, career, and life (rather than paths being pre-determined or predictable based on individual or family characteristics), then we will be successful in achieving our mission of serving “every child, every day” and getting students what they need when they need it.

8/21/21 BOARD-REVISED DRAFT OF CABRILLO UNIFIED SCHOOL DISTRICT EQUITY STATEMENT

DECLARACIÓN DE EQUIDAD DEL DISTRITO ESCOLAR UNIFICADO CABRILLO

La equidad en la educación se define *como la asignación específica de recursos basada en las necesidades críticas no satisfechas* para que todos los estudiantes puedan desarrollar su máximo potencial académico y socioemocional. Estos recursos podrían incluir financiamiento adecuado; currículo, enseñanza y enriquecimiento rigurosos y culturalmente significativos; tecnología; compromiso familiar; y apoyo socioemocional u otros servicios de apoyo especializados.

En CUSD creemos firmemente que todos los estudiantes pueden tener éxito cuando se les brinda el apoyo y las experiencias necesarias. Los resultados académicos en los distritos escolares (incluido CUSD) han sido predecibles durante mucho tiempo debido a una variedad de características de los estudiantes como raza, origen étnico, idioma del hogar, origen nacional, ingresos familiares, capacidad, identidad de género, orientación sexual, nivel educativo familiar, religión y estado migratorio. Si bien las brechas de aprendizaje en la educación pública se pueden atribuir a factores sociales e históricos complejos, consideramos que todos los estudiantes posen la capacidad para sobresalir, por lo tanto, nos comprometemos a ayudar a todos a alcanzar su máximo potencial.

Como líderes en nuestra comunidad, es nuestra responsabilidad guiar las acciones estratégicas del distrito escolar y potenciar nuestras asociaciones para transformar los obstáculos en oportunidades y todos los estudiantes puedan alcanzar la excelencia académica. Para asegurar que todos los estudiantes logren altos niveles de aprovechamiento, necesitamos enfocarnos en las necesidades de los estudiantes y en el análisis de la información correspondiente. Así, este trabajo requerirá colaboración, mejoramiento constante y compromiso con el trabajo requerido para el éxito de todos los estudiantes. Cuando todos nuestros estudiantes tengan el poder de elegir sus propios caminos para prosperar en la universidad, la carrera profesional y la vida (en vez de estos caminos predeterminados o predecibles en función de sus características individuales o familiares), entonces lograremos el éxito de nuestra misión de servir a "todos los niños, todos los días” y brindar a los estudiantes lo que necesiten cuando lo necesiten.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
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MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Approval of Revision to CUSD Administrative Regulation 5132 Dress and Grooming

BACKGROUND INFORMATION

In recent years, there have been numerous requests of Cabrillo Unified School District (CUSD) to review and update our district's student dress code policies and their enforcement processes. CUSD's Governing Board has voiced its commitment to promoting equity, and in line with that effort CUSD Administrative Regulation 5132 has now been revised to help ensure this focus on equity.

It has been often noted that student dress codes can unfortunately lead to exclusionary discipline and inequitable educational access by reinforcing cultural and gender stereotypes. In particular, establishment and enforcement of dress codes often disproportionately impact female students. We believe it is our responsibility to ensure that a CUSD district-wide student dress code and its administrative enforcement will not result in marginalization of any group based on gender, race, ethnicity, ability, religion, sexual orientation, household income, gender identity, nationality, or cultural observance. This revised CUSD Administrative Regulation 5132 now aims to address our stated goal of not marginalizing students in dress code enforcement in CUSD schools.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve revision of Administrative Regulation 5132 for use in CUSD schools to address concerns raised about lack of a district-wide dress code policy that can protect students from marginalization, anxiety, and stress.

Cabrillo USD
Administrative Regulation
Dress And Grooming

AR 5132
Students

Proposed Revision to CUSD Administrative Regulation 5132

In recent years, there have been numerous requests of Cabrillo Unified School District (CUSD) to review and update our district's student dress code policies and their enforcement processes. CUSD's Governing Board has voiced its commitment to promoting equity, and in line with that CUSD Administrative Regulation 5132 has now been revised to help ensure this focus on equity.

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Core values outlined in this revision of CUSD Administrative Regulation 5132 are drawn from those outlined in work done in 2016 by the Oregon Chapter of National Organization of Women. We believe all students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming. We believe all students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing and self-expression. We believe teachers can and should focus on teaching without the additional and often uncomfortable burden of dress code enforcement. We believe students should not face unnecessary barriers to school attendance. And we believe that reasons for conflict and inconsistent discipline should be minimized whenever possible.

In 2018, concerned stakeholders at Cunha Intermediate School met over a period of months, surveying students, families, and staff. During that time, they outlined the following principles to help guide a dress code to help CUSD decrease body shaming and exclusionary discipline. Despite different beliefs invariably held by different stakeholders, CUSD believes we must have clear guidelines to help minimize distractions that dress code enforcement can have on teaching and learning. The overarching idea is that the responsibility for dress and grooming of a student rests primarily with the student and their parents/guardians. The purpose of the dress code is to provide a safe and inclusive learning environment. Enforcement of dress codes should be the responsibility of school administrators and not teachers, support staff, or other students. These guidelines help to provide families, staff, and students with basic understandings going forward.

Allowable Dress & Grooming

- Students must wear clothing to school that is comfortable that includes either 1) a shirt with pants, leggings, shorts, or skirts OR 2) a dress OR 3) the equivalent.
- Students must wear shoes appropriate for learning activities (e.g., shoes should be worn that allow for safety and comfort for activities in which students are engaging (like PE, shop class, et cetera)).
- Shirts and dresses must have fabric in the front and sides. Midriff baring shirts are allowed.
- Clothing must cover underwear and bras, but visible waistbands and bra straps are allowed.
- Clothing must always include opaque fabric covering the buttocks, genitals, and nipples.

Non-Allowable Dress & Grooming

Clothing and personal items that advertise drugs, tobacco, sex, alcohol, gang affiliation, and/or sexually explicit or foul imagery or language are prohibited. Additionally, attire, clothing, or accessories that are known or appear to be associated with various youth gangs are prohibited. This will include, but not be limited to hats, shoes, backpacks, shirts, pants, sweatshirts, jackets, writing, numerals, or depictions associated with illegal activity or gang membership. Swimwear is prohibited unless deemed appropriate for the activity (e.g., swimming, water polo, et cetera).

Expectations of Students, Administrators, Staff, and Families

CUSD students who violate the dress code are expected to immediately correct their own attire. CUSD school administrators are expected to discuss and issue consequences with students who violate the dress code and also inform their families. CUSD staff are expected to report serious dress code infractions to administrators without singling out or excluding students from class. CUSD families are expected to talk with their students about appropriate attire and take shared responsibility with their children to cooperate and model good judgment about appropriate attire.

No dress code is meant to detract from or prohibit any sort of cultural displays or connections. For example, students wearing articles depicting cultural values, national origin, or religious beliefs will be allowed to continue wearing these items. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the enforcement of the district dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists.

Ultimately, this revision to CUSD Administrative Regulation 5132 aims to ensure all students are treated equitably regardless of gender, gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. The goal of the revision to CUSD Administrative Regulation 5132 is to minimize anxiety and stress caused by the enforcement of a school dress code that makes young people feel like their appearances are evaluated and watched by school administrators and staff when CUSD believes the responsibility for choosing comfortable and safe clothes for school rests with the student and their family.

This administrative regulation shall be modified by school administrators as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance

deemed necessary by principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing (including but not limited to hats) for outdoor use during the school day. (Education Code 35183.5)

Regulation CABRILLO UNIFIED SCHOOL DISTRICT
approved: December 11, 2008 Half Moon Bay, California
revised: March 12, 2020
revised: TBD

Policy 5132: Dress And Grooming

Status: ADOPTED

Original Adopted Date: 12/11/2008 **| Last Revised Date:** 03/12/2020 **| Last Reviewed Date:** 03/12/2020

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Regulation 5132: Dress And Grooming

Status: ADOPTED

Original Adopted Date: 12/11/2008 | **Last Revised Date:** 03/12/2020 | **Last Reviewed Date:** 03/12/2020

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

2. Appropriate shoes must be worn at all times.

3. Hats, caps, and other head coverings shall not be worn indoors, unless approved by staff.

4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

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MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Randy Rudolph, Director of Technology
CATEGORY: Information
ITEM TITLE: Technology Update: FCC Emergency Connectivity Funds

BACKGROUND INFORMATION

The Emergency Connectivity Fund is a $7.17 billion-dollar program to help schools and libraries support remote learning. The Emergency Connectivity Fund was created by the American Rescue Plan Act. Cabrillo Unified School District Technology Director Randy Rudolph applied for this fund, and CUSD was granted $364,317.03, which resulted in the ability to purchase 1076 new Chromebooks for our students.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information only.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Technology Update

CUSD Awarded **$364,317.03** for FCC Emergency Connectivity Funds

The FCC Emergency Connectivity Fund (ECF) is a $7.17 billion program that will help eligible schools and libraries provide the tools and services their communities need for remote learning during the COVID-19 emergency period. The Emergency Connectivity Fund will help provide relief to millions of students, school staff, and library patrons and will help close the Homework Gap for students who currently lack necessary Internet access or the devices they need to connect to classrooms.

As a result of this award, CUSD was able to purchase 1076 new Chromebooks for students.

Federal Communications Commission

EMERGENCY CONNECTIVITY FUND FACT SHEET

The FCC's Emergency Connectivity Fund (ECF) is a $7.17 billion program that will help eligible schools and libraries provide the tools and services their communities need for remote learning during the COVID-19 emergency period. The Emergency Connectivity Fund will help provide relief to millions of students, school staff, and library patrons and will help close the Homework Gap for students who currently lack necessary Internet access or the devices they need to connect to classrooms.

Here are some important things to know about the Emergency Connectivity Fund:

What Is the Emergency Connectivity Fund?

- The Emergency Connectivity Fund is a $7.17 billion program to help schools and libraries support remote learning. The program will provide funding to schools and libraries for the reasonable costs of eligible equipment and services for off campus use by students, teachers, and library patrons who lack connected devices such as WiFi hotspots, laptop or tablet computers and/or lack broadband access during the pandemic.
- The Emergency Connectivity Fund was created by the American Rescue Plan Act.

Who Is Eligible to Receive Funds Through Emergency Connectivity Fund Program?

- Schools, libraries, and consortia of eligible schools and libraries (e.g., regional or statewide groups of schools or libraries that apply together) that are eligible for support under the FCC's E-Rate program, are eligible to request and receive support through the Emergency Connectivity Fund program. Tens of thousands of schools and libraries across the country receive support for their on-campus broadband connectivity needs through the E-Rate program.
- Tribal libraries eligible for support under the Library Services and Technology Act are also eligible for support under the program.
- Schools and libraries eligible for program support do not need to be current E-Rate participants. Eligible entities that have not applied for E-Rate support should be prepared to demonstrate eligibility as a school or library under the program rules during USAC's application review.

What Equipment and Services Are Covered by the Emergency Connectivity Fund?

- The following types of equipment purchased for off-campus use by students, school staff, and library patrons who would otherwise lack sufficient connectivity to engage in remote learning are eligible for support:
  - Laptop and tablet computers
  - Wi-Fi hotspots
  - Modems (including air cards)
  - Routers
  - Devices that combine a modem and router.

- Schools and libraries can also receive funding for commercially available broadband Internet access service that provides a fixed or mobile broadband connection for off-campus use by students, school staff, or library patrons who would otherwise lack access to connectivity sufficient to engage in remote learning.

In limited circumstances where a school or library can demonstrate that there are no available service options sufficient to support remote learning for its students, school staff, or library patrons, the ECF Program may support the construction of new networks and the equipment needed to receive datacasting services.

What Are the Reasonable Support Amounts for Eligible Equipment and Services?

- The program will reimburse eligible schools and libraries a maximum of $400 for each laptop or tablet, and a maximum of $250 for Wi-Fi hotpots.
  - Schools and libraries may buy more expensive laptops, tablets, or Wi-Fi-hotspots, but they can only be reimbursed up to $400/$250.
- For other eligible equipment and services, USAC will review costs to ensure they are reasonable.

Can a Student Receive Emergency Connectivity Fund Support and Receive Emergency Broadband Benefit Support at the Same Time?

- No, the ECF will not reimburse for equipment and/or services that are paid for by another federal pandemic relief program.
  - But a student could receive broadband access service through the Emergency Broadband Benefit and a connected device through the Emergency Connectivity Fund.

How Can Schools or Libraries Apply?

- A second ECF application filing window will open on September 28, 2021 and close on October 13, 2021. During this second filing window, eligible schools, libraries, and consortia of eligible schools and libraries, can submit requests for funding to purchase eligible equipment and services between July 1, 2021 and June 30, 2022.
- The Universal Service Administrative Company (USAC) is the administrator of the ECF Program and will review applications.
- Interested schools and libraries can find more information and apply at www.emergencyconnectivityfund.org.

How Can You Stay Informed?

- Sign up to stay informed about the Emergency Connectivity Fund and receive invitations for future training sessions.

Highlights From the Initial Filing Window

- The ECF initial application filing window opened on June 29, 2021 and closed on August 13, 2021.

- The FCC received requests for $5.137 billion to fund 9.1 million connected devices and 5.4 million broadband connections
- Applications came in from all 50 states, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands and the District of Columbia
- You can view demand by state: https://www.fcc.gov/reports-research/maps/ecf-state-demand/

CABRILLO UNIFIED SCHOOL DISTRICT

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GOVERNING BOARD
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Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
J Jesús Contreras, Chief Business Officer
CATEGORY: Public Hearing/Action
ITEM TITLE: Public Hearing and Approval of the CUSD ESSER III Expenditure Plan

BACKGROUND INFORMATION

COVID-19 federal funding for districts from the American Rescue Plan Act (ARP Act) Elementary and Secondary School Relief (ESSER III) Fund have been allocated. This funding provides districts with emergency relief funds to address the impact COVID-19 had, and continues to have, on elementary and secondary schools across the nation.

Districts that receive ESSER III funds are required to develop a plan for how they will use ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. The plan is required to address the following:

1. The extent to which and how the funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning.
2. How CUSD will use the minimum of 20% of funds it reserves for learning loss to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive after school programs, or extended school year programs.
3. How CUSD will spend its remaining ESSER III funds consistent with the allowable uses.
4. How CUSD will ensure that the interventions it implements, including but not limited to the interventions to address learning loss, will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

FISCAL ANALYSIS

There is no financial impact to the General Fund. The ESSER III allocation to the CUSD is $857,633.

RECOMMENDATION

Conduct public hearing to receive input from stakeholders for the use of ESSER III funds and approve the ESSER III Expenditures Plan.

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NOTICE OF PUBLIC HEARING ON ELEMENTARY AND SECONDARY SCHOOL RELIEF (ESSER III) FUNDS FOR THE CABRILLO UNIFIED SCHOOL DISTRICT

COVID-19 federal funding for Districts from the American Rescue Plan Act (ARP Act) Elementary and Secondary School Relief (ESSER III) Fund have been released. This funding will provide school districts with emergency relief funds to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools across the nation. These funds are available for obligation through September 30, 2024.

NOTICE IS HEREBY GIVEN that the Governing Board ("Board") of the Cabrillo Unified School District ("District"), will conduct a public hearing to engage stakeholders on the use of ESSER III funds. Stakeholders representing the interests of all CUSD children, especially students with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students are encouraged to participate. The Board will adopt an ESSER III Expenditure plan at a regularly scheduled meeting on or before October 29,

The time and place set for public hearing for ESSER III funds expenditure plan is Thursday October 14, 2021 at 6:00 p.m., or as soon thereafter as practicable, via Teleconference. At the meeting, the Board will hold a public hearing on ESSER III use of funds.

Agenda will be available on our website,

Governing Board of Cabrillo Unified School District

If you have any questions, please contact:
J Jesús Contreras
Chief Business Officer
contrerasj@cabrillo.k12.ca.us

ESSER III Expenditure Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Cabrillo Unified School District	Jesus Contreras Chief Business Officer	contrerasj@cabrillo.k12.ca.us (650) 437-5164

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. In the plan, an LEA must explain how it intends to use its ESSER III funds to address students' academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA's Plan to support students.

For more information please see the Instructions.

Other LEA Plans Referenced in this Plan

Plan Title	Where the Plan May Be Accessed
Local Control Accountability Plan | 2021-2024	Currently, the Cabrillo Unified School District Local Control Accountability Plan (LCAP) 2021-2024 is the anchor to all other district and site based plans. The LCAP may be found on our CUSD website at https://www.cabrillo.k12.ca.us/about_us/lcap_budget_plan.
Expanded Learning Opportunity Grant Plan	https://www.cabrillo.k12.ca.us/our_departments/curriculum_instruction/grants

Summary of Planned ESSER III Expenditures

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

Total ESSER III funds received by the LEA
$857,663

Plan Section	Total Planned ESSER III
Strategies for Continuous and Safe In-Person Learning	$557,663
Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds)	$300,000
Use of Any Remaining Funds	$0

Total ESSER III funds included in this plan

$857,663

Community Engagement

An LEA's decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA's ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

At Cabrillo Unified School District (CUSD), we have set up an amazing group of stakeholders to support the input of various initiatives. This group is comprised of site parent leaders, parent leaders of children learning English, classified union leaders and staff, certificated union leaders and staff, and site/district administrators. We have set up the following meetings to obtain input from this group and other pertinent stakeholder groups:

Thursday, May 27, 2021
OSSC Stakeholder Meeting
3:30-5:00 pm

Wednesday, July 14, 2021
OSSC Stakeholder Meeting
12:00-1:30 pm

In addition, we have obtain input from our leadership teams and the public at large at the following meetings, including a public hearing:

Wednesday, July 21, 2021
Executive Leadership Meeting
12:00-2:00 pm

August 3, 2021
Leadership Meeting
10:30-12:30 pm

August 12, 2021
CUSD Governing Board Meeting | ESSR Public Hearing
6:00 pm

A description of how the development of the plan was influenced by community input.

The majority of the actions and services in our plan, particularly those funded by ESSER III, were influenced by stakeholder input, particularly the recurring themes brought up throughout our stakeholder group meetings. The actions and services to implement are research-based and proven to be effective, fiscally feasible, and easily implemented.

The themes that were consistent among all stakeholder groups are:

1) STUDENT ACHIEVEMENT (Academic & Social-Emotional)
2) EQUITY
4) ENGAGEMENT

Our LCAP goals aligned to the various feedback provided from stakeholder groups:

*Intervention Supports for our at-promise students
*Increased English Learner Services
*Increased Social-Emotional Services for students and families
*Increased Enrichment Supports
*After school and summer school services
*Increased family engagement
*Physical and mental safety of our students due to the current COVID19 pandemic (not limited to classroom and school COVID19 protocols)

Actions and Expenditures to Address Student Needs

The following is the LEA's plan for using its ESSER III funds to meet students' academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.
For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

Strategies for Continuous and Safe In-Person Learning

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

Total ESSER III funds being used to implement strategies for continuous and safe in-person learning

$457,663

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
LCAP, Goal 3, Action 1	Intervention Services & Summer School Services	Interventions programs & summer intervention programs for target students to support elementary, middle, credit recovery, and A-G course requirements.	$113,063
Expanded Learning Opportunities Grant Plan Goal 3, Action 3	Expanded Learning Program	After-school intervention services and training/professional Development	$315,100
LCAP, Goal 4, Action 6	Social Emotional Learning Supports	Further develop areas of support for the Social-Emotional Development of our students *Classroom workshops for students (mindfulness, relational aggression, empowerment groups etc) *Teacher/staff climate consultation *Teacher wellness groups *Teacher wellness PD for administrators *COST Meetings *SST framework and handbook (CCEIS) *SST coaching and PD (CCEIS) *Wellness Fairs	$29,500

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
		*Family engagement seminars *PBIS PD - Framework implementation T1, T2 and T3 *PSW framework implemented (T3) (CCEIS)	

Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

Total ESSER III funds being used to address the academic impact of lost instructional time

$250,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
LCAP, Goal 3, Action 1	Intervention Services & Summer School	Interventions programs & summer intervention programs for target students to support elementary, middle, credit recovery, and A-G course requirements.	$250,000

Use of Any Remaining Funds

A description of the how the LEA will use any remaining ESSER III funds, as applicable.

Total ESSER III funds being used to implement additional actions

$150,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
Not Applicable	COVID 19 Classroom Readiness	Upgrade to HVAC ventilation systems	$150,000

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA's plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
Intervention Services & Summer School & Expanded Learning Program	K-12th Grade Assessments | Local and State assessments will be utilized to determine student progress towards standards.	K-12 State and District Benchmarks will be administered 2-3x per school year.
Social Emotional Learning Supports	Mental Health Surveys | Formative and Summative data will be collected through panorama surveys and healthy kids surveys	Mental health surveys will be collected a minimum of 1x per year.
Expanded Learning Program	Attendance will be collected for all interventions and services	Daily attendance will be taken

ESSER III Expenditure Plan Instructions

Introduction

School districts, county offices of education (COEs), or charter schools, collectively known as local educational agencies (LEAs), that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan (ARP) Act, referred to as ESSER III funds, are required to develop a plan for how they will use ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before October 29, 2021 and must be submitted for review and approval within five days of adoption. A school district must submit its ESSER III Expenditure Plan to its COE for review and approval; a COE must submit its plan to the California Department of Education for review and approval. A charter school must submit its plan to its chartering authority for review and to the COE of the county in which the charter school operates for review and approval.

In addition, consistent with the requirements of the ARP, Volume 86, *Federal Register*, page 21201, April 22, 2021, the ESSER III Expenditure Plan must be:

- Written in an understandable and uniform format;
- Written in a language that parents can understand, to the extent practicable;
    - If it is not practicable to provide written translations to a parent with limited English proficiency, the plan must be orally translated for parents
- Provided in an alternative format to a parent who is an individual with a disability as defined by the Americans with Disabilities Act, upon request; and
- Be made publicly available on the LEA's website.

For additional information regarding ESSER III funding please see the ARP Act Funding web page at https://www.cde.ca.gov/fg/cr/arpact.asp.

For technical assistance related to the completion of the ESSER III Expenditure Plan, please contact EDReliefFunds@cde.ca.gov.

Fiscal Requirements

- The LEA must use at least 20 percent (20%) of its ESSER III apportionment for expenditures related to addressing the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
    - For purposes of this requirement, "evidence-based interventions" include practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. This kind of evidence has generally been produced through formal studies and research. There are four tiers, or levels, of evidence:

        - **Tier 1 – Strong Evidence**: the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented randomized control experimental studies.
        - **Tier 2 – Moderate Evidence**: the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented quasi-experimental studies.
        - **Tier 3 – Promising Evidence**: the effectiveness of the practices or programs is supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).
        - **Tier 4 – Demonstrates a Rationale**: practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by a State Educational Agency, LEA, or outside research organization to determine their effectiveness.
    - **For additional information please see the Evidence-Based Interventions Under the ESSA web page at https://www.cde.ca.gov/re/es/evidence.asp.**
- The LEA must use the remaining ESSER III funds consistent with section 2001(e)(2) of the ARP Act, including for:
    - Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965;
    - Any activity authorized by the Individuals with Disabilities Education Act (IDEA);
    - Any activity authorized by the Adult Education and Family Literacy Act;
    - Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006;
    - Coordination of preparedness and response efforts of LEAs with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19;
    - Activities to address the unique needs of low-income students, students with disabilities, English learners, racial and ethnic minorities, homeless students, and foster youth, including how outreach and service delivery will meet the needs of each population;
    - Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
    - Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases;
    - Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency;
    - Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under IDEA, and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements;
    - Purchasing education technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment;
    - Providing mental health services and supports, including through the implementation of evidence-based full-service community schools;
    - Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of underserved students;

- Addressing learning loss among students, including underserved students, by:
  - Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiated instruction,
  - Implementing evidence-based activities to meet the comprehensive needs of students,
  - Providing information and assistance to parents and families of how they can effectively support students, including in a distance learning environment, and
  - Tracking student attendance and improving student engagement in distance education;

  Note: A definition of "underserved students" is provided in the Community Engagement section of the instructions.
- School facility repairs and improvements to enable operation of schools to reduce risks of virus transmission and exposure to environmental health hazards, and to support student health needs;
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door replacement;
- Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff;
- Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

Other LEA Plans Referenced in this Plan

In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP) and/or the Expanded Learning Opportunities (ELO) Grant Plan, provided that the input and/or actions address the requirements of the ESSER III Expenditure Plan.

An LEA that chooses to utilize community input and/or actions from other planning documents must provide the name of the plan(s) referenced by the LEA and a description of where the plan(s) may be accessed by the public (such as a link to a web page or the street address of where the plan(s) are available) in the table. The LEA may add or delete rows from the table as necessary.

An LEA that chooses not to utilize community input and/or actions from other planning documents may provide a response of "Not Applicable" in the table.

Summary of Expenditures

The Summary of Expenditures table provides an overview of the ESSER III funding received by the LEA and how the LEA plans to use its ESSER III funds to support the strategies and interventions being implemented by the LEA.

Instructions

For the ‘Total ESSER III funds received by the LEA,’ provide the total amount of ESSER III funds received by the LEA.

In the Total Planned ESSER III Expenditures column of the table, provide the amount of ESSER III funds being used to implement the actions identified in the applicable plan sections.

For the ‘Total ESSER III funds included in this plan,’ provide the total amount of ESSER III funds being used to implement actions in the plan.

Community Engagement

Purpose and Requirements

An LEA’s decisions about how to use its ESSER III funds will directly impact the students, families, and the local community, and thus the LEA’s plan must be tailored to the specific needs faced by students and schools. These community members will have significant insight into what prevention and mitigation strategies should be pursued to keep students and staff safe, as well as how the various COVID–19 prevention and mitigation strategies impact teaching, learning, and day-to-day school experiences.

An LEA must engage in meaningful consultation with the following community members, as applicable to the LEA:

- Students;
- Families, including families that speak languages other than English;
- School and district administrators, including special education administrators;
- Teachers, principals, school leaders, other educators, school staff, and local bargaining units, as applicable.

“Meaningful consultation” with the community includes considering the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic. Comprehensive strategic planning will utilize these perspectives and insights to determine the most effective strategies and interventions to address these needs through the programs and services the LEA implements with its ESSER III funds.

Additionally, an LEA must engage in meaningful consultation with the following groups to the extent that they are present or served in the LEA:

- Tribes;
- Civil rights organizations, including disability rights organizations (e.g. the American Association of People with Disabilities, the American Civil Liberties Union, National Association for the Advancement of Colored People, etc.); and
- Individuals or advocates representing the interests of children with disabilities, English learners, homeless students, foster youth, migratory students, children who are incarcerated, and other underserved students.
    - For purposes of this requirement “underserved students” include:
        - Students who are low-income;

- Students who are English learners;
- Students of color;
- Students who are foster youth;
- Homeless students;
- Students with disabilities; and
- Migratory students.

LEAs are also encouraged to engage with community partners, expanded learning providers, and other community organizations in developing the plan.

Information and resources that support effective community engagement may be found under *Resources* on the following web page of the CDE's website: https://www.cde.ca.gov/re/lc.

Instructions

In responding to the following prompts, the LEA may reference or include input provided by community members during the development of existing plans, including the LCAP and/or the ELO Grant Plan, to the extent that the input is applicable to the requirements of the ESSER III Expenditure Plan. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

A sufficient response to this prompt will describe how the LEA sought to meaningfully consult with its required community members in the development of the plan, how the LEA promoted the opportunities for community engagement, and the opportunities that the LEA provided for input from the public at large into the development of the plan.

As noted above, a description of "meaningful consultation" with the community will include an explanation of how the LEA has considered the perspectives and insights of each of the required community members in identifying the unique needs of the LEA, especially related to the effects of the COVID-19 pandemic.

A description of the how the development of the plan was influenced by community input.

A sufficient response to this prompt will provide clear, specific information about how input from community members and the public at large was considered in the development of the LEA's plan for its use of ESSER III funds. This response must describe aspects of the ESSER III Expenditure Plan that were influenced by or developed in response to input from community members.

- For the purposes of this prompt, "aspects" may include:
    - Prevention and mitigation strategies to continuously and safely operate schools for in-person learning;

- Strategies to address the academic impact of lost instructional time through implementation of evidence-based interventions (e.g. summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs);
- Any other strategies or activities implemented with the LEA's ESSER III fund apportionment consistent with section 2001(e)(2) of the ARP Act; and
- Progress monitoring to ensure interventions address the academic, social, emotional, and mental health needs for all students, especially those students disproportionately impacted by COVID-19

For additional information and guidance, please see the U.S. Department of Education's Roadmap to Reopening Safely and Meeting All Students' Needs Document, available here: https://www2.ed.gov/documents/coronavirus/reopening-2.pdf.

Planned Actions and Expenditures

Purpose and Requirements

As noted in the Introduction, an LEA receiving ESSER III funds is required to develop a plan to use its ESSER III funds to, at a minimum, address students' academic, social, emotional, and mental health needs, as well as the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic.

Instructions

An LEA has the flexibility to include actions described in existing plans, including the LCAP and/or ELO Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan. When including action(s) from other plans, the LEA must describe how the action(s) included in the ESSER III Expenditure Plan supplement the work described in the plan being referenced. The LEA must specify the amount of ESSER III funds that it intends to use to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. Descriptions of actions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

Strategies for Continuous and Safe In-Person Learning

Provide the total amount of funds being used to implement actions related to Continuous and Safe In-Person Learning, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds for prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.

- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

Addressing the Impact of Lost Instructional Time

As a reminder, the LEA must use not less than 20 percent of its ESSER III funds to address the academic impact of lost instructional time. Provide the total amount of funds being used to implement actions related to addressing the impact of lost instructional time, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".
- Provide a short title for the action(s).
- Provide a description of the action(s) the LEA will implement using ESSER III funds to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA.

Use of Any Remaining Funds

After completing the Strategies for Continuous and Safe In-Person Learning and the Addressing the Impact of Lost Instructional Time portions of the plan, the LEA may use any remaining ESSER III funds to implement additional actions to address students' academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. LEAs choosing to use ESSER III funds in this manner must provide the total amount of funds being used to implement actions with any remaining ESSER III funds, then complete the table as follows:

- If the action(s) are included in another plan, identify the plan and provide the applicable goal and/or action number from the plan. If the action(s) are not included in another plan, write "N/A".
- Provide a short title for the action(s).
- Provide a description of any additional action(s) the LEA will implement to address students' academic, social, emotional, and mental health needs, as well as to address opportunity gaps, consistent with the allowable uses identified above in the Fiscal Requirements section of the Instructions. If an LEA has allocated its entire apportionment of ESSER III funds to strategies for continuous and safe in-person learning and/or to addressing the impact of lost instructional time, the LEA may indicate that it is not implementing additional actions.
- Specify the amount of ESSER III funds the LEA plans to expend to implement the action(s); these ESSER III funds must be in addition to any funding for those action(s) already included in the plan(s) referenced by the LEA. If the LEA it is not implementing additional actions the LEA must indicate "$0".

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

The LEA may group actions together based on how the LEA plans to monitor the actions' progress. For example, if an LEA plans to monitor the progress of two actions in the same way and with the same frequency, the LEA may list both actions within the same row of the table. Each action included in the ESSER III Expenditure Plan must be addressed within the table, either individually or as part of a group of actions.

Complete the table as follows:

- Provide the action title(s) of the actions being measured.
- Provide a description of how the LEA will monitor progress of the action(s) to ensure that they are addressing the needs of students.
- Specify how frequently progress will be monitored (e.g. daily, weekly, monthly, every 6 weeks, etc.).

California Department of Education
June 2021

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Action/Resolution
ITEM TITLE: Adoption of Resolution No. 18-21, Authorizing the Establishment of Student Activity Special Revenue Fund 08

BACKGROUND INFORMATION

The California Department of Education (CDE) determined that ASB activities should be considered restricted because *Education Code* (*EC*) Section 48930 specifies that the purpose of ASBs is to conduct activities on behalf of the students for whom those funds are collected. This implies that the funds are held for current students at the same school at which the funds were raised. In addition, *EC* 48933 indicates that the ASB funds should be expended subject to procedures established by the ASBs. Thus, CDE has required school districts to establish a separate fund in accordance with the provisions of Statement No. 84 of the Governmental Accounting Standards Board (GASB) for reporting non-fiduciary ASB activities.

FISCAL ANALYSIS

Fund 08 is required for the accounting of ASB funds.

RECOMMENDATION

Adopt resolution to establish Fund 08 as submitted.

RESOLUTION NO. 18-21
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

Establishment of a Student Activity Special Revenue Fund 08

WHEREAS, the Governmental Accounting Standards Board (GASB) issued statement 84, Fiduciary Activities, and the State of California has established the Standardized Account Code Structure to allow for a uniform accounting system statewide; and

WHEREAS, the Standardized Account Code Structure provides authority for the establishment of a Student Activity Special Revenue Fund 08 to properly account and report Student Activity in governmental funds; and

WHEREAS, Cabrillo Unified School District desires to establish a Student Activity Special Revenue Fund 08;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of Cabrillo Unified School District authorizes the establishment of a Student Activity Special Revenue Fund 08 to become effective October 15, 2021.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 14th day of October, 2021 by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Freya McCamant:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by:

_____
Freya McCamant
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____
Sean McPhetridge, Ed.D.
Secretary to the Governing Board
Cabrillo Unified School District

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Presentation / Discussion / Action
ITEM TITLE: Approval of CUSD Real Estate Property and Land Feasibility Agreement: Brookwood Advisors

BACKGROUND INFORMATION

The CUSD Real Estate Committee sought firms to identify new or different uses of current campus and land holdings, with the intent of determining the highest and best use and fair market value for surplus properties or properties that might become surplus. The CUSD Real Estate Committee asked interested firms to respond with a brief proposal to provide consultation in all the areas described below, including general itemized pricing information.

Overarching Goals:

- Generate **sustainable income** that would be available to the general fund and/or other district needs, including facilities
- Identify potential workforce housing
- Explore public/private partnerships for workforce housing
- Explore campus consolidation or moving operations from one site to another
- Explore possible land swaps
- Analyze sale of properties to offset other land-user facility projects or long-term leases to public entities

Disposition of Currently Identified Surplused Properties:

Support with determining the best disposition and use of surplused properties at:

- El Granada Property,
- Kelly Avenue Property (District Office Complex),
- Foothill Property, and
- Other district properties

Assess Other Potential Surplus Properties:

Support with determining the best use of properties not currently being utilized by CUSD. Sample activities include:

- Due diligence
- 7-11 Committee - for uses not already approved by prior Board action
- Financial considerations
- Political considerations

Workforce Housing:

Explore the feasibility of preconstruction, construction, post-construction, and cost-effective management scenario(s). Sample activities may include:

- RFQ/RFP/Contract Negotiation
- Feasible funding mechanism(s)
- CEQA (mitigated negative declaration)
- Conversations with the City of Half Moon Bay and County of San Mateo around fees and regulations (i.e., zoning and below-market rate requirements)
- Alignment of projects to the current Measure M and S General Obligation Bonds
- Preparing for occupancy
- Developing a Housing Board
- Determining eligibility and residency requirements
- Securing a third-party administrator

Reporting:

A full title report should be provided on all surplus properties, and if recommendations for uses include anything other than current zoning, consultants should contact relevant planning commissions to understand if there are options for waivers or changing zoning designations and the process and timelines to follow. All recommendations should include the fiscal feasibility and a recommendation for next steps that are in the proposer's opinion actionable and realistic, given everything they have learned.

After attending multiple presentations by interested firms, the CUSD Real Estate Committee recommended the Brookwood Advisors firm to make a presentation to the full Governing Board.

FISCAL ANALYSIS

This is a proposal to contract with Brookwood Advisors to develop a portfolio analysis and land feasibility. There is no financial impact to the General Fund yet defined other than the cost to retain Brookwood Advisors, namely $95,000 and other fees described in the proposal attached.

RECOMMENDATION

This item is presented for information, discussion, and action. Staff recommends approval of agreement as presented.

Strategic Advisory Consulting & Development Management



Experience that informs our Portfolio Analysis:

- Housing Development
- Due Diligence
- Land Acquisition | Disposition
- Financial Structuring
- Economic Modeling
- Community Outreach
- C.E.Q.A. | E.I.R. Process
- Development Agreement Negotiations | Affordable Housing Agreements
- Rezoning & General Plan Amendments
- Construction Management

Working Relationships in SM County

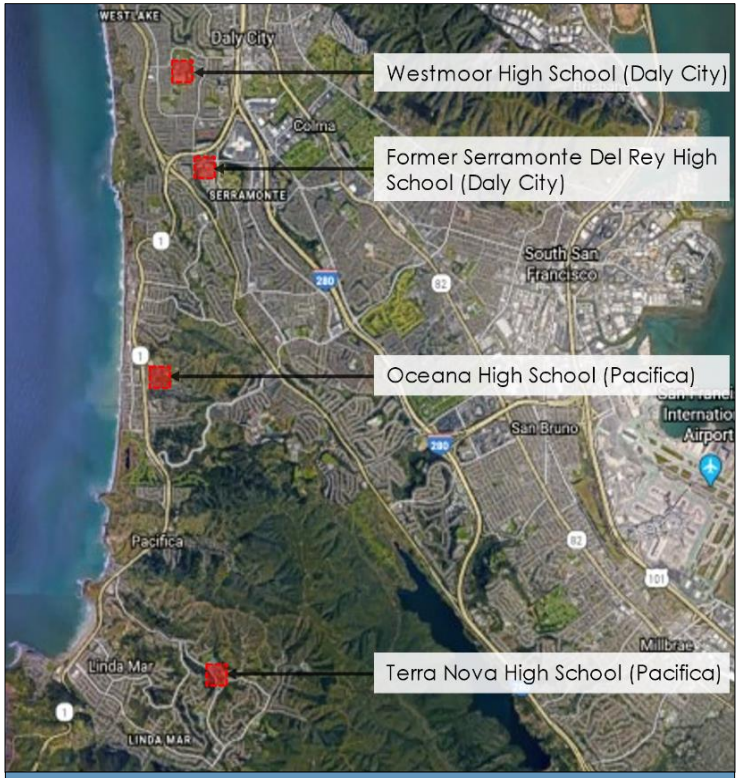
Cabrillo Unified SD



- County Counsel Office
- SMCSIG
- Housing Leadership Council of San Mateo County
- H.E.A.R.T. of San Mateo
- San Mateo Community College District

Public School Districts in SM County

Cabrillo Unified SD



Jefferson Union High School District
Portfolio Analysis



Pacifica School District
Workforce Housing

Challenges Facing CUSD

Issues

1. Turnover of Faculty & Staff
2. Disadvantaged when competing against other school districts

Possible Solutions

1. Sustainable Revenue Stream
2. Workforce Housing
3. Parcel Taxes



"…bond and tax measures to bolster California schools struggled to pass at the polls."

–Edsource.org March 2020

Annual Payments

Cabrillo Unified SD

Ground Lease Distributions

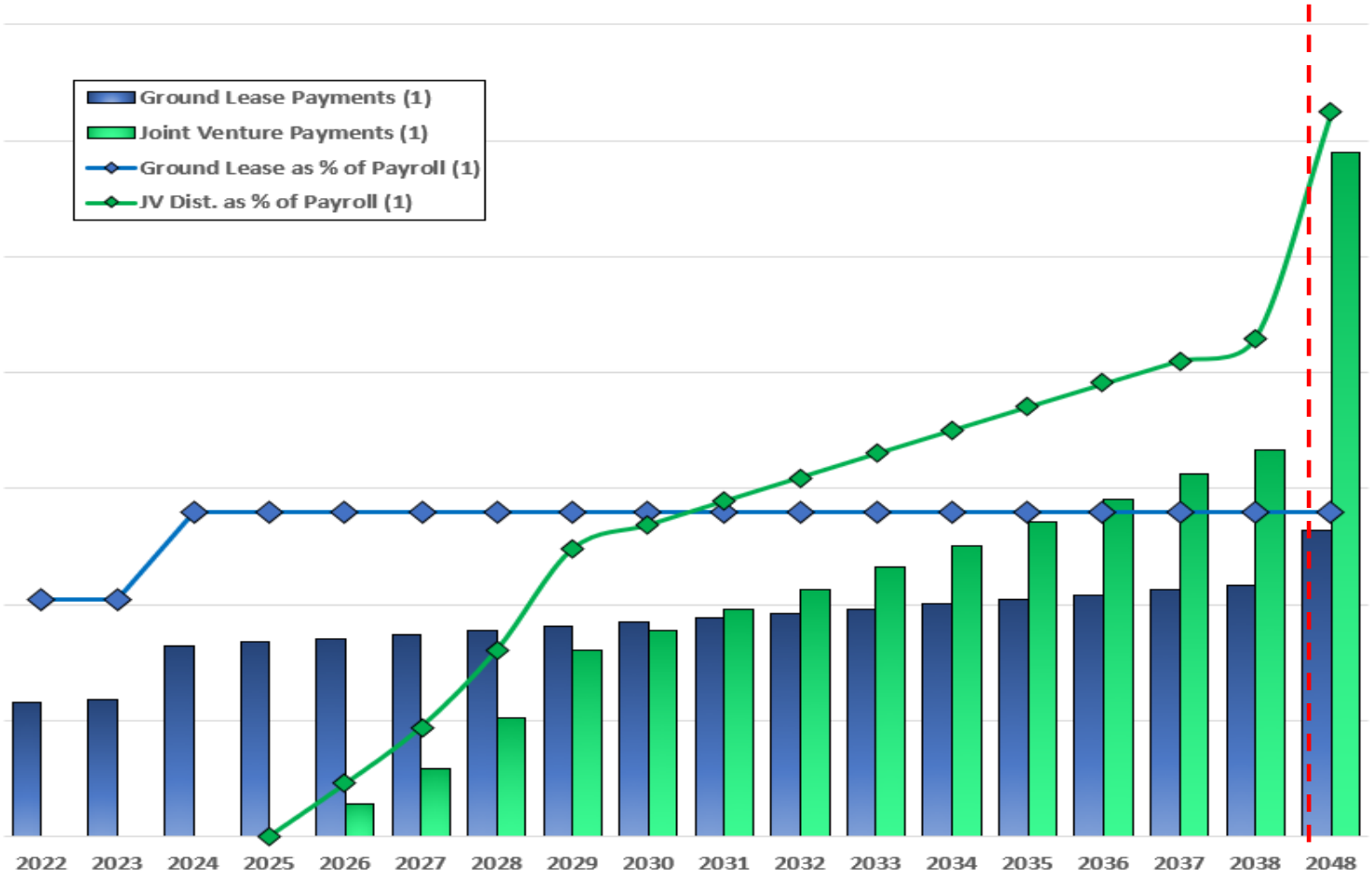
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2045
El Granada	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Foothill	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Halfmoon Bay	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Other Sites	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Total	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
District Payroll	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M
Distrib. As % of Payroll	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%

Joint Venture Distributions

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2045
El Granada	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Foothill	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Halfmoon Bay	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Other Sites	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
Total	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M	$x M
District Payroll	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M	$y M
Distrib. As % of Payroll	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%	z%

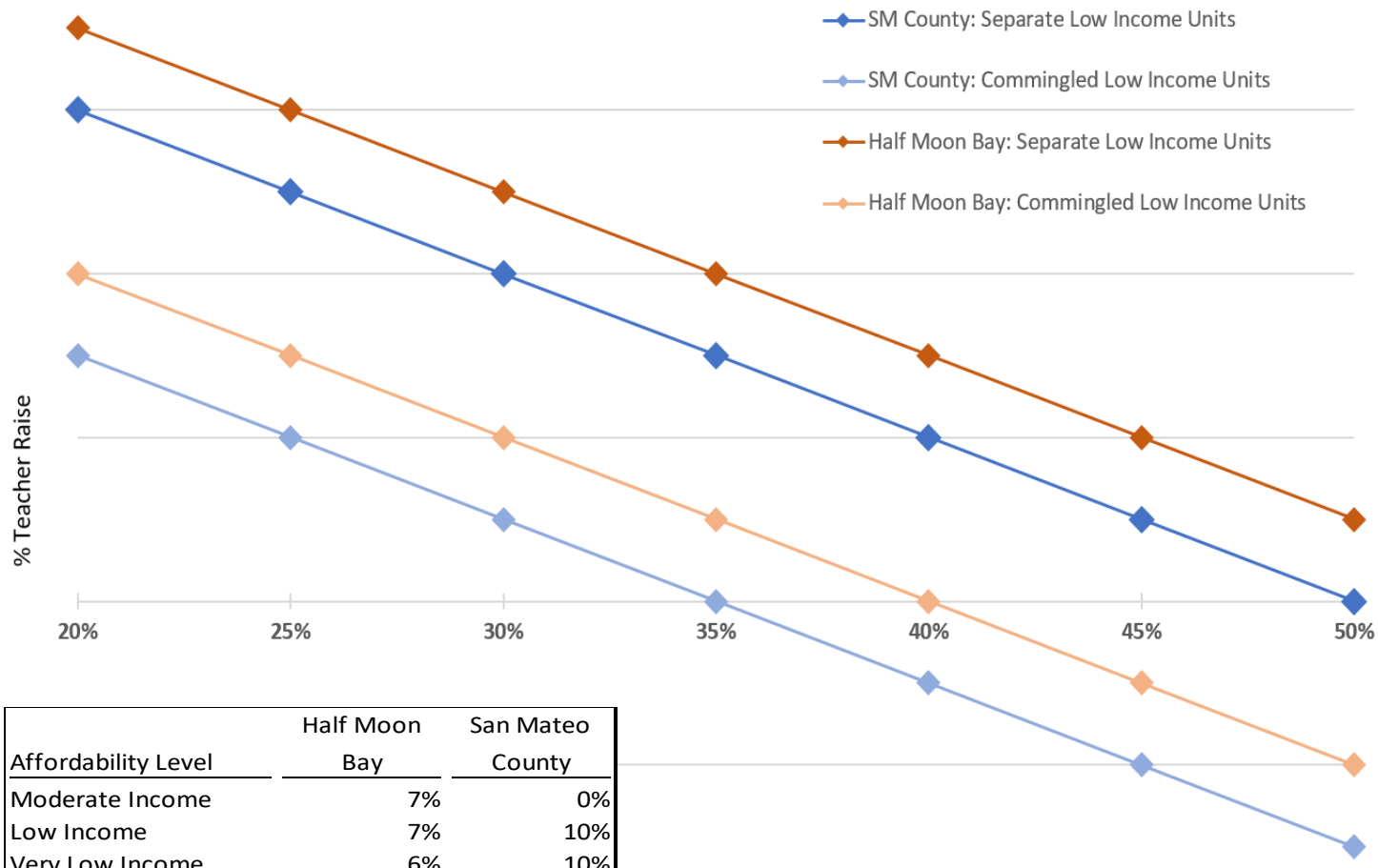
Annual Payments

Cabrillo Unified SD



Affordable Housing Policy

Cabrillo Unified SD

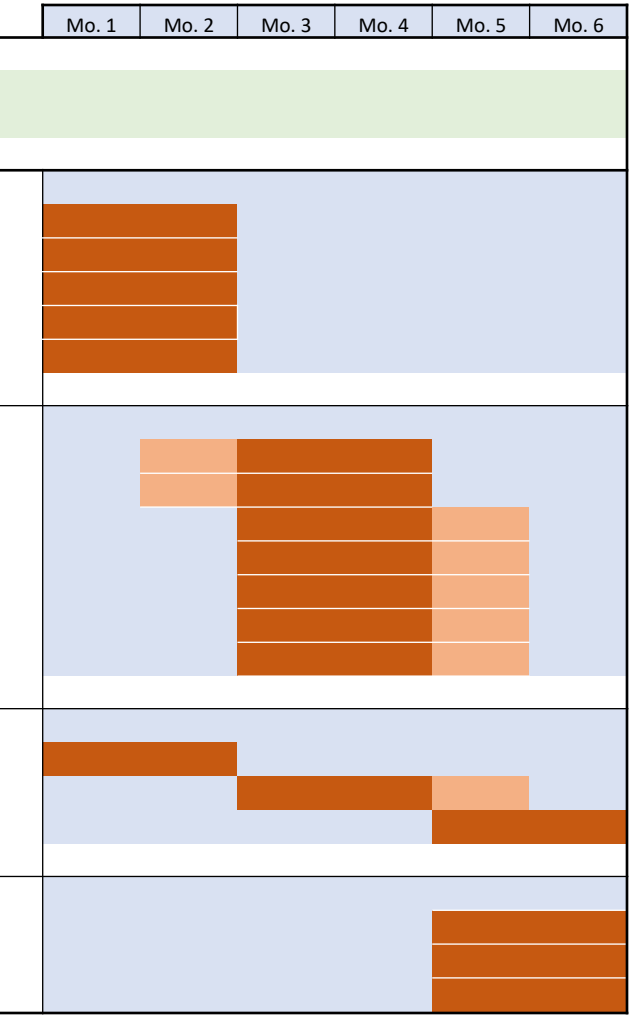


Ratio of Affordable Housing Units to Market Rate Units

Affordability Level	Half Moon Bay	San Mateo County
Moderate Income	7%	0%
Low Income	7%	10%
Very Low Income	6%	10%
Total	20%	20%

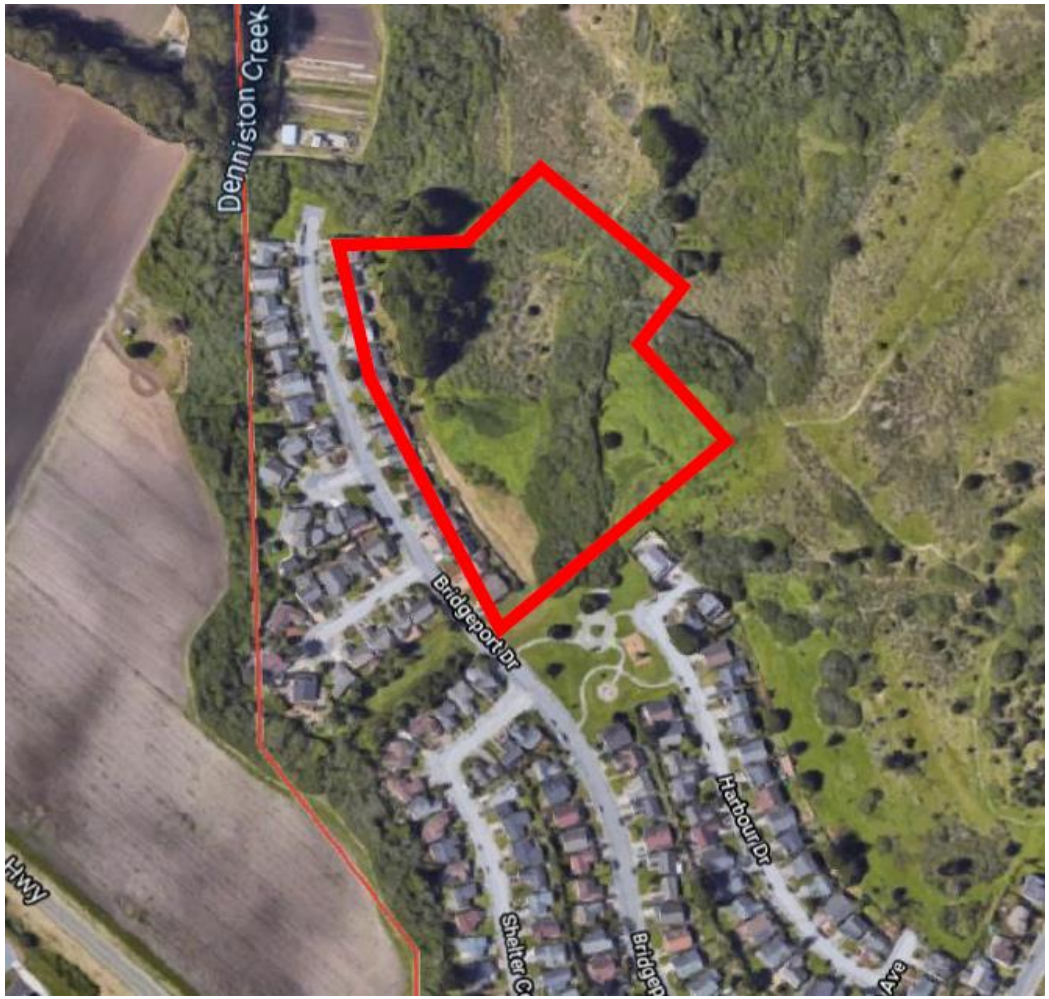
Project Schedule First Six Months

Cabrillo Unified SD



Foothill Site Vacant Land

Cabrillo Unified SD



- 10.4 acres
- Excellent view potential
- High visibility from Highway 1
- Watershed sensitive area bifurcates site

El Granada Site

Cabrillo Unified SD



- 20 Total Acres
  - Site A: 5 acres
  - Site B: 15 acres
- Jurisdiction
  - General Plan
  - Zoning
  - Local Coastal Program
- District Office & Other Educational Uses
- Affordable Housing & Open Space
- Traffic & Other Environmental Considerations

Half Moon Bay Site

Cabrillo Unified SD







Minimum Scenario	Maximum Scenario	District Office
Lower Density Townhomes	Higher Density Duplexes & Apartments	Additional Residential

Zoning: Public Service LCP: Public Facilities & Institutions

Thank You

Cabrillo Unified SD



Brookwood Advisors

CABRILLO UNIFIED SCHOOL DISTRICT

Proposal for Portfolio Analysis and Real Estate Advisory Services



October 5, 2021

Brookwood Advisors

October 5, 2021

Mr. Jesus Contreras, Chief Business Officer
Cabrillo Unified School District
498 Kelly Avenue
Half Moon Bay, CA 94019

Proposal for: **Portfolio Analysis**
for Cabrillo Unified School District

Dear Mr. Contreras:

We appreciate your consideration of Brookwood Advisors to provide real estate consulting services in support of your District's mission. We believe our firm is well suited to both address the specific initial work outlined by CUSD and the full scope of services necessary for the breadth of effort you are considering.

Brookwood Advisors prides itself on being multi-dimensional in our investigation of, and recommendations for, the real estate challenges we are tasked to consider. We do not approach problems in a formulaic manner; rather, we consider each assignment as an opportunity to find solutions that may not readily "float to the top".

Brookwood's team members have extensive experience in development economics and finance, real estate entitlements, strategic facilities planning, site evaluation and due diligence, and land planning.

Focused on advancing and protecting the interests of our clients and partners, our strategic advice is tempered by Brookwood's experience in real estate development investment and guided by the practical realities of the entitlements process in California.

Brookwood Advisors will bring both our collaborative approach and our deep industry knowledge to this assignment, including:

- *Direct expertise addressing precisely the portfolio analysis and strategic questions CUSD is considering;*
- *Current experience managing design and development efforts for workforce housing for K-12 California school districts in San Mateo County;*
- *Dedicated senior principal participation throughout the entirety of the project;*

- *Sensitivity to the budgetary constraints and public oversight faced by the public sector;*
- *A thorough and nuanced understanding of financial modeling used by the real estate development community to establish the value of real estate assets;*
- *Extensive experience managing the due diligence process on behalf of investors;*
- *Current on-the-ground management of projects and strategic analysis for educational clients; and*
- *In-house urban design, development and financial personnel -- enabling our team to quickly synthesize design and programmatic issues and communicate these considerations with clarity for review and action by CUSD.*

You have our commitment – and our reputation in the real estate and advisory community bears this out – that we are fully transparent in all of our working relationships, and view the objectives outlined in this RFP as a unique opportunity for ongoing collaboration!

Sincerely,



Alan M Katz
President



Chris White
Vice President

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Overview of Brookwood Advisors



Strategic Facilities Planning

Top Left: *Coca-Cola World Headquarters, Atlanta*
Top Right: *Representing College Partners, Inc. (Morehouse College, Spelman College, Morehouse School of Medicine), Negotiations and Land Swap between the Atlanta Housing Authority and College Partners, Inc.*
Bottom Left: *Master Plan for the Federal Reserve Bank of San Francisco*
Bottom Right: *CNN/Turner Broadcasting (Time-Warner)*

Overview of Brookwood Advisors

Brookwood Group was founded in 1989 in Atlanta and currently has primary offices in both Atlanta and San Francisco.

Brookwood's current and continuing work, similar in nature to the assignment at CUSD, includes two K-12 clients in San Mateo County. Since our founding more than 30 years ago Brookwood has had the honor of working numerous school districts, including the Atlanta Public Schools, the Monongalia County Board of Education in West Virginia, and the Cobb County School System in the Metropolitan Atlanta Area.

In addition, several Brookwood professionals have worked with other K-12 systems including the Spokane (Washington) School System, the Broward County (Florida) Schools and the Clark County (Georgia) Schools.

As illustrated in Brookwood's proposal, we have also worked extensively with real estate investors, corporations, governmental agencies, health services organizations and other institutions, including colleges and universities, across the country.

Perhaps unexpectedly, the Southeastern US is many years ahead of other states (including California) in utilizing Public/Private Partnerships as well as other atypical forms of design and construction procurement. Brookwood, with its founding office in Atlanta, is able to bring its leadership in the Public/Private realm from the Southeast to benefit our clients' interests in California.

In addition to Brookwood's national experience in the educational sector, Brookwood's Core Team for CUSD in the Bay Area has extensive experience in real estate investment and development, and is very familiar with our local real estate and market conditions.

Startup and Administration of Workforce Housing

Brookwood has up-to-the-minute experience with the nuances of the start-up operations for occupancy of Workforce Housing for school districts. Brookwood Advisors is currently working with JUHSD, County Counsel, and SMCSIG on the formation of a housing board and its governing non-profit entity, determining eligibility criteria, the rules and regulations governing the workforce housing, preparing for the lease-up and occupancy of the JUHSD's 122-unit Faculty and Staff Housing Project at Serramonte Del Rey.

Documentation for the Project includes the Agreement between JUHSD and the Non-profit Educational Housing Corporation (EHC), EHC documentation for filing for the 501(c)(3) EHC Non-profit entity, and Bylaws of the Entity, the RFP for a Third Party Administrator/Property Manager and the Management Agreement between the Third Party Property Manager and EHC, and the Rental Agreement between EHC and the residential tenants.

Our work with public sector entities enable us to understand that our clients may need to shift the priority of deliverables from the timing initially assumed. We remain acutely aware of this and, as a firm that maintains hands-on leadership, we are nimble and embrace the challenge that these project twists and turns may bring to the process.

The broad expertise that we bring to each assignment is summarized in the table on the next page.

Brookwood Services Available to CUSD

An outline of services that Brookwood Advisors is prepared to provide while undertaking this assignment is shown on this page.

Portions of each component of work typically inform decisions on other components of this scope and further clarifies the appropriate next steps in the process.

Working with the District and its consultants (such as your legal counsel or financial advisor), we will establish schedules and project budgets for the assignment and assure that the full resources of Brookwood are available to address your underlying goals.

Strategic Advisory Services & Analysis

- Site Assessment, Feasibility and Zoning Analysis
- Due Diligence for Acquisitions and Dispositions
- Transaction Negotiations
- Budgeting and Scheduling
- RFQ & RFP Preparation and Negotiations
- Risk and Liability Management
- Debt and Equity Financing Strategies
- Asset Stabilization and Value Preservation
- Project Repositioning and Redevelopment
- Strategic Planning / Facilities Master Planning
- Project Presentations to Boards & Public Agencies
- Representation at Public Hearings
- Community Outreach

Development, Design & Construction Management

- Rental & For-Sale Multi-Family Housing Development
- Site Master Planning and Phasing Strategies
- Project Entitlements & C.E.Q.A. Process
- Process coordination with public agencies
- Budgeting and Cost Estimating
- Project Scheduling
- Management of complex project teams
- Program Management/Owner's Representative. (pre-construction through move-in)
- Leasing and Sales Management
- Management of Tenant Buildouts
- Construction Risk Mitigation
- Infrastructure Planning
- Project Programming
- Conceptual Design and Space Planning
- Value Engineering

The Project Team



Development Management / Owner's Representative / Due Diligence

Left: *Monarq Properties, Oakland; Development oversight on behalf of Project Ownership*
Right Top: *North Atlanta High School, Atlanta; Construction Management*
Bottom Middle: *South Shore Center, Alameda; Due Diligence Services for investment fund during acquisition*
Bottom Right: *Ghirardelli Square, San Francisco; Due Diligence Services for investment fund during acquisition*

Brookwood Core Team

The Brookwood Core Team proposed for the work outlined by CUSD is the same Team that prepared the portfolio analysis and developed the strategic plan with Jefferson Union High School District. This strategic plan utilized JUHSD's real estate assets to establish a sustainable income stream for the District. As a combined team in support of CUSD, these four team members have spent much of their professional lives working in real estate development. It is from this experience of "doing" that they can be confident in the advice they provide for their clients—whether they be private or public sector. This includes:

Alan Katz, Brookwood President and Managing Principal

Alan has led several advisory projects of varying sizes, for both public and private entities, including the management of public-private ventures on behalf of educational institutions. He will work closely with the District to fully understand the objectives of each assignment and to assure the efforts of Brookwood fully support and align with the District's objectives.

Chris White, Brookwood Vice President and Project Director

Chris, as Project Director, will be CUSD's day-to-day contact with representatives from the District. He specializes in market analysis and financial feasibility and has played an integral role in billions of dollars of real estate development projects, investments, and transactions, including the capitalization of some of the largest projects in California.

Chris is the Project Director for the many components of our work for Jefferson Union High School District, including the Strategic Planning for the District's land holdings, the Entitlements for the 22-acre campus at Serramonte Del Rey and the first phase of the income generating market-rate development--a 201-unit mixed-use retail and housing project. He also provided the financial analysis and proforma underwriting for the project funding for Brookwood's Pacifica School District Workforce Housing effort, thereby facilitating the pre-development funding with H.E.A.R.T. of San Mateo County and the issuance of project bonds.

Brookwood Additional Team

Lev Weisbach, Architectural & Engineering Coordination Lead

At Brookwood, Lev focuses on management and architectural and technical coordination to meet regulatory requirements during the entitlement phase of project development. Lev's experience at Brookwood includes the Salesforce Mission Bay Headquarters project, a residential and hotel development project in Santa Clara, and the JUHSD Strategic Plan, the Serramonte Del Rey Faculty and Staff Housing Project, Serramonte Del Rey Precise Plan, and the JUHSD District Office.

Bruce Fukuji, Planning, Community Outreach and C.E.Q.A. Management Lead

Bruce is an architect and city planner with twenty-five years of award-winning experience in shaping sustainable, transit-oriented communities. Highly effective at listening to stakeholders, framing issues and bridging technical, economic and community concerns, Bruce is recognized by clients and stakeholders for his inclusivity, depth and creative design solutions for complex and often controversial urban infill development.

Alan M Katz
President and Managing Principal

Alan Katz is Brookwood's President and Vice Chairman of the Board of Directors. His work focuses on strategic real estate planning, property analysis and development management activities for both the private and public sectors.

Alan leads many of Brookwood's Bay Area consulting projects. Projects have included the 2M SF Mission Bay Campus for Salesforce, the JUHSD sustainable income and workforce housing project, and the Federal Reserve Bank of San Francisco masterplan.

Prior to joining Brookwood, Alan was Senior Vice President at Stockbridge Real Estate, a San Francisco based real estate investment management firm pursuing opportunistic, value add, and core investment strategies.

While at Stockbridge Alan provided due diligence, development and construction expertise on acquisitions and dispositions. He also provided oversight on development activities with Stockbridge's operating/joint venture partners.

Prior to Stockbridge, as Director of Development at Spieker Properties and EOP, Alan had overall leadership for the design, approvals, procurement and construction of the award winning Park Place at Bay Meadows in San Mateo. This 10-acre award winning mixed-use project--included office, retail, restaurants, Whole Foods, for-sale housing (market rate and BMR), site-wide underground shared parking and off-site public infrastructure and parks.

From 1995 to 2000, Alan was Director of Corporate Real Estate, Facilities and Operations for a publicly traded retailer. Reporting to the CFO and Chairman, Alan led the strategic planning and execution of the company's corporate real estate transactions, entitlements, and development.

Alan is a Licensed Architect in California and has practiced architecture and urban design in Chicago, NYC and San Francisco. Alan holds a BA (with Honors) from UC Berkeley, a Masters of Architecture degree from Columbia University and a Masters in Urban Design from Harvard University.







Top and Middle: *Development Manager for Park Place at Bay Meadows while at EOP/Spieker Properties for Stockbridge Real Estate.*

Bottom: *As SVP at Stockbridge Real Estate, Asset Management activities and Development Oversight for the disposition of China Basin Landing, San Francisco.*

Christopher White

Development Principal and Strategic Consultant

Chris is Brookwood's Bay Area senior strategic real estate advisor, developing revenue-generating mixed-use real estate and workforce housing projects for the public sector. Chris is currently Brookwood's project leader for the planning and entitlements of more than 1,200 residential units (both market rate and affordable), retail uses, and public open space on the Peninsula.

Chris has provided financial leadership—including project underwriting and strategies for project capitalization--for Brookwood's mixed-use and housing projects including two major towers in Oakland and a seven acre mixed-use project (hospitality, retail and residential) in Santa Clara.

Throughout his career, Chris has played an integral role in billions of dollars of real estate development projects and investments. Prior to Brookwood, Chris acquired multifamily properties as an Investment Manager for Veritas Investments, the largest owner of apartments in San Francisco. His responsibilities included developing the investment strategy for each acquisition, raising debt and equity, and leading the financial analysis, due diligence, and closing process.

Chris also worked with Stockbridge Capital, where he played a key role in the development and capitalization of some of the largest projects in California. This included Bay Meadows Phase II, with 1,100 units of housing, 700,000 square feet of office, public infrastructure, and the sale of a land pad for Nueva High School.

His work at Stockbridge included the complex financial analysis for the asset management and strategic positioning of Hollywood Park, a 238-acre village in Los Angeles that includes housing, office, retail, and the new NFL stadium for the LA Rams.

Prior to moving to San Francisco, Chris worked with The London Group Realty Advisors in San Diego where he specialized in market analysis and financial feasibility studies for investment and development projects.

Chris holds a BA in Economics from UCLA.









Top: *Los Angeles Stadium, Hollywood Park, Los Angeles; Chris served as a Financial Analyst at Stockbridge Capital*

Middle: *Bay Meadows Phase II mixed-use, office, retail and housing, San Mateo; Chris served as a Financial Analyst at Stockbridge Capital*

Bottom: *Mixed-use, residential (for-sale and rental product), retail, and dual-branded hotel, 2500 El Camino Real, Santa Clara.*

Lev Weisbach
Architectural & Engineering Coordination Lead

Lev Weisbach has over 30 years of experience as a project manager and architect in a diversified range of project types and scale. He has been responsible for the management of projects ranging from $500,000 to $75 million, and has extensive experience shepherding large, complex projects from inception to completion.

At Brookwood, Lev Weisbach focuses on management, architectural and technical coordination to meet the regulatory requirements of project development. Lev's experience at Brookwood includes Salesforce Mission Bay Headquarters, a 7-acre mixed-use project in Santa Clara, and all of the components of our work for Jefferson Union High School District.

Prior to Brookwood, from 2003 to 2010, Lev was a principal at CCS Architecture, a nationally-recognized architectural design firm, responsible for the management of the San Francisco office. Representative projects include work for Hyatt, retail and restaurant projects, the Flagship Store for Tesla Motors in Santa Monica, and the Holy Family Day Home Pre-School in San Francisco.

From 1996 to 2003 Lev worked for Gensler Architecture. As project manager of large scale commercial and cultural projects, he managed the development of all phases of documentation and regulatory agency approvals. Representative projects include the Shaklee Corporate Headquarters, San Francisco JCC, and Bay Meadows Mixed-Use.

Before joining Gensler, Lev worked as a project architect at Anshen+Allan, a prominent San Francisco science and healthcare design firm. Lev coordinated the work of the consultant teams, managed the development of all technical project documentation, led regulatory agency approvals, and provided construction administration services.

Lev's projects have been exhibited in San Francisco, New York, Toronto, and New Delhi, and have appeared in Architectural Record, Architecture, Praxis, Dwell, and many newspaper publications.

Lev has a Bachelor of Arts, UC Berkeley, and a Master of Architecture, Columbia University.

Lev is a Registered Architect in the State of California.







Top: *District Office relocation to the Westmoor High School Campus, Daly City*

Middle: *Dining Commons at Dominican University of California, San Rafael*

Bottom: *The Jewish Community Center of San Francisco includes spaces designed for cultural events, art education, recreation, childcare and social services*

Bruce Fukuji

Community Outreach and C.E.Q.A. Management Lead

Mr. Bruce Fukuji is an architect and city planner with twenty-five years of award-winning experience in shaping sustainable, transit-oriented communities. Highly effective at listening to stakeholders, framing issues and bridging technical, economic and community concerns, Bruce is recognized by clients and stakeholders for his inclusivity, depth and creative design solutions for complex and often controversial urban infill development.

As the Urban Design Practice Leader with PB Placemaking, Parson Brinkerhoff's top ranked transit-oriented development practice, Bruce designed the transformation of Tyson's Corner from an auto-oriented edge city to a walkable, transit-oriented central business district as featured in Time magazine and the Washington Post, receiving the American Planning Association's 2011 national planning award.

As Director of Planning at Ken Kay Associates, Bruce led the planning and design of several large-scale New Urbanist master plans including the Coyote Valley Specific Plan in San Jose, a mixed-use, transit-oriented community for 50,000 industry leading jobs and 25,000 residences. Working with Alan Jacobs, Bruce designed six traditional neighborhoods for the 1,110-acre Rock Creek site in Sacramento.

An Associate at Calthorpe Associates, the internationally recognized leader of transit-oriented urbanism in the age of climate change, Bruce authored the highly regarded Bay Meadows Specific Plan, as well the nationally award-winning handbook "Creating Livable Streets" for Portland's METRO, recognized by the American Planning Association as a planning classic. For eight years Bruce served on Palo Alto's urban design committee, working with Stanford University, developers, retailers, residents and downtown businesses to develop the plan for downtown.



Top: *Park Place at Bay Meadows, Phase I, Urban Design Planning while at Calthorpe Assoc.*

Middle: *Alameda Point Collaborative Housing. Designing master plan for 200 units of supportive housing for three homeless service providers in partnership with the City of Alameda at the former Naval Air Station.*

Bottom: *Community Outreach Leader for Transit-Oriented Development for California High Speed Rail. Advising the Authority on HSR station area planning statewide.*

Approach to Project



Entitlements & Land Planning

Above: *Proposed Salesforce Mission Bay Headquarters Campus, San Francisco*

Brookwood prepared comparative analysis of three sites in downtown San Francisco for the future Salesforce campus. Upon completion of these initial studies, Brookwood continued its collaboration with Salesforce and Cushman & Wakefield for the acquisition of the 22-acre site in Mission Bay and managed the Design and Development process for Salesforce, including receipt of project entitlements for 2 million square feet of office space from the San Francisco Redevelopment Agency.

Sustainable Income
Portfolio Analysis and Strategic Real Estate Plan

A successful long term plan for your real estate assets will be consistent with, and supportive of, CUSD's overall strategic thinking, all in support of your educational mission.

Integral to the portfolio analysis of your property and land holdings, CUSD's Strategic Real Estate Plan includes the review of the potential disposition options that are realistic for CUSD, alternative uses of land holdings, and associated financial returns for the Surplus Property the District owns. This analysis will result in actionable next steps to provide the District with a roadmap for activities that can be undertaken to execute a realistic and successful plan.

Working with the District, we will follow a rigorous approach for analyzing the potential to maximize the value of each of the three sites referenced in the RFP -- this includes the El Granada property, the Kelly Avenue property, and the Foothill property. This analysis will incorporate the ongoing maintenance and operating expenses associated with these properties.

The process for Brookwood's review of CUSD's surplus property/potential surplus property may vary from the outline below, dependent upon the extent of the District's information available, the clarity of the programmatic objectives from the District's executives, and the inevitable twists and turns that an iterative analysis produces.

Brookwood's first step will be to confirm the current status of CUSD's funding and property holdings. This includes:

- The District's financial objectives and fiscal constraints;
- Board Objectives that are of primary importance, or of secondary importance;
- CUSD's Opportunities that will enhance and accelerate the attainment of the Board's objectives for sustainable income and retention of employees.

Brookwood will manage a high-level due diligence effort needed to determine the underlying value of the real estate in the marketplace and the opportunities each of the properties present. Our work will include a title search (to provide clarity on the legal encumbrances and physical easements that may exist on the land); a preliminary environmental analysis at the El Granada, Kelly Avenue, and Central Avenue sites; a housing market study (including current supply and demand, as well as rental rates, absorption, etc.); a construction cost analyst (to address current construction costs in the marketplace) and work with a traffic engineer (to identify likely traffic mitigation measures that will be required in local jurisdictions).

To the extent our investigation suggests the need for specialized investigation, and only if mutually agreed to by the District, the work may include: A Phase 1 environmental site assessment, technical review by a civil engineer of the utility capacity of a site, preliminary geotechnical review and seismic considerations, initial habitat review for existing land, etc.

If this additional scope is recommended for any of the sites, this additional work will result in clarifying additional possible "red flags" or potential "yellow flags' that could diminish (or add to) a property's value in the marketplace.

We anticipate working with CUSD's legal advisor -- County of San Mateo Counsel's office--to confirm assumptions for current legislation that affect the Education Code regarding affordable housing requirements, limitations on structuring capital, and construction procurement strategies, etc. Brookwood will coordinate with CUSD's financial advisor – Isom Advisors – to inform the financial assumptions that will underpin our strategic real estate recommendations.

We will meet with the key public agencies having jurisdiction over the approvals on these sites. This includes public works for utilities and requirements for public improvements, planning for zoning and site design restrictions, and the fire marshal for specific project restrictions, if any.

Brookwood will review the potential uses of the sites and assess the likelihood of a successful re-entitlements effort, including the city's and county's support for a rezoning and/or general plan amendment if required. The value of land Is frequently unlocked with a successful entitlements effort, or at a minimum, a clear path to a site's entitlements. Many, therefore, consider an understanding of the likelihood of success to re-entitle a property for its true highest and best use to be the key to valuing property in the real estate realm, and is a different analysis than that performed by an appraiser who is looking at the property as currently zoned.

We will work towards establishing the likely minimum and maximum amount a buyer, land lessee, or joint venture partner will value these properties if offered in the marketplace; and will be compared to the value of the property if developed by the District. For purposes of determining a site's value, we will develop a proforma for each site to establish a residual land value "as is" and the value of the land as potentially re-entitled.

This work includes:

- Determination of F.A.R. (Floor Area Ratio) / residential densities allowed for the sites
- Construction Budgets for the project housing typology considered and the soft costs including project consultants, development fees paid to the city, county and other public agencies, carry costs, permits, reasonable contingencies, etc.
- Market data for for-sale and rental residential product
- Project Schedules for the sites considered
- Affordable housing requirements affecting the property's value
- Review of readily obtainable memoranda of understanding, leases and other legal obligations that would likely impact findings for a strategic plan and for the surplus property
- An estimate of the net operating income from the potential project(s) from the private industry's perspective
- Analysis of financial returns using industry standard metrics (e.g. IRR's, untrended return, or other, as appropriate).

This effort leads to an opinion of revenues from sale, or other revenue generating mechanism that will result from the project itself, with capitalization and interest rate assumptions based on market conditions and product type.

We will suggest a framework for realistic next steps for the portfolio (and associated timelines for this work) that can be undertaken to create a revenue stream based on your asset's development potential and the goals of the District.

This could include several options:

- Disposition (sale or traditional lease or alternative structure such as a joint venture or public/private partnership) of one or more of the sites in the study;
- The use of a surplus land parcel as collateral for a development and/or a construction loan for an alternate site;
- Land swaps that could maximize the value of the land for the District, while providing a potential joint venture partner the Incentive to participate In the swap;
- Retention of the land with the re-entitlement of the site by the District. This could be via a general plan amendment and rezoning of the site including the management of the C.E.Q.A. and E.I.R. process;
- Future development of one or more of the property assets by the District Into a direct revenue generator.

Options & Recommendations for the Development of CUSD Housing; possible relocation of the District Office. As part of Brookwood's portfolio analysis, we will review options available to the District for affordable housing. One alternative is joint venturing with the City of Half Moon Bay to build housing at the site of the current District Offices. This approach will be considered, as well as alternative scenarios for workforce housing that supports the District's mission.

The study which is interwoven with the portfolio analysis will include looking at the pros and cons of relocating the District Offices, and the potential benefits of providing faculty housing at this location or alternative sites.

Based on our analysis, Brookwood's recommendations could include:

- The sale of a portion of the land for private sector development via land parcelization (site subdivision);
- Public-private partnership ventures, based on the most recent revisions to the State Education code and legislation passed or likely to be passed in the near future;
- Selling the current property upon which the District Office sits with the District retaining the right to occupy a portion of the site that would be built out for the District;
- A simple sale and lease back of your current District Office;
- A joint venture partnership such that the revenue from the long-term use of the land is utilized to offset debt on the District Offices (whether at this site or at another). In this scenario, the District contributes the land and a developer entitles and builds the project, with CUSD receiving income from the development based on a joint venture agreement;
- Adaptive re-use of the current facilities, with additional revenue generated from an aggressive leasing program, thereby providing the revenue to offset debt obligations to improve the current facilities.

We will assess the City's level of interest to participate in a joint venture with the District, the benefits that the District would receive by doing so, and the degree to which the City would support innovative funding mechanisms for the project. With the new Regional Housing Needs Assessment (RHNA) objectives that the State is mandating for cities and counties, the contribution of low, very low and moderate income affordable housing is increasing dramatically. Having access to the land that the District controls could be of significant benefit to the City/County.

Brookwood will provide a site plan to serve as a test fit to determine the number of units (along with adequate parking) that can be provided at the selected housing site. This drawing serves to foster dialogue with the City and County.

As with our work with other districts in San Mateo County, we will investigate alternative funding mechanisms that align with the goals of the leadership. For purposes of attraction and retention of staff, Brookwood will prepare a proforma that incorporates a financial structure for the Workforce Housing that maximizes reduced rents for your employees.

Although headquarters' facilities for school districts do not produce revenue that can be used to offset the costs of new facilities, CUSD does control the land that the District Office sits on in Half Moon Bay. This property is therefore a potentially valuable piece of the puzzle within the larger considerations that CUSD is undertaking. Based on working sessions with District leadership, alternative scenarios will be identified and explored to best leverage and monetize this land.

Project Schedule



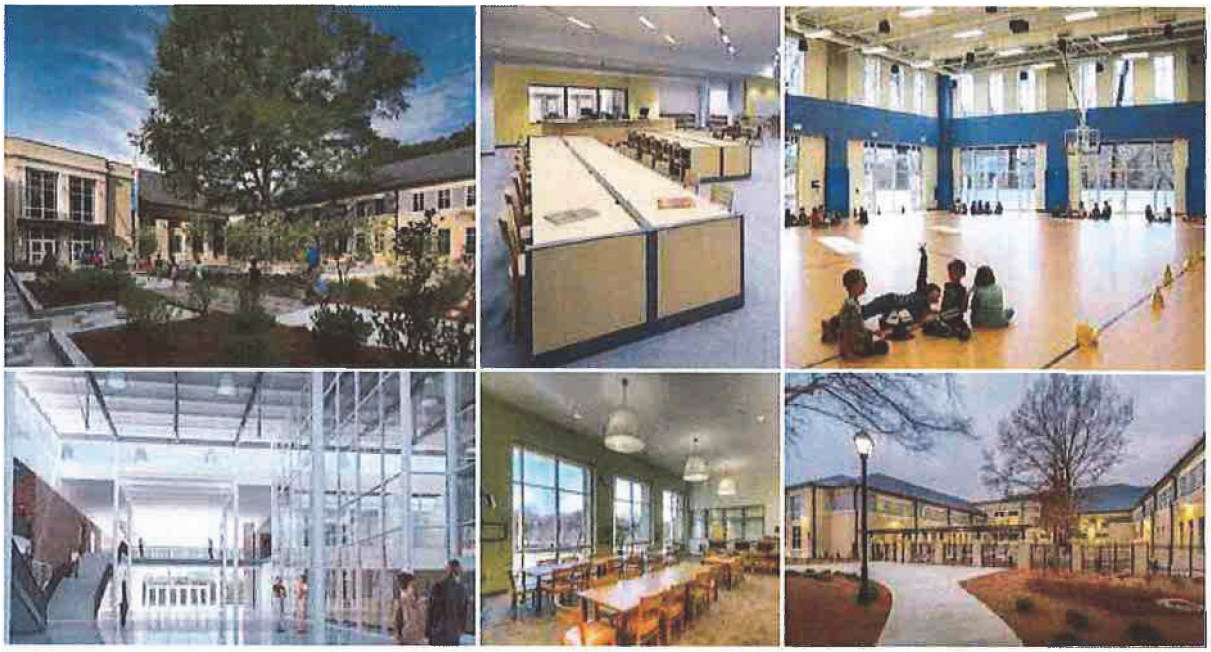



Residential Projects

Top Left: *Type III Residential Construction; 320 dwelling units, Santa Clara*
Top Right: *115 housing units plus 100-key hotel at The Ridge at Table Rock Lake, West Branson, Missouri*
Bottom Left: *2,700 dormitory beds and retail village in 9-building complex, Cal Poly, San Luis Obispo*
Bottom Right*: 255 Cypress, 48 dwelling units and 6,000 square feet of retail, South San Francisco*

	Mo. 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6
PORTFOLIO ANALYSIS: **ASSESSMENT OF POTENTIAL SURPLUS PROPERTIES**						
Data Collection Title Reports Zoning Review / Potential for Rezoning Discussions with the City of Half Moon Bay, San Mateo County Traffic and Parking considerations Rent and supply/demand for product types						
Strategic Analysis and Options Economic potential for individual sites (highest and best use) Exploration of public/private partnerships opportunities Lease vs. Own Analysis Financing Considerations Site/Project Pros and Cons Yellow and Red Flags (risk analysis for each opportunity) Site Potential for revenue generation (based on costs and rents)						
Workforce Housing Considerations Feasibility and Initial Due Diligence Conceptual Design, Costing and Funding Options Go/No Go; Next Steps for Workforce Housing						
Refinement and Recommendations (Development of Strategic Plan) Alignment of the District Goals and Development Opportunities Recommendations for Actionable Next Steps Project Phasing and Timeline for Next Steps						

Select List of Similar Projects



Program & Construction Management for K-12 Projects

ON FOLLOWING PAGES:

Jefferson Union High School District

Pacifica School District

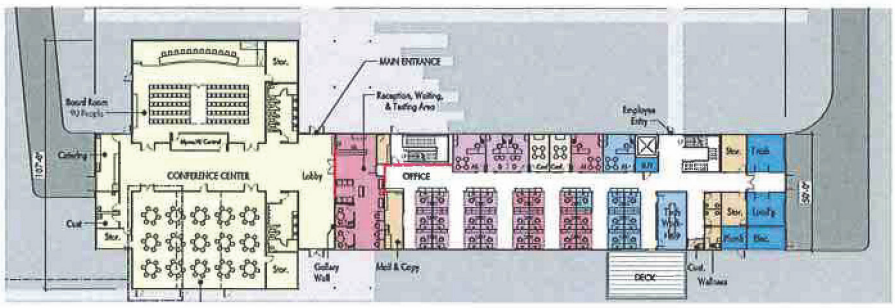
Dominican University of California

JUHSD Strategic Plan & District Office Relocation









Brookwood provided strategic planning analysis for JUHSD's land holdings to maximize long term value and to provide for a continuous revenue stream for the District. Analysis included comparing revenue and costs for different land uses, alternative construction procurement methodologies, the costs of mandated affordable housing options, return expectations with public/private partnerships and joint ventures, and campus consolidation opportunities.

Subsequent to our land planning and due diligence studies of the current high school building/district office at the Serramonte Del Rey Campus, Brookwood recommended that the headquarters be relocated. By so doing, JUHSD would maximize revenue and minimize the public entitlements' risk for the proposed new District Office. The current facilities will be demolished to make way for a new development of up to 1,235 housing. The HQ will be relocated to underutilized land on the Westmoor Campus that falls under the review and approvals mechanism of the State Architect, rather than the municipality.

Top Left: *Site Map of properties included in the Surplus Property study.*

Top Right: *The Westmoor High School Campus was utilized for the relocation of the District Office and Adult Education.*

Middle: *Site Plan for District Office relocation.*

Bottom: *Programming and Design for the District Office relocation.*

Jefferson Union High School District - Precise Plan







Brookwood is leading the design and entitlement of the redevelopment of a 22-acre former high school building into a mixed-use community consisting of more than 1,000 market rate units, affordable housing, retail, preschool, parks and open space, roads, and infrastructure. Brookwood is leading the community outreach effort and working closely with the City to negotiate an Affordable Housing Plan and manage the EIR process.

JUHSD will retain ownership of the land and enter into ground lease or joint venture agreements with private developers to deliver the phases of the project. Brookwood provides sophisticated financial acumen to analyze scenarios and outcomes to ensure the best financial return on investment for the District.

The development team is working closely with JUHSD on an on-going basis to ensure the project is meeting the District's needs and the detailed phasing of the site flows smoothly as various uses are relocated.

For more information visit: https://serramontedelrey.org

Top: *Phases 1, 2 & 3 at Serramonte Del Rey at full build-out.*

Middle: *201 residential units of market rate housing and retail.*

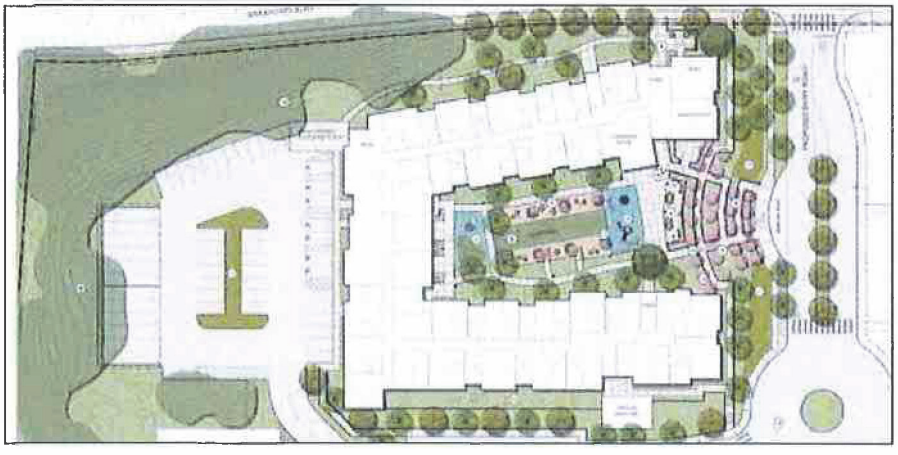
Bottom: *2 acres of new parks and open space.*

Jefferson Union High School District - Faculty & Staff Housing









Brookwood provided full pre-development and development management services to JUHSD for the development of 122 units of 1BR, 2BR and 3BR workforce housing. The four story housing project is currently under construction. The Project will be owned and operated by the District and offered to faculty and staff at below market rents to attract and retain teachers.

Brookwood worked closely with the Housing Subcommittee and the Board of Trustees throughout the process—from initiation through to the start of construction. As Development Manager, our work included leading the entire team on programming, site design and unit types, project budgeting and scheduling, and the E.I.R. and entitlements with the City of Daly City. Brookwood's in-house team also managed the pre-construction and design-build documentation phase, and the construction bidding and contract negotiation for the competitively bid contractor award.

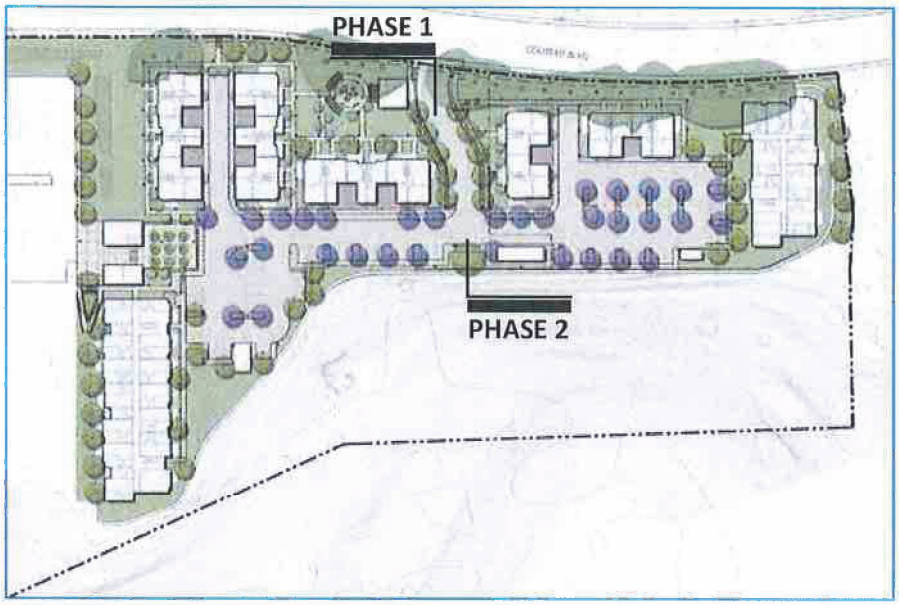
Top: *Workforce housing to open Spring 2022.*

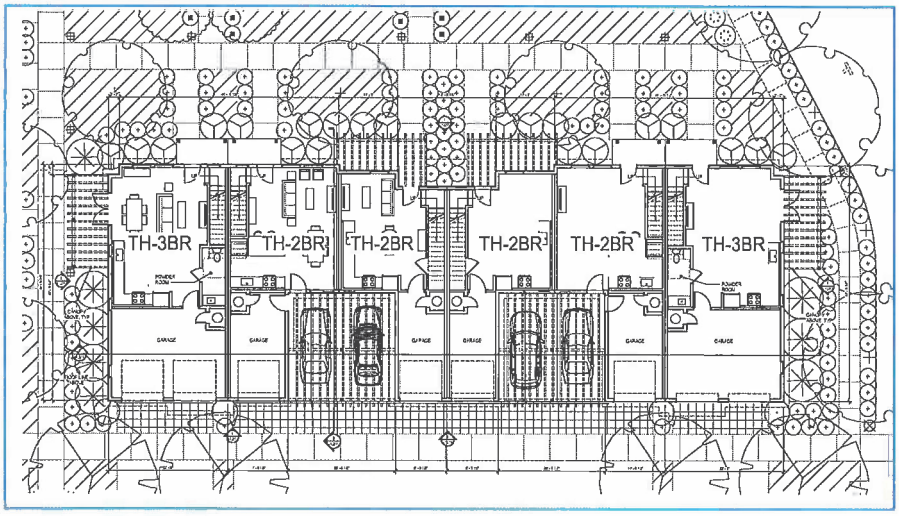
Middle Left: *JUHSD Workforce Housing under construction. Construction is three and four story Type V with light gauge metal framing.*

Middle Right: *Active courtyard for social and family interaction.*

Bottom: *Site plan with approximately 30 units per floor enclosing the courtyard, and on-site parking.*

Pacifica School District - Educator Housing







Brookwood, as Development Manager for the Pacifica School District, has partnered with the District since the project's inception and is currently managing the entitlements and CEQA effort for the 70-unit project. The housing development includes 2 phases. The first phase being 45 housing units, exclusively for educators; the 2nd phase to include 25 additional units with the user group and funding mechanism remaining to be determined for the 2nd phase.

The Project includes both townhouses (2 and 3 bedroom units), and flats (1 and 2 bedroom units).

Brookwood is currently advancing the project environmental review and entitlement process. Once entitlements are attained, Brookwood will assist the District in seeking contractor proposals for the construction phase of the project.

PSD's objective has been driven by the need to provide high-quality housing for the District's current and future teachers and staff members.

Top: *Site plan showing Phases 1 & 2.*

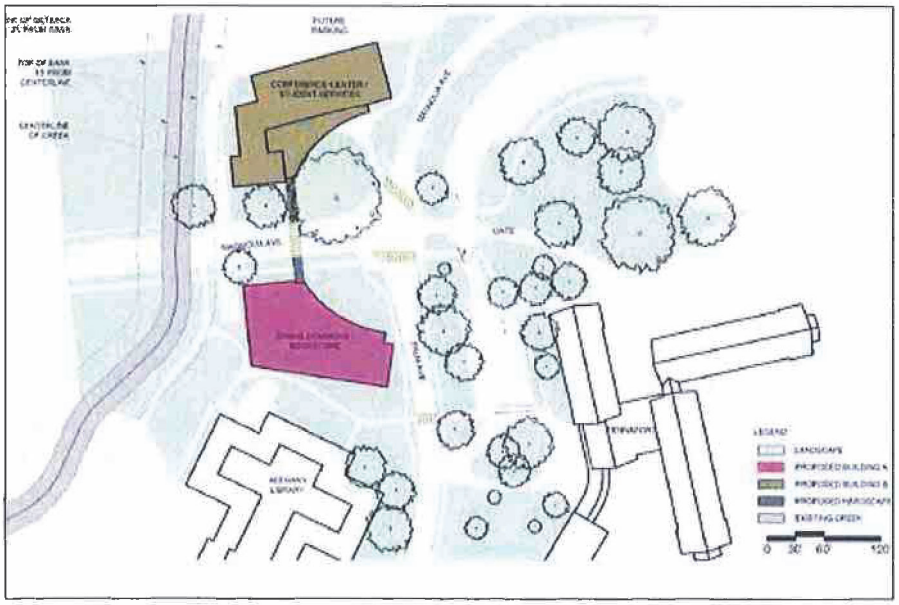
Middle: *Ground floor plans for 2-story townhouses.*

Bottom: *Elevation of 2-story townhouse.*

Dominican University of California - Campus Masterplan







Brookwood, initially selected to prepare a Campus Masterplan (as the school is reaching its cap on allowable floor area established in its 20-year old campus master plan), has pivoted its efforts based on a series of internal decisions regarding the strategic direction of Dominican University's future curriculum.

The President and Board opted to focus its limited financial resources on efforts to create the "heart of campus life"—a conference center, bookstore and dining commons, and on on-campus student housing. Brookwood's next effort with Dominican University includes the financial analysis on behalf of the University to evaluate developer proposals for proposed on-campus student housing development, and land valuation analysis/financing sources to help the University achieve its goals.

Top: *Dining Facilities and Bookstore.*

Middle: *Student Services & Conference Center.*

Bottom: *Master Plan illustrating Campus Gateway and Central Green.*

Proposed Fees



Public Private Partnerships

Left: *Georgia Tech Regional Engineering Campus, Savannah; Design & Project Management*
Top Right: *Georgia State University Lofts, Atlanta; Development Management*
Bottom Right: *After 488 Linden, Project Design and Entitlements for 38 residential units in partnership with the Redevelopment Agency of South San Francisco*

Fees:

Scope of Work as Outlined in this Proposal:

Brookwood Advisors $95,000

Consultants:

Title and Preliminary Environmental Analysis..... $15,000
Residential Market Study $10,000
Construction Cost Analyst $5,000
Traffic Engineering..... $10,000

Fees:..... $135,000

+ Reimbursable Costs

With concurrence by the District that consultation by additional outside professional engineers such as geotechnical or civil are required, Brookwood Advisors will identify such consultants and their fees, recommend their integration into the project, and manage these activities. We would recommend an allowance of up to $60,000 for this possible additional work.

Core Team Members:

Chris White	Development Principal and Project Manager	$235/Hour
Alan Katz	Managing Principal	$295/Hour

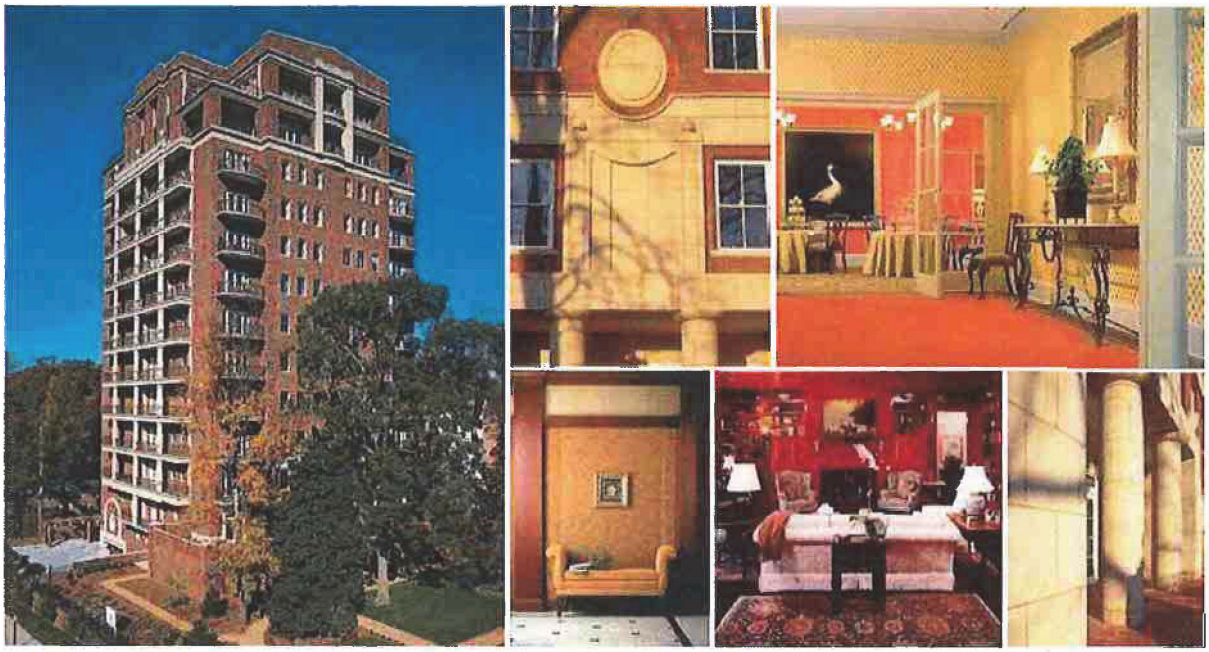
Brookwood Advisors' hourly rates for the Core Team are discounted for this assignment. This approach affords Brookwood Principals the opportunity to have direct and on-going participation in our projects for the public sector.

Additional Senior Team Members:

Lev Weisbach	Architectural and Construction Management Lead	$265/Hour
Bruce Fukuji	Urban Design and Community Outreach Lead	$285/Hour

Work invoiced on an hourly basis for Brookwood's time is based on the hourly rates above. Typical and reasonable reimbursable expenses, including an administrative mark-up of 10%, will be invoiced monthly.

References



Project Development & Startup

The Wakefield Cooperative, Atlanta. Developed by Brookwood Group using alternative procurement and construction delivery methods.

References:

Jefferson Union High School District	**Ms. Tina Van Raaphorst,** Assoc. Superintendent of Business Services Ph: 650.208.5847
Dominican University of California	**Mr. John Hashazumi,** Executive Director of Facility Services Ph: 415.457.4440
Pacifica School District	**Ms. Josephine Peterson,** Chief Business Official Ph: 650.438.3672
Housing Endowment and Regional Trust of San Mateo County	**Mr. Armando Sanchez,** Executive Director Ph: 415.640.3290
Office of the County Counsel County of San Mateo	**Mr. John Nibbelin,** Chief Deputy Counsel Ph: 650.580.1552

AGREEMENT FOR SERVICE BETWEEN
THE CABRILLO UNIFIED SCHOOL DISTRICT AND CONTRACTOR

This agreement is made as of this day of October 15, 2021, by and between the Cabrillo Unified School District ("CUSD") and Brookwood Group, Inc, dba Brookwood Advisors.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. SERVICES in consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for CUSD in accordance with the terms, conditions, and specifications set forth herein:

   The CONTRACTOR agrees to provide

   A. Scope of Services as outlined in this proposal

   B. Deliverables as outlined in this proposal.

2. TERM OF AGREEMENT: The term of this agreement is from October 15, 2021 through April 15, 2022.

3. COMPENSATION: The CONTRACTOR agrees to perform all the services of this agreement as described on page 24 of this proposal.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:

Cabrillo Unified School District

_____
J Jesús Contreras
Chief Business Officer

Date: _____

_____
Sean McPhetridge, Ed.D
Superintendent

Date: _____

Contractor

Alan M. Katz, President
Contractar Ñame: Brookwood Group, Inc.
dba Brookwood Advisors
Address: 50 California Street, Suite 1500
City/State: San Francisco, CA
Zip: 94111

Date: _____

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Presentation/Action
ITEM TITLE: Approval of the Bond-Funded Construction Project – Farallone View

BACKGROUND INFORMATION

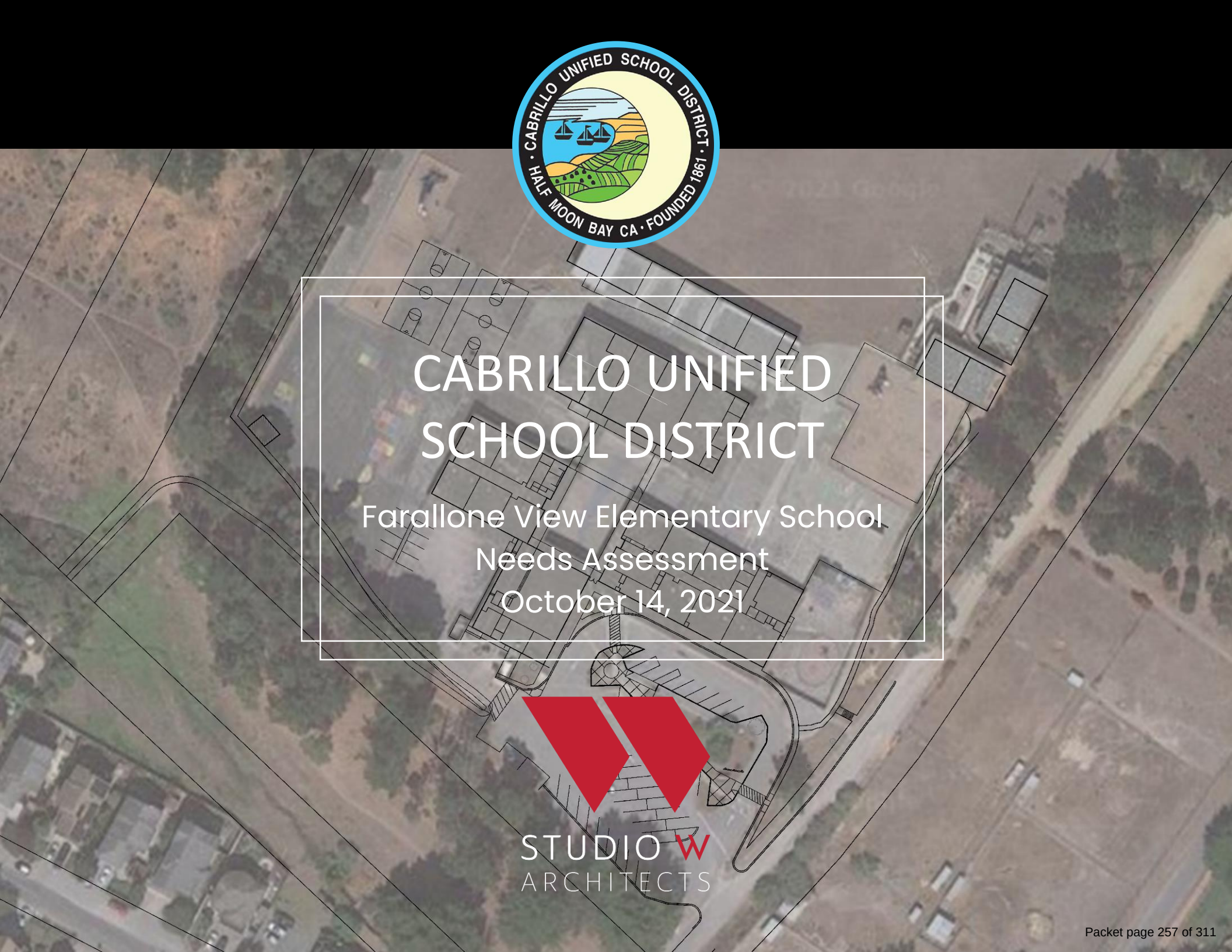
The pool of architect firms approved by the Board for its Bond projects includes the Studio W Architects firm. Studio W Architects will present to the Board their proposal and recommendations for the Farallone View Elementary project and its estimated cost.

FISCAL ANALYSIS

There is no financial impact to the General Fund. Funding for the Farallone View Elementary projects will come from Bond funds.

RECOMMENDATION

Staff recommend that the Governing Board approves the Farallone View project.



CABRILLO UNIFIED SCHOOL DISTRICT

Farallone View Elementary School
Needs Assessment
October 14, 2021

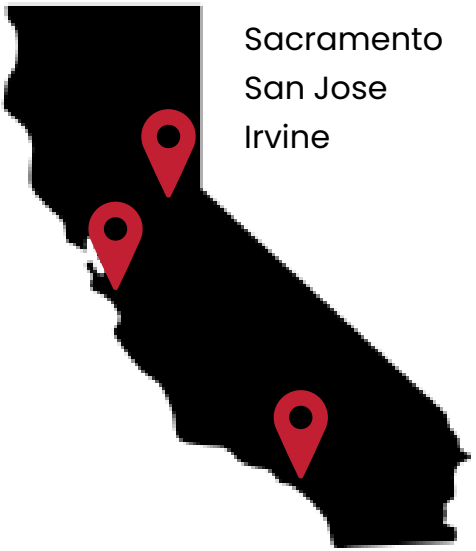
STUDIO W
ARCHITECTS

WHO WE ARE

STUDIO W
ARCHITECTS

well beyond design.

OFFICE LOCATIONS



Sacramento
San Jose
Irvine

LOCAL CLIENTS

Bayshore ESD, Daly City, CA

Brisbane SD, Brisbane, CA

Campbell UHSD, San Jose, CA

East Side UHSD, San Jose, CA

San Mateo UHSD, San Mateo, CA

San Mateo CCCD, San Mateo, CA

Serendipity School, Belmont CA

STAFF

33 staff members

13 licensed professionals

Our mission of enriching the fabric of communities and delighting the human experience is a mainstay of our culture and the foundation of what we do.

YOUR TEAM



BRIAN WHITMORE
AIA, LEED® AP
Principal-in-Charge
President & CEO



MICHELE GARGANO
AIA, LEED® AP BD+C, CDT
Senior Project Manager
Client Leader & Associate



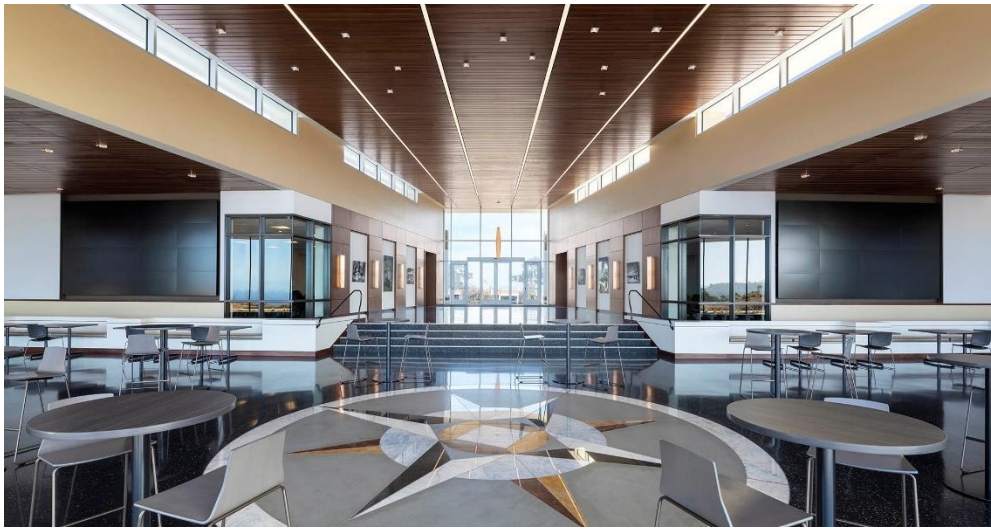
OSCAR BEDOLLA
AIA
Project Architect

BCA [now Studio W] has truly provided us a full-service model in school construction. From their expertise in the school design and construction,…abilities to work with our community and jurisdictional agencies and their willingness to continue to collaborate with us to make our vision a reality, [Studio W] has performed above and beyond our expectations. [They have] truly been a visionary partner in this work.

— Dr. Audra Pittman, Ed.D., Superintendent
Bayshore Elementary School District

EXAMPLES OF OUR WORK

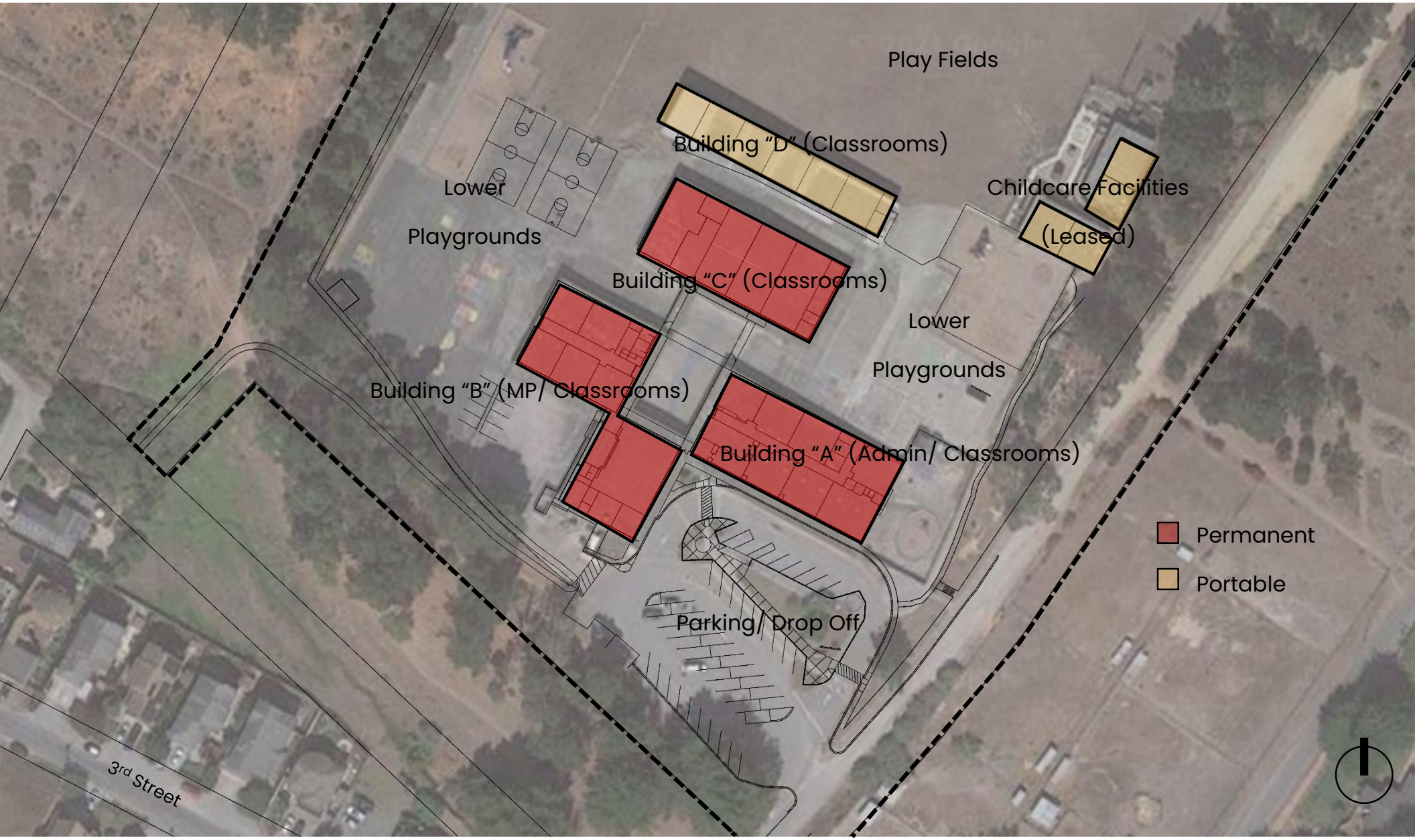








EXISTING SITE



PHASE 1 IMPROVEMENTS



PHASE 1 IMPROVEMENTS

Description	Area (sf)	Unit Cost ($/sf)	Total Cost
Site Improvements			
Underground Utility Infrastructure Upgrade (Site Wide)		Lump Sum	$ 1,500,000
Parking Lot Reconfiguration and Landscaping	33,624	$ 25	$ 840,600
Improved Front Entry Plaza, Gateway and Signage	1,515	$ 150	$ 227,250
ADA Improvements to the Front of the School		Lump Sum	$ 100,000
Building "A" (Administration and Classroom Improvements)			
Reconfigure Administration for Added Security inc. Specialist Area	2,577	$ 200	$ 515,400
Next Generation Improvements to Classroom (6)	7,218	$ 200	$ 1,443,600
Staff/ Student Restroom Improvements	763	$ 400	$ 305,200
Re-Roof Facility	10,558	$ 15	$ 158,370
Improve FA, Clock, Bell Speaker Systems		Lump Sum	$ 50,000
Structrual Rehabilitation (if necessary)	10,558	$ 100	$ 1,055,800
HVAC (Heat Pump Unit) Replacement		Lump Sum	$ 200,000
New Window Systems, Repair Siding, Re-Paint	10,558	$ 45	$ 475,110

Subtotal Construction Cost	**$ 6,871,330**
Contingency (10%)	$ 687,133
Escalation (5%/ Year)	$ 377,923
"Soft" Costs (25%)	$ 1,984,097
FF&E	$ 375,000
Total Project Cost	**$ 10,295,483**

PHASE 2 IMPROVEMENTS





Utilize Building "D" (for swing space)

Mod. RR's

Next Generation Classrooms (5)

Improve Central Quad w/ Shelter

Modernize Building B

Improve Access/ Fire Lane

Mod. MPR/ Kitchen

Modernization

Temp Housing

Site Improvements

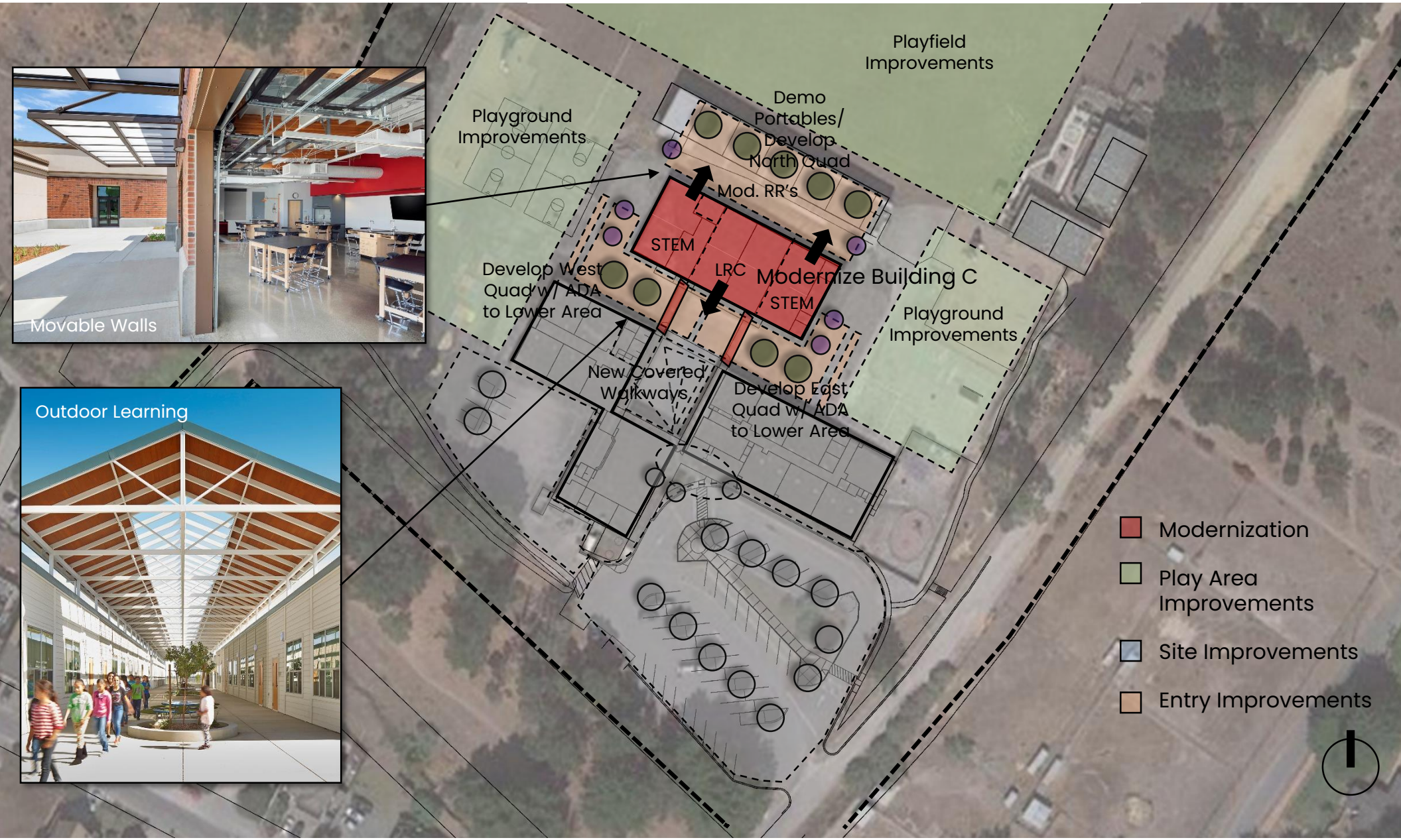
Entry Improvements

PHASE 2 IMPROVEMENTS

Description	Area (sf)	Unit Cost ($/sf)	Total Cost
Site Improvements			
Improve "Central Quad" Area inc. Covered Lunch Shelter	4,516	$ 100	$ 451,600
Improve Delivery Access/ Fire Lane	11,790	$ 15	$ 176,850
Building "B" (Multi-Purpose and Classroom Improvements)			
Next Generation Improvements to Classroom (5)	5,399	$ 200	$ 1,079,800
Student Restroom Improvements	686	$ 400	$ 274,400
Improvements to Multi-Purpose and Stage Area	3,652	$ 300	$ 1,095,600
Improvements to Kitchen Area	1,390	$ 400	$ 556,000
Provide ADA Access to Stage		Lump Sum	$ 50,000
Public Restroom Improvements	176	$ 400	$ 70,400
Re-Roof Facility	11,303	$ 15	$ 169,545
Improve AV (MP), FA, Clock, Bell Speaker Systems		Lump Sum	$ 100,000
Structrual Rehabilitation (if necessary)	11,303	$ 100	$ 1,130,300
HVAC (Heat Pump Unit) Replacement		Lump Sum	$ 225,000
New Window Systems, Repair Siding, Re-Paint	11,303	$ 45	$ 508,635

Subtotal Construction Cost	**$ 5,888,130**
Contingency (10%)	$ 588,813
Escalation (5%/ Year)	$ 647,694
"Soft" Costs (25%)	$ 1,781,159
FF&E	$ 525,000
Total Project Cost	**$ 9,430,797**

PHASE 3 IMPROVEMENTS



PHASE 3 IMPROVEMENTS

Description	Area (sf)	Unit Cost ($/sf)	Total Cost
Site Improvements			
Demo and Replace Covered Connections from Buildings A/B to C	3,234	$ 50	$ 161,700
Improve and Activate "West Quad" w/ ADA Access to Lower Playgrounds	4,668	$ 65	$ 303,420
Improve and Activate "East Quad" w/ ADA Access to Lower Playgrounds	4,668	$ 65	$ 303,420
Demo Portable Facilities/ Develop "North Quad" Area (Building D)	11,188	$ 75	$ 839,100
Improve Lower Playgrounds and PlayFields	173,870	$ 10	$ 1,738,700
Building "C" (Specialized Classroom/ LRC Improvements)			
Reconfigure and Develop New Learning Resource Center w/ Operable Walls	3,725	$ 300	$ 1,117,500
Reconfigure and Develop (2) STEM/ Maker's Labs w/ Operable Walls	5,540	$ 300	$ 1,662,000
Student Restroom Improvements	328	$ 400	$ 131,200
Re-Roof Facility	9,593	$ 15	$ 143,895
Improve FA, Clock, Bell Speaker Systems		Lump Sum	$ 50,000
Structrual Rehabilitation (if necessary)	9,593	$ 100	$ 959,300
HVAC (Heat Pump Unit) Replacement		Lump Sum	$ 105,000
New Window Systems, Repair Siding, Re-Paint	9,593	$ 45	$ 431,685

Subtotal Construction Cost	**$ 7,946,920**
Contingency (10%)	$ 794,692
Escalation (5%/ Year)	$ 1,311,242
"Soft" Costs (25%)	$ 2,513,213
FF&E	$ 325,000
Total Project Cost	**$ 12,891,067**

ALL IMPROVEMENTS



ALL IMPROVEMENTS

	Phase 1 (2022)	Phase 2 (2023)	Phase 3 (2024)	All Phases
Subtotal Construction Cost	**$ 6,871,330**	**$ 5,888,130**	**$ 7,946,920**	**$ 20,706,380**
Contingency (10%)	$ 687,133	$ 588,813	$ 794,692	$ 2,070,638
Escalation (5%/ Year)	$ 377,923	$ 647,694	$ 1,311,242	$ 2,336,859
"Soft" Costs (25%)	$ 1,984,097	$ 1,781,159	$ 2,513,213	$ 6,278,469
FF&E	$ 375,000	$ 525,000	$ 325,000	$ 1,225,000
Total Project Cost	**$ 10,295,483**	**$ 9,430,797**	**$ 12,891,067**	**$ 32,617,347**

STUDIO W
ARCHITECTS

Q&A

BRIAN WHITMORE
AIA, LEED® AP

Principal-in-Charge,
President & CEO

BrianW@StudioW-Architects.com
916.254.5602

MICHELE GARGANO
AIA, LEED® AP BD+C, CDT

Sr. Project Manager,
Client Leader & Associate

MicheleG@StudioW-Architects.com
916.254.5609

OSCAR BEDOLLA
AIA

Project Architect

OscarB@StudioW-Architects.com
408.588.3840

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Approval of Response to the 2020-2021 Grand Jury Report*: "Building a Racially & Ethnically Diverse Teaching Workforce: A Challenge for Our Schools"*

BACKGROUND INFORMATION

The 2020-21 Grand Jury of the Superior Court of California, County of San Mateo, filed a report recently containing findings and recommendations pertaining to how San Mateo County public school districts can work to build racially and ethnically diverse teaching workforces. The Grand Jury Report is included here.

REPORT/PROPOSAL

School districts in San Mateo County are required to notify their respective Governing Boards of this report, to accept and respond to the findings of the Grand Jury as related to their districts, and to seek approval from the Governing Board for their responses.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve Response to the 2020-2021 Grand Jury Report: *"Building a Racially & Ethnically Diverse Teaching Workforce: A Challenge for Our Schools."*

CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT
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GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

October 15, 2021

Via Email (grandjury@sanmateocourt.org)

The Honorable Amarra A. Lee
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 2nd Floor
Redwood City, California 94063-1655

Re: Response to the 2020-2021 Grand Jury Report entitled "Building a Racially & Ethnically Diverse Teaching Workforce: A Challenge for Our Schools"

Dear Judge Lee:

The Cabrillo Unified School District (the "District") has received and reviewed the 2020-2021 Grand Jury Report entitled "Building a Racially & Ethnically Diverse Teaching Workforce: A Challenge for Our Schools." We appreciate the Grand Jury's interest in this matter. Having reviewed and considered the Grand Jury's Findings and Recommendations, the District responds below pursuant to section 933.05 of the California Penal Code.

Please be advised that the District presented the Grand Jury Report to its Board of Trustees, and the District's Board approved these responses, on October 14, 2021.

Findings:

1. *In San Mateo County, the ethnic diversity of teachers does not closely mirror that of the students they teach. A countywide demographic report, generated by the San Mateo County Office of Education, including teacher/student ethnicity, would be of value to all school districts in their recruitment efforts.*

With respect to the statement that "[i]n San Mateo County, the ethnic diversity of teachers does not closely mirror that of the students they teach[,]" the District lacks information to fully agree or disagree with this Finding given that it did not conduct the research related to this Report. However, the District accepts the Grand Jury's Finding for the purposes of this response. With respect to the statement that "[a] countywide demographic report, generated by the San Mateo County Office of Education, including teacher/student ethnicity, would be of value to all school districts in their recruitment efforts," the District agrees with this Finding.

2. *Teachers frequently leave schools in San Mateo County for higher pay in other districts, to the detriment of the students being taught.*

The District agrees with this Finding.

3. *School districts in San Mateo County compete nationally for a limited pool of teacher candidates; those diminishing candidate pools result in limited teacher diversity.*

The District agrees with this finding.

4. *Cost of living and housing affordability in San Mateo County are two major barriers which continue to impede our school districts' ability to attract, recruit, and retain a diverse teacher workforce.*

The District agrees with this finding.

5. *Public-school districts in the County are not permitted by State law to consider race, sex, color, ethnicity, or national origin in hiring. It is common practice for districts to interview all candidates who meet the qualifications for an open teaching position, further complicating hiring to meet diversity goals.*

The District agrees with this finding.

6. *The San Mateo County Office of Education has an opportunity to articulate and guide an educational vision for the entire County to the benefit of school districts and without direct involvement in individual school district staffing and policy decisions.*

The District agrees with this finding.

7. *Teacher residency and internship programs take time to produce results but school districts could benefit by increased participation in these programs.*

The District agrees with this finding.

8. *School districts invest varying degrees of effort into the process of recruiting a diverse teaching pool. While some rely on traditional strategies, others have found creative solutions to increase diversity in the teaching workforce.*

The District lacks information to fully agree or disagree with this Finding given that it did not conduct the research related to this Report. However, the District accepts the Grand Jury's Finding for the purposes of this response.

9. *The San Mateo County School Boards Association Equity Network, created in 2019-20, has been, for much of its existence, restricted to meeting online due to the pandemic. As a result, the group has had limited opportunities to work collaboratively to help build capacity for thoughtful, equity-driven decisions. Consequently, as of January 2021, their ability to both identify and deliver on stated outcomes has been limited.*

The District lacks information to fully agree or disagree with this Finding given that it did not conduct the research related to this Report. However, the District accepts the Grand Jury's Finding for the purposes of this response.

10. *School district superintendents and human resource personnel in San Mateo County agree that students of color benefit from having educators who look like them but are not always certain how to recruit or retain teachers of color.*

The District agrees with this finding.

11. *A majority of school district strategic plans and other aspirational documents do not address teacher diversity nor are those plans easily accessible by the community.*

The District lacks information to fully agree or disagree with this Finding given that it did not conduct the research related to this Report. However, the District accepts the Grand Jury's Finding for the purposes of this response.

Recommendations:

1. *By June 30, 2022, school districts should include a commitment to teacher diversity in strategic plan, goals and/or objectives, using the strategic plan developed by the San Mateo County Office of Education as a guide. These aspirational documents should be publicly and prominently displayed on their websites.*

The recommendation has not yet been implemented but will be implemented in the future. The District intends to implement the recommendation by June 30, 2022.

Please do not hesitate to contact me if you have questions or require additional information.

Sincerely,

Sean McPhetridge, Ed.D.
Superintendent
Cabrillo Unified School District

BUILDING A RACIALLY & ETHNICALLY DIVERSE TEACHING WORKFORCE: A CHALLENGE FOR OUR SCHOOLS

Each student deserves a well-prepared teacher, who,
through the intentionality of relationships and instruction,
is able to disrupt the pattern of inequity that exists in the classroom.[1]

Issue | Summary | Glossary | Background | Discussion | Best Practices | Findings
Recommendations | Requests for Responses | Methodology | Bibliography | Appendices | Responses

ISSUE

What strategies are San Mateo County (County) school districts and the San Mateo County Office of Education undertaking to recruit, hire, and retain educators who mirror the racial and ethnic diversity of their students? This report examines the progress school districts have made to build and strengthen a diverse teaching workforce to support learners in classrooms throughout the County.

SUMMARY

During its consideration of legislation to address diversity in the teaching profession, the United States House of Representatives, in 2019, asserted among its findings:

> "Increasing the diversity in the teaching profession has a positive impact on student educational experiences and outcomes. Students of color demonstrate greater academic achievement and social-emotional development in classes with teachers of color. Studies also suggest that *all* students, including White students, benefit from having teachers of color because they bring knowledge, experiences, and role modeling to the student body as a whole."[2]

The legislative bill introduced, HR 4288, "Teacher Diversity and Retention Act," did not become law; however, the research-based finding underscored the Grand Jury's rationale to focus on this issue for San Mateo County schools.

In San Mateo County, 72% of public-school students enrolled in 2018-19 came from non-white groups yet only 25.8% of credentialed teachers came from those same groups according to data provided to the Grand Jury by the San Mateo County Office of Education.[3]

[1] https://www.smcoe.org/for-educators/teacher-induction/
[2] U.S. House of Representatives, HR 4288, 9/11/2019; https://www.congress.gov/bill/116th-congress/house-bill/4288/text
[3] San Mateo County Office of Education, see Appendix D.

A teacher-shortage experienced in San Mateo County and throughout California complicates efforts to recruit teachers of color. Factors contributing to the shortage of teacher candidates, particularly persons of color, as conveyed to the Grand Jury through interviews and surveys, include:

- a dwindling pool of qualified candidates from which to recruit;
- teachers earn less than their peer age group who have chosen careers in technology and other industries in San Mateo County;
- the high cost of living and housing in San Mateo County, when compared to other regions in California and the country, deters candidates from seeking employment in County schools; and
- affirmative action programs, which include preferences based on race, color, and ethnicities (as well as other characteristics) in hiring, are prohibited by California law.

Recruiting teachers, specifically teachers of color, who reflect the diversity of students enrolled, is a formidable task according to interviews with school district representatives. School districts across California and the nation experience these same challenges.

Retaining a diverse faculty poses an additional challenge to school districts. It is common for teachers, particularly teachers of color who are in high demand, to leave the profession altogether or seek other district positions with better salaries, more affordable housing and better working conditions.

The San Mateo County Office of Education (SMCOE) addressed the need to diversify the teacher workforce in its Strategic Plan, "Excellence and Equity in Education, 2019-21." Goal 2 of this plan is identified as "Workforce Development for Student Success – Build and strengthen a diverse workforce to support learners 0-22." This goal and its objectives provide a model for school districts to emulate and offer a potential vision for all schools in San Mateo County.

In addition, many districts have also developed creative strategies for addressing the challenges, which can serve as best practices for other districts.

The Grand Jury finds:

- In San Mateo County, the ethnic diversity of teachers does not closely mirror that of their students; a countywide demographic report of teacher/student ethnicity would be of value to all school districts in their recruitment efforts.
- SMCOE leadership can articulate and guide an educational vision for the entire County, without direct involvement in individual school district staffing and policy decisions.
- School districts invest varying degrees of effort into the process of recruiting a diverse teaching pool. While some rely on traditional strategies, others have found creative solutions to increase diversity in the teaching workforce.
- School district superintendents and human resource personnel in San Mateo County agree with the research that students of color benefit from having educators who look like

them. While districts support diversity, they are not always certain how to find and attract teachers of color.

The Grand Jury recommends:

- Each school district should commit to teacher diversity in its strategic plan, goals or objectives, using the strategic plan developed by the San Mateo County Office of Education as a guide. These aspirational documents should be publicly and prominently displayed on their websites.
- The San Mateo County Office of Education should regularly sponsor teacher diversity forums for superintendents, district human resource managers, principals, and school board members. The forums should address the challenges school districts face to recruit teaching staff in general, and teachers of color in particular, and share best practices and strategic solutions. This should begin in advance of next year's recruiting cycle.
- The San Mateo County Office of Education should expand its outreach to school districts and share the demographic data of all learners and educators in the County when its planned report is completed.

This investigation was conducted with a heightened sensitivity that educating students during a pandemic has been both complex and challenging.

GLOSSARY

Classified staff – a non-credentialed/non-certificated staff member**.**

Credential – authorization granted by the California Commission on Teacher Credentialing required to teach, administer, and/or provide specific services to students in California classrooms. It may be granted provisionally or permanently (clear) depending upon the applicant's education, training, and experience.

Credentialed or Certificated staff – faculty and other professional school staff holding California Commission on Teacher Credentialing authorized credentials.

Diversity – in the context of education, diversity is understanding that each person brings unique experiences, strengths, and ideas to our classrooms. These differences include race, ethnicity, sexual orientation, gender, socio-economic status, age, physical ability, religious or political beliefs, or different ideologies. This report focused only on racial and ethnic diversity.

Paraeducator – staff member who assists teachers in the classroom and typically does not possess a teaching credential.

Teacher "pipeline" – a system designed to build a robust, diverse teaching workforce. A teacher pipeline begins with the supply of new teachers entering the field. Once teachers are hired, they enter the development stage and are assigned to specific grade levels and schools. They are then

on-boarded to ensure basic proficiency in the classroom and then continuously supported to deepen effectiveness and enable retention.[4]

San Mateo County Office of Education (SMCOE) – the countywide entity that supports local school districts in San Mateo County by providing services that can be provided more efficiently and economically at the County level. These include implementing new standards, staff development and training programs, and instructional procedures; designing business and personnel systems; and performing many other services to meet the changing needs of local school districts. The SMCOE also provides a wide range of instructional programs, including special and career and technical education, programs for at-risk youth, and instruction in juvenile detention facilities.[5]

BACKGROUND

In the 1980s, schools in the United States began to acknowledge and act on the importance of racial, ethnic, and gender diversity in schools' teacher workforces particularly in schools with diverse student enrollment. The impetus was supported by evidence of significant benefit to students of color when they are taught by teachers who look like them. In 2018, Learning Policy Institute reported racial representation in the teaching workforce matters academically, specifying:

- Teachers of color boost academic performance of students of color, including improved reading and math test scores, improved attendance and graduation rates, and increased interest in attending college.
- All students report having positive perceptions of teachers of color, experience feeling cared for, and being academically challenged.[6]

Employing a diverse teacher workforce benefits all students. According to a 2017 report, "Leading for Equity," "recruiting, retaining, and supporting teachers of color is essential for creating an equitable education system. Teachers of color serve as positive role models and help prepare students to live in a multiracial society. Research suggests that they contribute to improved academic outcomes, particularly among minority students who are struggling."[7]

Race & Ethnicity of Students and Their Teachers

As of 2018-19, 22.4% of California's public-school student population were White, while 61.2% of the teacher workforce in public schools was White. The largest percentage of students of color were Hispanic or Latino at 54.9%, while just 21.1% of the teachers share that demographic.[8]

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[4] https://aheadoftheheard.org/defining-the-pipeline-in-teacher-and-leader-pipelines/

[5] https://www.smcoe.org/about/county-office-of-education/

[6] https://learningpolicyinstitute.org/product/diversifying-teaching-profession-report

[7] https://www.aspeninstitute.org/wp-content/uploads/2017/05/LeadingForEquity.pdf

[8] https://dq.cde.ca.gov/dataquest/Staff/StaffByEth.aspx?cLevel=State&cYear=2018-19&cChoice=StateNum&cType=O&cGender=B&Submit=1
https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=00&agglevel=state&year=2018-19&ro=y

Comparatively, for the same years in San Mateo County, 37.8% of students and only 10.4% of teachers identify as Hispanic or Latino. The figures for White students and faculty are slightly less disproportionate in our County where 24.8% of students are White while 61.7% of the teaching workforce identifies as White.[9]

Ethnicity of California and San Mateo County Public-School Students and Staff 2018-19

Ethnicity	California[10]		San Mateo County[11]	
	Students %	Staff %	Students %	Staff %
African American	5.3	3.9	1.4	1.6
American Indian	0.5	0.5	0.2	0.3
Asian	9.3	5.8	15.7	8.9
Filipino	2.4	1.5	8.1	3.2
Hispanic/Latino	54.9	21.1	37.8	10.4
Pacific Islander	0.4	0.3	1.8	0.2
Two or more	3.9	1.0	7.0	1.2
White	22.4	61.2	24.8	61.7
Not Reported	0.9	5.7	3.2	12.5

Significant Challenges Faced in Recruiting and Retaining Teachers

1. The "Teacher Pipeline"

California is not alone in facing classrooms full of students and a shortage of qualified teachers to prepare them for college and future careers. States across the country are challenged by similar crises. A 2016 report estimated that, by 2020, the nation would need 300,000 new teachers every year.[12] This has resulted in a constricted teacher pipeline.

Three main factors drive teacher shortages in California: a decline in teacher preparation program enrollments, increased demand for teachers, and teacher attrition and turnover.[13] Teacher attrition and turnover occur at any time in the pipeline. The decline in teacher preparation is often related to financial issues. As college tuition costs continue to rise, many

[9] CBEDS, 2018-19; https://dq.cde.ca.gov/dataquest/Staff/StaffByEth.aspx?cYear=2018-19&cChoice=CoTeach&TheCounty=41%20San%20Mateo&cType=O&cGender=B&Submit=1&cLevel=County
https://dq.cde.ca.gov/dataquest/dqcensus/EnrEthGrd.aspx?cds=41&agglevel=county&year=2018-19&ro=y

[10] California Department of Education.

[11] San Mateo County Office of Education.

[12] Sutcher, L., Darling-Hammond, L., & Carver-Thomas, D. (2016). A Coming Crisis in Teaching? Teacher Supply, Demand, and Shortages in the U.S. Palo Alto, CA: Learning Policy Institute.

[13] Desiree Carver-Thomas, Tara Kini and Dion Burns, "Sharpening the Divide: How California's Teacher Shortages Expand Inequality," October 2015.

students incur higher debt by graduation; and over the last decade, average student loan debt increased at more than twice the rate of inflation.[14] To compound this problem, in California a fifth or sixth year of college is required to complete a teaching credential.

Furthermore, the impact of Covid-19 on the teacher workforce has yet to be fully understood as educators wade through the complexities of reopening schools. Shortages are likely to continue and may be exacerbated by anticipated teacher retirements and resignations – all of which may further shrink the pipeline.[15]

As the State's largest producer of teachers, the California State University (CSU) is working to address this issue with a number of teacher pipeline programs designed to meet workforce needs of the State's school districts. CSU's initiative includes several teacher pathway programs: Community College Pathways, Mathematics and Science Teacher Initiative, EduCorps, Classified School Employee Pathways, Educators Rising, and Four-Year Integrated Teacher Education Programs & Teacher Shortage Fields. CSU describes its aspiration of developing a "well-flowing pipeline of diverse, passionate, and well-trained teachers to ensure that California's students are better prepared for their own post-secondary educational path…."[16]

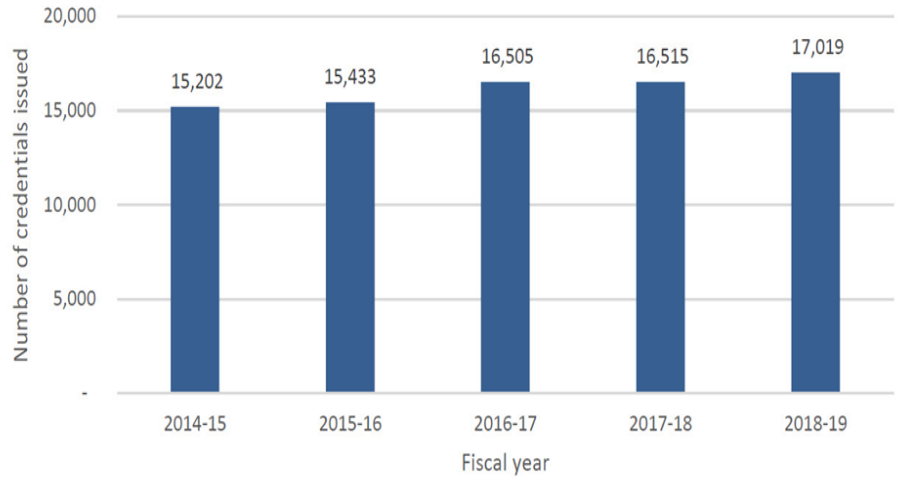
2. Teaching Pool

Local education leaders shared that their districts compete for small pools of qualified teacher candidates in all areas, but the needs are most pronounced in high-demand disciplines of math, science, and special education. They also cited a lack of ethnic and racial diversity in their candidate pools.[17]

Enrollments in teacher education programs in California are rising, but not enough to replace the number of qualified teachers needed in classrooms to educate all six million of the State's public-school students. The number of teaching credentials awarded as shown in the following chart shows that each academic year from 2014-15 through 2018-19 there was a small increase in the number of newly issued credentials.[18]

[14] The Institute for College Access & Success, "Student Debt and the Class of 2014," October 2015.
[15] Desiree Carver-Thomas, Tara Kini and Dion Burns, "Sharpening the Divide: How California's Teacher Shortages Expand Inequality," October 2015.
[16] https://www2.calstate.edu/impact-of-the-csu/teacher-education/Documents/teacher-prep-background.pdf
[17] Grand Jury interview.
[18] Teacher Supply in California 2018-19, "A Report to the Legislature," Commission on Teacher Credentialing.

Number of New California Teaching Credentials Issued, 2014-15 to 2018-19



3. High Cost of Living

According to the California Housing Consortium, San Mateo County (along with Marin and San Francisco counties) has the highest cost of living of any county in California.[19]

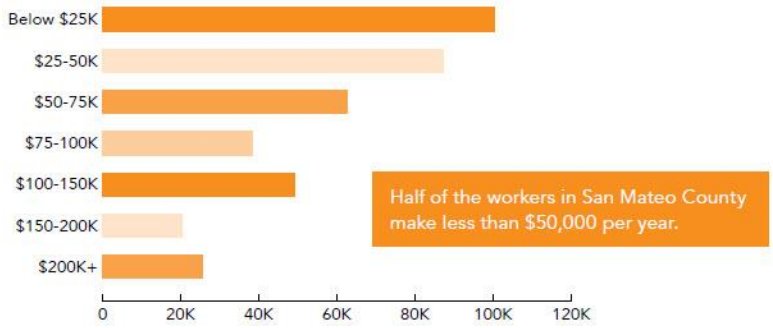
The following images reflect the disparities between income level, salaries by career, and income required to afford housing in the County. The middle image illustrates that in 2018, a salary of $118,800 was needed to live and work in the County. San Mateo County average teacher salaries and benefits in 2019-20 ranged from $73,900 to $115,593.[20] The last image highlights median home prices in the County and annual income to afford median-priced housing.

[19] California Housing Consortium, https://calhsng.org/california-counties-lead-list-of-most-expensive-jurisdictions-in-nation

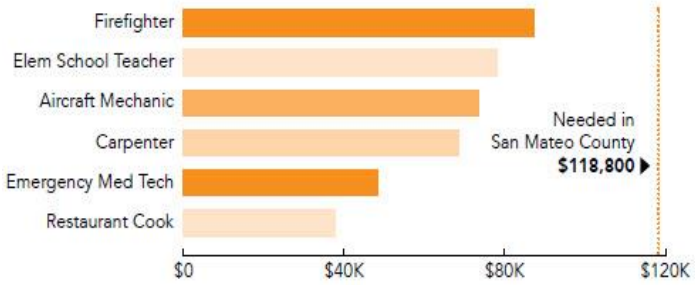
[20] Selected Certificated Salaries and Related Statistics, California Department of Education, School Fiscal Services Division; https://www.cde.ca.gov/ds/fd/cs/documents/j90summary1920.pdf

A County of Extremes[21]

Number of Workers in San Mateo County by Income Level



Typical Regional Salaries by Career vs. Salary Need to Afford an Apartment in San Mateo County



Affordability Gap Analysis: Median Home Prices and Income Required

San Mateo County	Median Home Price, April 2018	Annual Income Needed to Afford Median Price (with 10% down)	Percent of Area Median Income
Single-Family Residence	$1,630,250	$382,960	323%
Condominium	$938,000	$225,360	190%
Area Median Income (AMI)		$118,400	

4. Lack of Affordable Housing

San Mateo County suffers from a lack of adequate affordable housing which adversely affects school districts' abilities to recruit teachers. The median home sales price in the County in 2020 was $1.7 million; the median condominium sales price was $895,000.[22] In 2019, the median

[21] http://hlcsmc.org/wp-content/uploads/2018/06/HLC2018-MovingReport-v7web-1.pdf

[22] https://www.samcar.org/userfiles/file/salesstats/sf_2020Annual.pdf

gross rental cost in San Mateo County was $2,497 per month, compared with $1,614 elsewhere in California and $1,097 nationwide.[23]

5. California Legislation Prohibiting "Affirmative Action"

In 1996, California voters approved Proposition 209,[24] titled "Prohibition against Discrimination or Preferential Treatment by State and Other Public Entities." It banned the use of affirmative action involving race-based or gender-based preferences in hiring. In 2020, California revisited that decision, and the voters rejected Proposition 16, which would have repealed Proposition 209 and allowed affirmative action hiring. "These ballot measures have adversely affected our schools' abilities to help close the proportional race and ethnicity gaps between students and teachers of color."[25]

Nationally, Statewide, and more so at the County level, the obstacles faced by schools to achieve a diverse teacher workforce are many and formidable. However, creative solutions exist and are the subject of intense discussion and implementation, as explained below. In 2008, the National Education Association stated:

> "The teaching profession continues to have too few teachers of color, while the student population becomes ever more diverse. The increase in student diversity and the 'globalization' of education have created needs that go beyond the call for "teachers who look like the students they teach" – the mantra of the 1980s and 1990s. Today, teachers of all ethnic and social backgrounds need to be culturally sensitive and globally aware."[26]

This report examined racial and ethnic teacher diversity in the County.

DISCUSSION

The call for diversity and equity in our social institutions, including public education, has been greatly amplified with the confluence of the Black Lives Matter movement and the social justice events of the summer of 2020. Coupled with the current disproportion of ethnicity and race between teachers and their students, these events prompted the Grand Jury to explore what the SMCOE and school districts are doing to address the issue. The Grand Jury also examined whether school districts demonstrate a transparent, visible commitment to addressing diversity in their workforce through written policies, strategic plans, resolutions, and other publicly available aspirational documents.

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[23] https://www.samcar.org/userfiles/file/salesstats/sf_2020Annual.pdf. Appendix A outlines other personal and practical considerations which impact County of San Mateo school districts' ability to recruit and retain teachers.
[24] California Constitution, Article 1, Section 31(a).
[25] Grand Jury interviews.
[26] Strengthening and Diversifying the Teacher Recruitment Pipeline: Current Efforts, NEA Dept. of Teacher Quality, 2008.

Survey of School Districts

San Mateo County has twenty-three public-school districts and the SMCOE, all of which operate independently. Each district and the SMCOE are governed by a separate board of voter-elected trustees.

The 2020-21 Grand Jury conducted a survey of the County's school districts entitled, "Survey of Teacher Diversity in San Mateo County Schools."[27] Directed to superintendents, it probed hiring practices, knowledge of the SMCOE's workforce diversity goal,[28] and challenges as well as strategies for hiring a diverse teaching workforce. Nineteen of the twenty-three districts responded to the survey; three that did not respond to the survey participated in interviews.

SMCOE's Effort to Build and Strengthen a Diverse Workforce (Goal 2)

The 2016 SMCOE's foundational Strategic Plan, "Excellence and Equity in Education," was released after an eighteen-month process that included extensive research, analysis, and discussions throughout the agency and among its stakeholders – community leaders, schools and their districts, and State leaders. The current county superintendent of schools presented an updated plan to the San Mateo County Board of Education on February 5, 2020. Goal 2 in the Strategic Plan states, "Workforce development for student success: Build and strengthen a diverse workforce to support learners ages 0-22."[29] The SMCOE is to be commended for including workforce diversity in its policy documents coupled with objectives to accomplish its goals. Goal 2 of the plan provides a model for school districts to adapt in their own written policy documents and strategic plans.

Local school districts have direct responsibility for the education of their students. While the SMCOE does not have the authority to set policy for school districts, it *can* provide educational vision and may influence districts to alter current policies, procedures, and practices. The vast majority (73%) of the survey respondents reported familiarity with the SMCOE's Strategic Plan and indicated that aspects of Goal 2 are considered in district hiring of new credentialed staff.

Objectives for San Mateo County Office of Education – Goal 2

The San Mateo Grand Jury examined SMCOE's progress toward achieving the following objectives in Goal 2 of its Strategic Plan:

1. Finalize and promote a map of the educator/workforce pipeline.
2. Prepare a report on the demographic data of all learners and educators across the County to understand needs and target supports.
3. Develop and implement a teacher residency program.

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[27] Appendix B.
[28] https://www.smcoe.org/assets/files/About_FIL/County%20Office%20of%20
[29] SMCOE Strategic Plan.

4. Explore and seek funding for a high-quality intern teaching credential or permit program.
5. Create a measurement tool to evaluate how our professional development programs align with the Multi-Tiered System of Supports (MTSS) framework for students with diverse needs. (Note: the GJ did not examine progress on this objective, as it did not directly impact the Grand Jury's investigation.)

The progress toward each of the first four of the Goal 2 objectives is discussed below.[30]

Objective 1. Educator/Workforce Pipeline

To address the lack of students entering the teaching profession, the SMCOE formed a workgroup of leaders from the community, school districts and State to develop a plan to diversify the faculty and administrative workforce. A working document, "Educator Pipeline Workgroup" (see Appendix C) delves into a broad range of issues and examines individuals' journeys to determine how and when decisions are made to enter the teaching profession. The workgroup was on hiatus during much of 2020. As of May 2021, the SMCOE reported that the superintendent is working with staff to update the Strategic Plan goals. From that work, the SMCOE will determine whether to continue to develop the pipeline workgroup document. The update of the Plan's goals is scheduled to be completed in Fall 2021.

Objective 2. Countywide Report on Demographic Data of Students and Teachers

The SMCOE is collecting basic demographic workforce data to determine how it reflects that of the student population. One interviewee noted: "The SMCOE is intentionally pursuing a more diversified workforce to fill vacancies."[31] However, a report on students and teacher demographics had not been produced as of May 2021. Such a report would be of value to the County's school districts as they determine the needs of their diverse student populations and formulate academic strategies to support students.

The SMCOE created a position of executive director, equity, social justice and inclusion who will be coordinating work that focuses on student programs, building relationships and providing a messaging platform that reflects an anti-racist paradigm.[32] This office will examine policies, procedures, and actions to ensure they do not promote the disenfranchisement of students.

Objective 3. Teacher Residency/Intern Program

The SMCOE has partnered with Alder Graduate School of Education (Alder) to address the diversity gap through its new teacher residency program. This program is an enhancement to the County's existing internship program. The residency program is available to all school districts in the County and is designed to assist in hiring and retaining a diverse teaching workforce. It assists paraeducators and other individuals in obtaining their college degrees and credentials and

[30] Based on documents received from SMCOE and interviews.
[31] Grand Jury interview.
[32] Grand Jury interview.

provides a valuable source of potential teachers, most of whom are current County residents. The concept of "growing your own" by recruiting those already working in schools and living in the community has the collateral benefit of hiring faculty who are more likely to stay in the profession. Candidates spend one year teaching in the classroom as an intern under the mentorship of a teacher, while also taking coursework. Upon completion, interns receive a master's degree and teaching credential.

Currently, twenty candidates from six school districts and the SMCOE are enrolled in the program, of which sixteen are people of color. Individuals interviewed by the SMCOE described it as an innovative model for teacher training. The program emphasizes equity and diversity and has shown positive outcomes.[33]

According to SMCOE officials, State grant funding has helped underwrite the program. In addition, Alder has developed relationships with major private funders of education, including the Bill and Melinda Gates Foundation, to utilize philanthropic funds to help offset various program costs. Alder provides the salary for a half-time coordinator position at SMCOE; that individual also works in the teacher credentialing department. One of the priorities of the program is to increase the number of special education teachers for schools across the County.

Objective 4. Teacher Induction and Administrative Credential Programs

Through the Commission on Teacher Credentialing, the SMCOE offers an innovative program to meet the needs of secondary, elementary, and special education teachers in the County. The "Teacher Induction Program" assists new teachers with preliminary credentials to earn their "clear" credential in two years. The program provides mentors for new teachers during their first two years, typically the most challenging time of a teaching career.

Teachers who participate in this program build upon the skills and knowledge they acquired in pre-service, leveraging individual coaching support, formative assessment tools and processes, and professional development, a process leading to improved teacher efficacy and retention. The induction program emphasizes special education teachers, a countywide need. The SMCOE continues to explore a funding source for the induction program. In 2018-19, 306 teachers participated in this program.[34]

The SMCOE also offers a thirteen-month, equity-focused Preliminary Administrative Services Credential Program (PASC), designed for educators who want to earn an administrative credential to either deepen their current work or expand career opportunities in site- or district-based administration. According to the program's mission statement "PASC is committed to improving the leadership qualities of aspiring administrators serving all students by developing the capacity of leaders to be instructional leaders, systems thinkers, and equity-centered."[35] In

[33] https://aldergse.edu/impact/ https://aldergse.edu/impact/
[34] SMCOE Report to the Community 2018.
[35] https://www.smcoe.org/for-educators/credential-programs/administrative-credential.html

2018, thirty administrators received their preliminary administrative credential and thirty-five cleared their Tier II administrative credential.[36]

Summary of SMCOE's Progress

The SMCOE has made considerable progress toward Goal 2 of its Strategic Plan, adopted in 2018, although some activities were hindered due to the pandemic and may not be completed in 2021 (the final year of the Plan). Goal 2 addresses challenges the County faces in pursuing a diversified teaching workforce that more closely mirrors the student population. The Grand Jury applauds the SMCOE for taking a leadership role in creating a plan for diversifying the teaching workforce. While it has no formal authority over school districts, the SMCOE can provide its vision for workforce diversity and the Strategic Plan to serve as an example and influence districts to adopt needed policies, practices, and procedures.

What are School Districts Doing to Diversify Their Teacher Workforces?

Several common challenges to hiring a diverse teaching workforce were cited by San Mateo County school leaders.[37] The challenges were similar to national and State difficulties described earlier, including:

- high cost of living and salary disparities among districts across the County;
- lack of affordable housing;
- diminishing educator/teacher pipeline and increasing educational costs for a teacher credential; and
- the diminishing pool of teacher applicants.

County school districts have developed creative and thoughtful strategies to meet these challenges.

Challenge 1. High Cost of Living and Salary Disparities

As mentioned previously, compensation varies greatly among school districts in San Mateo County. According to several superintendents, lower paying districts often lose teachers to higher paying districts. This often occurs at or close to the start of the new school year, leaving districts to scramble for replacement teachers.

Incentives as a Solution

Teacher incentives vary by district, based largely on budgets. Some districts have surplus revenue or other financial sources such as foundations that can fund incentives. Examples include:

- awarding stipends for bilingual certification;

[36] SMCOE Report to the Community 2018.

[37] Grand Jury's 2020-21 survey and in interview.

- underwriting the cost of continued teacher preparation which can cover or reimburse a portion of tuition costs (sometimes in exchange for a commitment to stay in a district for a specific number of years);
- providing robust health benefits funded by the school district; and
- offering signing bonuses for the hardest to fill disciplines, such as special education, math, and science.

Challenge 2. Lack of Affordable Housing

Most school officials acknowledged[38] that a lack of affordable housing is a serious problem for both teacher recruitment and retention. Many district officials indicated it is likely to reach crisis proportions as teachers retire, resulting in growing recruitment needs. Interviewees shared that their districts are losing teachers who are moving out of the area so they can purchase homes and raise families. One school district indicated the lack of practical public transportation to and from its isolated geographic location compounded the problem of a shortage of affordable housing within reasonable commuting distance. Respondents stated salary enhancements and attractive teaching environments are not sufficient incentives for new teachers who must dedicate ever-increasing proportions of earnings to housing costs.[39]

Creative Solutions

Some districts and local agencies are seeking creative solutions, and below are examples of ones that are underway. The list is not comprehensive because some districts are still in discussion and planning approaches to this complex issue:

- The Jefferson Union High School District (JUHSD) is building 200 units for teacher/staff housing that will be available to all certificated and classified staff in 2022 at reduced rental rates to help recruit and retain a diverse workforce. JUHSD was the first school district in the nation where voters passed a bond measure supporting the development of this affordable employee housing.[40]
- San Mateo-Foster City School District has partnered with HIP (Human Investment Project) Housing, a nonprofit organization assisting residents with low-income housing.[41]
- Cabrillo Unified School District (CUSD) is currently working with its board to issue a request for proposal to real estate advisors to ascertain if the district can use surplus property for employee housing. MidPen Housing, a nonprofit organization, is working with CUSD to provide safe, affordable, and high-quality housing to those in need and is working on a new coast-side option.

[38] Grand Jury survey and interviews.
[39] Grand Jury interviews.
[40] www.kron4.com/news/san-mateo-county-school-district-is-first-in-us-to-offer-affordable-housing-for-teachers/
[41] Grand Jury interview.

- Ravenswood City School District has established a partnership with Facebook which will include affordable housing projects.
- The Housing Endowment and Regional Trust of San Mateo County (HEART), a public/private partnership among cities, the County, businesses, nonprofits, education, and labor communities, was established to create more affordable housing opportunities in San Mateo County and has a special interest in assisting school districts develop their own dedicated housing, as well as providing individual teachers with low-interest loans. Its primary focus is providing pre-development funding to school districts seeking to partner with developers, some of whom build exclusively for below market rate projects. To date, HEART has invested over $19 million to fund over 1,300 affordable homes.[42]
- A Home for All is a collaborative initiative comprised of the County of San Mateo, local governments, school districts, community-based and faith-based organizations, advocacy groups and businesses. Its mission is to develop a climate where a diversity of housing is built and preserved so that San Mateo County is a culturally, generationally, and economically diverse community with housing for all. It was cited as the focus of one district's working group on teacher housing but was halted during COVID.[43]

The difficulty of finding affordable housing in San Mateo County and the adverse effects on teacher recruitment and retention continue to be serious and complex, with the potential for becoming significantly worse in the coming years. Therefore, this Grand Jury did not examine educator housing in depth and may refer the topic to a future Grand Jury.

Challenge 3. Diminishing Pipeline and Increasing Educational Cost for Credentials

California continues to require a fifth or sixth year of college to attain a teaching credential, and this negatively impacts San Mateo County schools. One interviewee stated they have spoken to numerous students over the years at job fairs who say that the additional years of tuition deters them from attaining a teaching credential and position.[44] The cost of college and the unwillingness of California to adapt to a four-year teaching degree (as other states have done) discourages students from a California-based teaching career. The process to obtain a teaching credential in California was also cited as a challenge when recruiting.[45]

Internal Pipeline Solution – "Grow Our Own"

With districts competing for a declining pool of new teachers, some districts have adopted a strategy of "grow our own." This includes:

1. partnering with universities to identify promising teachers of color and offer incentives like tuition assistance; and

[42] https://www.heartofsmc.org
[43] https://homeforallsmc.org
[44] Grand Jury interview.
[45] Grand Jury interview.

2. building strong support systems for teacher residents/student teachers which includes a pool of highly skilled teacher mentors at school sites, with supportive principals, and training and collaboration opportunities.

The SMCOE's partnership with Alder Graduate School of Education, the Redwood City non-profit school funded in large part by the Bill and Melinda Gates Foundation, is cultivating teachers drawn from paraeducators who are already working in the schools and living in the local community. One district working within this program will have seven new teacher-residents of color in the 2021-2022 school year, with all earning their special education teaching credential. Alder has a track record of supporting a more diverse workforce and preparing future teachers who stay in the workforce longer than traditionally prepared educators.[46]

Ayudando Latinos a Soñar (Helping Latinos Dream)

Ayudando Latinos A Soñar is a Latino Cultural Arts and Social Services Program in Half Moon Bay and is dedicated to supporting the youth and families of this coastal community in the County. In collaboration with the agency, the migrant education office in one district had a student working as a tutor – the district was able to hire him as a kindergarten teacher after he finished college. Another participant in the adult school ESL program was recruited and hired as a custodian. As a result of this recruitment, the district is now working on translating the personnel entrance test into Spanish so there is no language barrier. While this strategy does not directly affect diverse teacher recruitment, it stands as an example of a creative way to reach out to local agencies and the adult school.

Assisting with Visas, Education Costs and Flexible Scheduling

Local examples include the following:

- The hiring of a math teacher from Africa, through Stanford University, staying here on a visa. The student is currently a probationary employee, on the path to permanent status, and the district has assisted with the complex visa process.
- Over the last two school years, a district supported six instructional assistants in earning their teaching credentials through a combination of course tuition and textbook reimbursement, paid professional development, and mentoring. All six were hired as district teachers. Four of the six individuals are people of color.

Districts who work with teachers to obtain work visas indicated further SMCOE support in facilitating this process would be beneficial. A successful strategy cited was to offer candidates flexible classroom scheduling accommodations to complete their qualifications.

[46] Grand Jury interview.

Grants

One district applied for and received a Local Solutions Grant from the Commission on Teacher Credentialing. They now offer tuition assistance to grow their own special education teachers within their classified, substitute, and paraeducator staff, who are often more diverse.

Challenge 4. Dwindling Pool of Teacher Applicants

Survey respondents and interviewees acknowledged the need for non-discriminatory practices and non-preferential treatment of applicants. School districts interview *all* candidates who are qualified for an open position.[47] Qualification is possession of the requisite credential(s) needed to fill the vacant teaching position. School districts are "competing" for qualified applicants and "think outside the box" for recruitment strategies to increase applicant pools, expecting this will produce greater diversity.

Solution: Recruit from Other Countries

One district with a large Filipino student population participates in Alliance Abroad, a program which brings teachers from the Philippines to teach in the United States. This program has resulted in ten teachers of color hired by the school district.

Job Fairs

Most San Mateo County school districts participate in local college, university, and SMCOE-sponsored job fairs, in-person and virtually. Some districts have launched more innovative approaches:

- attending job fairs that are known to attract a diverse jobseeker population;
- branching out beyond Bay Area institutions' job fairs;
- casting a wider net by reaching out to universities in other parts of the State and out-of-state that enroll a high percentage of students of color;
- seeking a more diverse pool of candidates, citing job fairs offered by Historically Black Colleges and Universities (HBCUs); and
- participating in job fairs at colleges and universities that offer bilingual certification (BCLAD) programs. This is an approach used by one district with a unique dual-immersion program in which all subjects are taught in Spanish. Pre-pandemic, this district also hired interns through specialized programs that provided native Spanish speakers to their dual-immersion classrooms.

Once candidates are recruited, a district noted that it is still important to have a diverse representation of staff, including site administrators, on interview panels. Similarly, a diverse presence at university career fairs was deemed important.

[47] Grand Jury interviews.

University Partnerships/Outreach

One district had initial meetings with San Jose State University about an online bachelor's degree program with a focus on education and hopes to attract and support staff members to earn their degree and eventually a teaching credential. Several districts have found success working directly with university internship programs.

When possible, districts look to former students and community members encouraging them to apply, as well as recruiting students that are currently in graduate programs from local universities.

Outreach efforts extend to colleges and universities in other Bay Area counties with more diverse populations. Additionally, a partnership with Skyline College has been successful where one school district's administrator teaches a course: "Introduction to Classroom Teaching," through which community college students are recruited into paraeducator positions and supported while they continue their studies. This district also cites active partnerships with the University of San Francisco and San Francisco State University.

Expanding an Online Recruiting Presence

EDJOIN is the online platform used by most school districts to post open credentialed job descriptions. One district specifically customizes job descriptions to include language focused on experience working with a diverse population. Expanding on traditional EDJOIN postings, another district utilizes a program called CareerArc which automatically posts positions from EDJOIN onto Facebook, Indeed, and LinkedIn to increase their outreach to potential applicants. Advertising positions with the Association of Latino American Administrators and the Association of African American Administrators were online outreach strategies cited.

SMCSBA Equity Network – An Opportunity to Expand Workforce Diversity

In 2020, the San Mateo County School Boards Association (SMCSBA) launched Equity Network, a collaboration between school board members and their executive leadership teams working together to bring systemic change by addressing long-standing racial inequities. Approximately seventy school board members and educators from fifteen districts, including the San Mateo County Office of Education, are currently participating. To date, most districts have focused on specific practices that directly impact students with long histories of inequitable outcomes. The Grand Jury was informed that in subsequent years, several districts will support efforts to build a more diverse workforce.[48] Although the SMCSBA has not focused specifically on promoting workforce diversity, the group is asking important fundamental questions:

- What are our hiring practices?
- Are district and school staff demographically reflective of the student body? If not, how are districts preparing staff to work with these students and communities?

[48] Grand Jury interview.

- Why have districts not taken these first basic steps to creating a culturally reflective school environment that challenges an oppressive system?[49]

Goal Statements, Strategic Plans

In interviews and survey responses, many district representatives indicated their commitment to recruiting a diverse teaching staff. Examples include:

- One superintendent shared that "representation matters." The district is focused on "building an ethic" and it "looks for faces that reflect the student population" across the district. This particular district convened an Anti-Racism Advisory Team tasked with revamping recruitment and screening processes to eliminate bias. The superintendent also reports annually to the school board about hiring practices and diversity.[50]
- Another district's mission and vision are focused on equity with their Equity Task Force, comprised of community members, staff, parents, and students, that is tasked with looking at diversity within the district. One interviewee will be presenting an equity statement to the school board that they intend to be included at the heading of all job postings.
- Some districts provide professional development addressing issues of equity.
- Others are beginning to create "affinity" groups to create a sense of togetherness and support, particularly for new teachers.

While districts support diversity, they are not always certain how to find diverse people and attract them. With the exception of the SMCOE, Menlo Park City School District, Sequoia Union High School District, Jefferson Union High School District, San Mateo Union High School District, Bayshore Elementary School District and Hillsborough City School District, the Grand Jury found identification of workforce diversity in Strategic Plans and other aspirational documents posted on districts' websites was minimal or non-existent.

Summary of School Districts' Efforts

School districts in the County identified common challenges to recruiting and hiring a diverse teaching workforce. These challenges, impacting education nationally and statewide, include the diminishing pool of teacher applicants, salary disparities among districts in the County, the high cost of living, and the lack of affordable housing. Many of the districts have developed creative strategies for addressing the challenges and by looking at countywide statistics, the gap between teachers of color and their students is slowly decreasing. Many of the strategies employed by school districts will take time to produce results.

[49] https://www.smdailyjournal.com/opinion/guest_perspectives/correcting-inequities-in-our-school-systems/article_8d6b4622-b4ee-11ea-9f70-eb3920932eaf.html

[50] Grand Jury interview.

BEST PRACTICES

School districts should consider the following best practices:

1. When recruiting new teachers, school districts should "cast a wide net" and utilize creative advertising, messaging and other promotional and recruitment strategies found to be successful by other districts in attracting candidates of color. Examples include:
    - attending job fairs at Historically Black Colleges and Universities;
    - reaching out to Hispanic and Black superintendents' associations to tap into their networks of potential candidates; and
    - recruiting beyond the Bay Area, including other states and countries.
2. Several school districts cannot develop, nor do they have, teacher induction and internship programs to "grow their own" pool of teacher candidates to fill future openings. Those school districts should encourage potential candidates in classified positions to participate in the San Mateo County Office of Education programs designed to facilitate becoming credentialed.
3. Superintendents and board members should participate in the San Mateo County School Boards Association Equity Network meetings to collaborate and brain-storm strategies for increasing a diverse teacher workforce.
4. San Mateo County school districts should consider allying with a housing agency such as HEART and Home for All to:
    - help identify the housing needs of its teachers and other employees;
    - assess the potential benefits of partnering with developers who specialize in public/private ventures to provide affordable housing, as needed; and
    - explore the possibilities of partnering with other school districts on such housing projects.
5. Each year, before the end of the calendar year, district superintendents should report to their respective boards of trustees, and the public at large, on the progress made in that year toward matching the ethnicities of the teachers hired to the ethnicities of students enrolled.

FINDINGS

F1. In San Mateo County, the ethnic diversity of teachers does not closely mirror that of the students they teach. A Countywide demographic report, generated by the San Mateo County Office of Education, including teacher/student ethnicity, would be of value to all school districts in their recruiting efforts.

F2. Teachers frequently leave schools in San Mateo County for higher pay in other districts, to the detriment of the students being taught.

F3. School districts in San Mateo County compete nationally for a limited pool of teacher candidates; those diminishing candidate pools result in limited-teacher diversity.

F4. Cost of living and housing affordability in San Mateo County are two major barriers which continue to impede our school districts' ability to attract, recruit, and retain a diverse teacher workforce.

F5. Public-school districts in the County are not permitted by State law to consider race, sex, color, ethnicity, or national origin in hiring. It is common practice for districts to interview all candidates who meet the qualifications for an open teaching position, further complicating hiring to meet diversity goals.

F6. The San Mateo County Office of Education has an opportunity to articulate and guide an educational vision for the entire County to the benefit of school districts and without direct involvement in individual school district staffing and policy decisions.

F7. Teacher residency and internship programs take time to produce results but school districts could benefit by increased participation in these programs.

F8. School districts invest varying degrees of effort into the process of recruiting a diverse teaching pool. While some rely on traditional strategies, others have found creative solutions to increase diversity in the teaching workforce.

F9. The San Mateo County School Boards Association Equity Network, created in 2019-20, has been, for much of its existence, restricted to meeting online due to the pandemic. As a result, the group has had limited opportunities to work collaboratively to help build capacity for thoughtful, equity-driven decisions. Consequently, as of January 2021, their ability to both identify and deliver on stated outcomes has been limited.

F10. School district superintendents and human resource personnel in San Mateo County agree that students of color benefit from having educators who look like them but are not always certain how to recruit or retain teachers of color.

F11. A majority of school district strategic plans and other aspirational documents do not address teacher diversity nor are those plans easily accessible by the community.

RECOMMENDATIONS

R1. By June 30, 2022, school districts should include a commitment to teacher diversity in their strategic plans, goals, and/or objectives, using the Strategic Plan developed by the San Mateo County Office of Education as an example. These aspirational documents should be *prominently and publicly displayed on their website*.

R2. The San Mateo County Office of Education should regularly sponsor teacher diversity forums, and invite superintendents, district human resource managers, principals, and school board members to participate. The forums should address current challenges districts face with regard to recruiting teaching staff in general, and teachers of color, and share best practices and strategic solutions. This should begin in advance of next year's recruiting cycle, no later than April 30, 2022.

R3. The San Mateo County Office of Education should expand its outreach to school districts and publicly share the demographic data of all learners and educators in the County when its planned report is completed, but no later than the end of the 2021-22 school year.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses as follows:

All Findings; Recommendations 2 and 3:

- San Mateo County Office of Education

All Findings; Recommendation 1:

- Bayshore Elementary District
- Belmont-Redwood Shores School District
- Brisbane School District
- Burlingame School District
- Cabrillo Unified School District
- Hillsborough City School District
- Jefferson Elementary School District
- Jefferson Union High School District
- La Honda-Pescadero Unified School District
- Las Lomitas Elementary School District
- Menlo Park City School District
- Millbrae Elementary School District
- Pacifica School District
- Portola Valley Elementary School District
- Ravenswood City School District
- Redwood City School District
- San Bruno Park School District
- San Carlos School District
- San Mateo-Foster City School District
- San Mateo Union High School District
- Sequoia Union High School District
- South San Francisco Unified School District
- Woodside Elementary School District

RESPONSE REQUIREMENTS

Penal Code Section 933.05 (emphasis added)

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall report one of the following:

(1) The respondent **agrees** with the finding.

(2) The respondent **disagrees** wholly or partially with the finding, in which case the response shall **specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor**.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, **with a summary regarding the implemented action.**

(2) The recommendation has not yet been implemented, but will be implemented in the future, **with a timeframe for implementation.**

(3) The recommendation requires further analysis, **with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.**

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation therefor.**

METHODOLOGY

Information contained in this report is based upon the following:

Survey of San Mateo County public-school superintendents with the following districts responding:

Bayshore Elementary District
Belmont-Redwood Shores School District
Brisbane School District
Burlingame School District
Cabrillo Unified School District
Hillsborough City School District
Jefferson Elementary School District
Jefferson Union High School District
Las Lomitas Elementary School District
Menlo Park City School District
Pacifica School District
Portola Valley Elementary School District
Redwood City School District
San Bruno Park School District
San Carlos School District
San Mateo-Foster City School District
San Mateo Union High School District
South San Francisco Unified School District
Woodside Elementary School District

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

Interviews

- Thirteen interviews with leaders from County school districts, San Mateo County Office of Education, San Mateo County School Boards Association, Alder Graduate School of Education, and officials from two local housing agencies.
- Officials from the following school districts participated in interviews with the Grand Jury:

  Cabrillo Unified School District
  Jefferson Union High School District
  Menlo Park City School District
  Millbrae School District
  Ravenswood City School District
  San Mateo County Office of Education
  San Mateo-Foster City School District
  Sequoia Union High School District

Documents

- Review of the SMCOE's Strategic Plan, "Excellence and Equity in Education."
- Review of the SMCOE's "Educator/Workforce Pipeline Working Document."
- Review of individual school district recruitment and hiring policies, interview procedures, and equity statements.
- Review of faculty- and student-related statistics of San Mateo County school districts and the County Office of Education.
- Review of the literature on diversity of the teaching workforce. Specific articles and reports are listed in the bibliography.

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APPENDIX A: Comparison of Counties Cost of Living, Housing Costs and Household Income

	San Mateo County	Santa Clara County	San Francisco County	Alameda County	SF Bay Area	Los Angeles Metro Area	California	USA
***Overall Cost of Living[2]**	260.8	241.5	266.5	192.9	225.3	169.7	149.9	100
***Housing[1]**	578.2	519.2	586.5	375.1	457.1	289.1	239.1	100
Median Home Cost[1]($)	1,336,800	1,200,500	1,356,000	867,200	1,056,820	668,500	552,800	231,200
Median Annual Household Income[2]($)	124,425	126,606	112,376	102,125	107,898	72,563	75,277	61,937

*Index based on "100" as the mean USA cost.
[1]Sperling's Best Places 2020
[2]DataUSA, 2020

Appendix B: Survey of San Mateo County Public-School Superintendents

2020-2021 Survey of Teacher Diversity in San Mateo County Public Schools

This survey was created by the 2020-2021 San Mateo County Civil Grand Jury. Please complete this survey and submit it on or before Friday, January 22, 2021.

You are admonished not to reveal to any person, except as directed by the Court, any questions asked, any responses given or any other matters concerning the nature or subject of the Grand Jury's investigation. Violation of this admonition is punishable as contempt of Court. This admonition does not preclude you from confidentially discussing your legal rights with your attorney. Thank you for your participation.

Email:_____

1. Name of person completing the survey.

2. Job title of person completing the survey.

3. Name of your school district.

4. How are open teacher positions filled in your school district?

5. Are there written guidelines/protocols for hiring teachers and other credentialed staff?

6. Who at the district or the school-site participates in the hiring process and what are their roles?

7. How are candidates who are offered an interview for credentialed staff openings chosen from the pool of qualified job applicants?

8. Is your school district familiar with the San Mateo County Office of Education's (SMCOE) current Strategic Plan (2019-2021) entitled, "Excellence and Equity in Education"? See: https://www.smcoe.org/assets/files/About_FIL/County%20Office%20of%20Education_FIL/SMCOE_Strategic_Plan_2019-21.pdf

9. "Goal #2" in that Strategic Plan is identified as "Workforce Development for Student Success – Build and strengthen a diverse workforce to support learners ages 0-22." Do any aspects of this goal help guide your school when hiring new credentialed staff? See: https://www.smcoe.org/assets/files/About_FIL/County%20Office%20of%20Education_FIL/SMCOE_Strategic_Plan_2019-21.pdf

10. In practical application, please explain how the principles that inspired the SMCOE to adopt Goal #2 play a role in your school's selection of new credentialed staff.

11. Please describe specific examples of successes your school has had in hiring with a focus on building diversity within the credentialed staff workforce.

12. Provide examples of specific recruitment strategies that your school district utilizes to attract a diverse pool of applicants.

13. Please list and briefly describe any circumstances that make it difficult for your school to hire a diverse faculty reflecting the school's community and student body.

14. Finally, can you offer any insights and/or solutions to overcoming the challenges of hiring a diverse faculty?

Thank you for participating in this survey. We welcome any questions or comments you may have.

APPENDIX C: Employee/Workforce Pipeline Working Document – SMCOE

Educator Pipeline Workgroup

High School Students	Community College Students	B.A. / B.S. College/University	Credential Programs (Intern / Residency / Full-Time Credential)	Teachers (years 1-3)	Teachers (years 4 +)	Administrators (years 1-3) and (4+)
CTE Educator Programs at high schools: • Hillsdale HS (one year out) • Oceana (established) • El Camino HS (discussing)	*clearly articulate a path for future teachers at Community Colleges / includes articulating next steps for enrolling for B.A. / B.S. and pursuing a credential Ex: Elementary Education Teacher for Tranfer AA (Skyline)	Support / be informed about the prospect of 4yr BA/BS + credential (what is status at local CSUs?) CSU Silicon Valley (targeted focus - watch the development of CSU SV)	**Intern Credential**[1] ❑ Classified Grant (SFSU Intern Credential Teachers) ❑ Possibility to offer intern credential program via SMCOE (initial partnership with Sonoma COE or other) $ ❑ Special Education ❑ Math/Science	Teacher Induction Program Clear Teaching Credential (2 years of coaching and job-embedded focus/PD) • General Education • Special Education Required for all credentialed teachers to complete within 5 years (recommended first two years)	Teacher Leader Series at SMCOE (currently participation only - looking at badging or micro-credentialing)	Clear Administrative Services Credential (ACT II) - 2 years of coaching and job-embedded goals and PD Required for all credentialed administrators to complete within 5 years (recommended first two years)
Career Exploration Workshops (All Careers, including teaching/education)	New Dean at SFSU (exploring the idea of 2+2 + credential within 4 years)		**Teacher Residency**[2] Alder Graduate School of Education		Mentor Program - mentors participate in a yearlong curriculum to develop coaching and mentoring skills while mentoring new teachers	**Teacher and Administrator Development Team:** Coaching (of veteran/experienced administrators) at site and district level
Workshop Presentations	Develop a relationship with	California Center on	**Full-Time Credential**	ECET2 - Annual Conference and Celebration (March)		

[1] **Intern Credential:** (full-time teaching assignment and school to earn credential - teacher of record)

(Career Day) specifically focused on being a teacher	local CC districts to recruit for teachers (IA, paras, substitutes and credentialed teachers)	Teaching Careers https://www.californiateach.org/ Career Guidance and recruitment (virtual job fair, career info, Cal Ops, EdJoin)	**Program**[3] ❑ Current offerings locally (in person or online)	Opportunity for ongoing connection, recognition, and work during the rest of the year		
* HS students earning dual enrollment credit (promote education courses / Education Pathway) • Child, Family, and Community Child Development • Curriculum (Preschool)	Current programs ❑ Skyline - early education transfer ❑ Cañada - afterschool certificate / early education transfer ❑ CSM - no education program specifically	Classified Grant (partner with IHEs) - classified employees eligible to earn BA/BS and credential		Added CTE Authorization ❑ Credentialed teachers will be able to enroll in Orange County COE's online program to earn CTE credential authorization (add-on to base)	Preliminary Administrative Services Credential (PASC) - 13-month program at SMCOE to earn a credential to be a site or district administrator	
Outdoor Cabin Leaders (HS Cabin Leaders)	Anne Campbell Center for Children and Families **Lab School**[4]		Future Credential Possibilities / Partnerships ❑ Preschool-Grade 3 credential (under discussion at CTC) ❑ Work with Encorp (career changers) to earn credentials/start as STEAM volunteer			
Big Lift (Summer Interns) prior to starting college		Better Together (annual CSU virtual and in-person one-day summer conference)				
	Substitutes, Paraprofessionals and	*SMCOE Campaign to promote teaching (elevate status and voice of teachers)				

[3] **Full-Time Credential Program**: (student teaching for partial periods, earning a credential and *not* the teacher of record
[4] **Lab School:** a school where research-based practices are put into place for the benefit of developing educators while benefitting students enrolled

	Instructional Aides (how to recruit, train and support)	SMCOE Superintendent's Office focus campaign What teachers do, the contributions and impact to the community, personal stories, recognition (TED talk series, etc.), events, networking, celebration and recognition	

APPENDIX D: San Mateo County Teacher and Student Ethnicity in 2018-19

San Mateo County Public School – Teachers by Ethnicity – 2018-19

District Name	# of Staff	African American	Native American	Asian	Filipino	Hispanic/ Latino	Pacific Islander	White	Not reported	2 or more races
Bayshore Elementary	27	0.00%	0.00%	11.11%	0.00%	11.11%	0.00%	77.78%	0.00%	0.00%
Belmont-Redwood Shores Elementary	238	1.26%	1.26%	10.08%	3.78%	6.30%	0.00%	74.79%	0.84%	1.68%
Brisbane Elementary	38	2.63%	0.00%	7.89%	0.00%	7.89%	0.00%	76.32%	2.63%	2.63%
Burlingame Elementary	174	0.00%	0.57%	8.62%	0.00%	12.07%	0.00%	74.71%	4.02%	0.00%
Cabrillo Unified	181	0.00%	0.00%	3.31%	1.66%	14.92%	0.00%	78.45%	1.66%	0.00%
Hillsborough City Elementary	126	0.00%	0.00%	7.14%	0.00%	6.35%	0.00%	83.33%	0.79%	2.38%
Jefferson Elementary	662	1.06%	0.76%	11.03%	5.89%	7.25%	0.00%	71.90%	0.76%	1.36%
Jefferson Union High	283	1.41%	1.06%	8.13%	8.13%	10.95%	0.00%	62.90%	3.89%	3.53%
La Honda-Pescadero Unified	31	0.00%	0.00%	3.23%	3.23%	6.45%	0.00%	87.10%	0.00%	0.00%
Las Lomitas Elementary	105	0.00%	0.00%	6.67%	1.90%	2.86%	0.95%	85.71%	0.00%	1.90%
Menlo Park City Elementary	222	0.45%	0.00%	3.15%	0.45%	8.56%	0.00%	70.27%	14.41%	2.70%
Millbrae Elementary	117	0.85%	1.71%	10.26%	0.85%	1.71%	0.00%	80.34%	2.56%	1.71%
Pacifica	171	0.00%	0.00%	6.43%	2.34%	4.09%	0.00%	84.80%	0.00%	2.34%
Portola Valley Elementary	57	0.00%	0.00%	8.77%	0.00%	3.51%	0.00%	85.96%	1.75%	0.00%
Ravenswood City Elementary	248	6.45%	0.00%	8.47%	2.42%	17.34%	0.00%	37.10%	27.82%	0.40%
Redwood City Elementary	485	2.27%	0.41%	7.42%	1.44%	20.62%	0.21%	65.98%	1.24%	0.41%
San Bruno Park Elementary	99	0.00%	0.00%	6.06%	2.02%	8.08%	2.02%	57.58%	23.23%	1.01%
San Carlos Elementary	227	0.00%	0.00%	4.85%	1.32%	8.37%	0.00%	81.94%	1.32%	2.20%
San Mateo County Office of Education	123	4.07%	0.00%	4.07%	4.07%	9.76%	0.81%	65.85%	4.88%	6.50%
San Mateo Union High	579	1.73%	0.00%	8.46%	3.28%	12.09%	0.35%	73.75%	0.00%	0.35%
San Mateo-Foster City	663	1.21%	0.45%	11.76%	4.07%	7.24%	0.15%	71.79%	1.96%	1.36%
Sequoia Union High	665	2.11%	0.60%	8.27%	1.80%	14.59%	0.30%	70.53%	0.75%	1.05%
South San Francisco Unified	514	1.56%	0.19%	9.92%	5.84%	5.45%	0.19%	44.36%	31.91%	0.58%
Woodside Elementary	47	0.00%	0.00%	6.38%	0.00%	2.13%	0.00%	91.49%	0.00%	0.00%
Grand Total	**6082**	**1.46%**	**0.39%**	**8.45%**	**3.19%**	**10.14%**	**0.18%**	**69.04%**	**5.84%**	**1.30%**

San Mateo County Public School-Students by Ethnicity – 2018-19

District Name	# of Students	African American	Native American	Asian	Filipino	Hispanic/ Latino	Pacific Islander	White	Not reported	2 or more races
Bayshore Elementary	379	4.20%	0.00%	15.80%	24.00%	41.70%	5.30%	2.40%	0.50%	6.10%
Belmont-Redwood Shores Elementary	4308	1.40%	0.10%	29.80%	3.00%	12.00%	0.80%	38.20%	2.40%	12.30%
Brisbane Elementary	469	1.70%	0.00%	19.00%	10.40%	30.30%	0.40%	26.90%	0.20%	11.10%
Burlingame Elementary	3510	0.80%	0.10%	23.00%	2.80%	15.40%	0.50%	46.60%	2.70%	8.20%
Cabrillo Unified	3152	0.30%	0.10%	1.40%	1.20%	51.60%	0.10%	41.10%	0.20%	4.20%
Hillsborough City Elementary	1352	0.20%	0.10%	29.00%	2.10%	5.20%	0.10%	51.10%	0.10%	12.10%
Jefferson Elementary	6839	2.40%	0.40%	18.70%	25.80%	35.30%	1.00%	11.40%	0.10%	11.40%
Jefferson Union High	4786	1.40%	0.30%	14.60%	30.20%	29.00%	1.10%	14.40%	0.90%	8.10%
La Honda-Pescadero Unified	316	0.00%	0.30%	0.00%	0.60%	61.70%	0.00%	35.40%	0.00%	1.90%
Las Lomitas Elementary	1254	0.90%	0.10%	18.70%	0.70%	12.20%	0.20%	55.10%	0.00%	12.10%
Menlo Park City Elementary	2930	0.90%	0.10%	12.00%	0.50%	16.30%	1.30%	56.50%	0.30%	12.00%
Millbrae Elementary	2383	0.70%	0.10%	45.20%	6.30%	19.90%	2.00%	17.20%	0.50%	8.10%
Pacifica	3111	1.10%	0.30%	8.00%	9.00%	25.90%	0.60%	40.00%	0.00%	15.20%
Portola Valley Elementary	575	1.00%	0.20%	6.60%	0.00%	14.30%	0.30%	65.70%	0.30%	11.50%
Ravenswood City Elementary	3436	5.50%	0.10%	0.60%	0.20%	83.10%	8.10%	0.90%	0.20%	1.30%
Redwood City Elementary	8725	1.00%	0.10%	3.30%	0.80%	70.20%	1.20%	19.90%	0.30%	3.20%
San Bruno Park Elementary	2505	1.80%	0.20%	15.80%	11.10%	39.40%	5.70%	19.80%	6.00%	0.10%
San Carlos Elementary	3445	0.80%	0.10%	14.30%	1.50%	14.30%	0.20%	56.20%	0.10%	12.70%
San Mateo County Office of Education	321	6.90%	0.30%	8.40%	7.20%	63.90%	5.30%	7.50%	0.00%	0.60%
San Mateo Union High	9575	0.70%	0.20%	22.20%	5.70%	30.90%	2.20%	24.80%	6.80%	6.40%
San Mateo-Foster City	11724	1.00%	0.10%	25.40%	3.50%	35.50%	2.20%	23.00%	0.50%	8.90%
Sequoia Union High	10246	2.40%	0.30%	7.70%	1.50%	45.50%	2.30%	35.60%	0.00%	4.70%
South San Francisco Unified	8485	1.20%	0.20%	12.60%	23.70%	48.40%	1.80%	6.30%	0.10%	5.90%
Woodside Elementary	408	2.70%	0.00%	5.40%	0.00%	12.50%	1.20%	67.90%	0.00%	10.30%
Grand Total	**94234**	**1.40%**	**0.20%**	**15.70%**	**8.10%**	**37.80%**	**1.80%**	**24.80%**	**3.10%**	**7.00%**

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Action
ITEM TITLE: Approval of Coordinator of Student Services and Special Projects Position and Job Description

BACKGROUND INFORMATION

Cabrillo Unified School District has prioritized the delivery of family-focused and student-centered initiatives, including leadership and training of staff in Multi-Tiered Systems of Supports (MTSS) and Positive Behavioral Interventions and Supports (PBIS), dual enrollment in college-level classes offered through College of San Mateo and San Mateo Community College District, and alternative education and independent study opportunities for students choosing those paths to school participation and high school completion. With the increased need for dedicated staff to lead these efforts, it has become apparent that current staffing configurations do not allow for the dedicated time and energy required of leading all of this work. The creation of this new management position allows for increased capacity and oversight of these initiatives while also providing increased levels of support for student services functions and other special projects that need to be managed in the district.

FISCAL ANALYSIS

Staff have provided a revised management salary schedule that now includes this proposed position.

RECOMMENDATION

Staff now recommends approval of this job description to help the district build the capacity to lead dedicated efforts in student services management and special projects support required of district initiatives aimed at improving school climate and student outcomes.

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Coordinator of Student Services and Special Projects

Position Description

Reports To: Superintendent or Designee **Classification: Management**

Work Year: 220 days **Salary: Management Salary Scale**

Basic Function

Under general direction of Superintendent or designee, the Coordinator of Student Services and Special Projects helps administer pupil services functions, works on special projects and initiatives in the school district, and performs other job-related duties as required. The Coordinator of Student Services and Special Projects will lead efforts to help the district improve delivery of family-focused and student-centered initiatives for student success.

Representative Duties and Essential Functions

Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principal job elements.

Representative Duties:

1. Facilitate online registration processes and coordinate training on how to access tools for enrollment.
2. Aid in the planning, development, and implementation of positive school climate and safety plans.
3. Serve as liaison with schools to facilitate the appropriate use of discipline and investigations of students.
4. Lead efforts to train site administrators in best practices in discipline, counseling, and restorative practices.
5. Oversee processes required for expulsion recommendations to CUSD Governance Team.
6. Oversee receipt and resolution of uniform and Title IX complaints utilizing Uniform Complaint Procedure.
7. Oversee attendance issues (Student Attendance Review Board, School Attendance Review Teams, etc.).
8. Oversee student placements and transfers as needed; oversee required data reporting and presentations.
9. Serve as liaison with CUSD Independent Study, La Costa Adult School, and Pilarcitos High School.
10. Serve as liaison with San Mateo Community College District on CCAP, CTE, and dual enrollment efforts.
11. Coordinate with Curriculum and Instruction Department and Educational Support Services Department to train staff on key initiatives such as Multi-Tiered Systems of Support (MTSS), Positive Behavioral and Intervention Supports (PBIS), and School Linked Services (SLS) aimed to support success of all students.
12. Coordinate with high school staff members and district staff members on WASC accreditation processes.
13. Coordinate with secondary school counselors, psychologists, school health aides, and others as needed.
14. Other duties as assigned.

Essential Functions:

1. Work extended and/or flexible hours to attend Board and other public meetings/functions as needed.
2. Work under pressure to complete written reports and meet with stakeholders within specific timelines.
3. Present public information in relation to areas of responsibility before the Governing Board and public.
4. Implement student services practices compliant with Education Code and mediate with stakeholders.
5. Establish and maintain positive relations with students, staff, Board, employees, parents, and the public.
6. Interpret Government and Education Code regulations to accurately and effectively carry out job functions.
7. Use software necessary for analysis of student and personnel data and demographic information.
8. Operate a motor vehicle for travel between district facilities as well as to and from other public agencies.

Education and Experience

Any combination equivalent to the following areas of qualification: successful experience as school administrator; advanced degree; counseling or other relevant experience; supervisory and/or management experience; expertise in the education field; and demonstrated fiscal responsibility.

Licenses and Other Requirements

Valid California Administrative Services Credential; valid California driver's license.

Knowledge and Abilities

Knowledge of:

- Federal, State, and local laws relating to Student Services work.
- Principles, concepts, and techniques of administration, counseling, professional development, et cetera.
- Office management responsibilities and procedures.
- The specialized jobs and tasks assigned to Student Services work.
- Principles of good public relations and effective interpersonal relations.
- Microsoft Office and Google Suites

Ability to:

- Maintain current knowledge of trends in the assigned field.
- Provide senior management leadership with sound recommendations in decision-making processes.
- Develop and coordinate effective training programs for staff regarding best practices in Student Services.
- Interpret and ensure compliance with complex regulations and laws.
- Develop and implement district policies and procedures.
- Interpret, develop, and present complex reports.
- Establish and maintain effective work relationships in the performance of required duties.
- Communicate effectively both verbally and in written format.
- Communicate patience and courtesy in a manner that reflects positively on the organization.
- Apply integrity and trust in all situations.
- Apply strong leadership skills coupled with effective collaboration as part of a leadership team.
- Work effectively with administrators, teachers, other staff members, Governing Board, and public.

Working Conditions

Environment:

Office work; operating vehicle for work; occasional contact with dissatisfied individuals; constant interruptions.

Physical Abilities:

With reasonable accommodations provided, if necessary, these will include: sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to monitor various activities and to read various documents; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders, and horizontally; bending at waist or kneeling to retrieve supplies or other materials.

Cabrillo Unified School District is an Equal Opportunity Employer, and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Adoption:

CABRILLO UNIFIED SCHOOL DISTRICT

ADMIN/CONFIDENTIAL SALARY SCHEDULES

2021-2022

CERTIFICATED ADMINISTRATORS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
Elementary Assistant Principal: 207 Work Days	$98,718	$100,693	$102,707	$104,761	$106,856	$108,993	$111,173
Middle School Assistant Principal: 210 Work Days	$107,470	$109,620	$111,812	$114,048	$116,329	$118,656	$121,029
Specialized Programs Coordinator: 210 Work Days	$113,204	$115,468	$117,777	$120,133	$122,535	$124,986	$127,486
Elementary Principal (enrollment of less than 300 students): 207 Work Days	$117,189	$119,533	$121,924	$124,362	$126,849	$129,386	$131,974
Coordinator of Student Services and Special Projects: 220 days[3]	$118,594	$120,966	$123,386	$125,853	$128,370	$130,938	$133,556
High School Assistant Principal: 215 Work Days	$121,182	$123,606	$126,078	$128,600	$131,172	$133,795	$136,471
Middle School Principal: 210 Work Days	$121,502	$123,932	$126,411	$128,939	$131,518	$134,148	$136,831
Elementary Principal (enrollment of 300 or more students): 207 Work Days	$128,444	$131,013	$133,633	$136,306	$139,032	$141,813	$144,649
Certificated Director: 215 Work Days	$133,652	$136,325	$139,051	$141,832	$144,669	$147,563	$150,514
Director: 220 Work Days	$136,759	$139,494	$142,284	$145,130	$148,033	$150,993	$154,013
High School Principal: 220 Work Days	$144,299	$147,185	$150,129	$153,132	$156,194	$159,318	$162,504
Assistant/Associate Superintendent: 220 Work Days	$147,185	$150,129	$153,131	$156,194	$159,318	$162,504	$165,754
Superintendent: 225 Work Days	$203,279	$207,345	$211,492	$215,722	$220,036	$224,437	$228,925

CLASSIFIED ADMINISTRATORS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
Food Service Coordinator: 210 Work Days	$60,862	$62,079	$63,321	$64,587	$65,879	$67,196	$68,540
Custodial Coordinator: 243 Work Days	$60,862	$62,079	$63,321	$64,587	$65,879	$67,196	$68,540
Behavior Intervention Coordinator: 200 Work Days	$60,862	$62,079	$63,321	$64,587	$65,879	$67,196	$68,540
MOT Supervisor: 243 Work Days	$68,614	$69,987	$71,386	$72,814	$74,270	$75,756	$77,271
Fiscal Coordinator: 243 Work Days	$68,614	$69,987	$71,386	$72,814	$74,270	$75,756	$77,271
Community Engagement, Early Childhood, and Special Programs Coordinator: 243 Work Day	$90,125	$91,928	$93,766	$95,641	$97,554	$99,505	$101,495
Behavior Intervention Specialist: 243 Work Days	$105,788	$107,904	$110,062	$112,263	$114,508	$116,798	$119,134
Director Maintenance and Operations: 225 Work Days	$109,551	$111,742	$113,977	$116,257	$118,582	$120,954	$123,373
Construction Supervisor: 243 Work Days	$109,551	$111,742	$113,977	$116,257	$118,582	$120,954	$123,373
Director Fiscal Services: 225 Work Days	$119,411	$121,799	$124,235	$126,720	$129,254	$131,839	$134,476
Director Facilities Development, Planning and Construction: 243 Work Days	$121,502	$123,932	$126,411	$128,939	$131,518	$134,148	$136,831
Chief Business Officer: 225 Work Days[2]	$148,375	$151,343	$154,369	$157,457	$160,606	$163,818	$167,092

UNREPRESENTED CERTIFICATED EMPLOYEES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
Psychologist: 200 Work Days	$94,543	$96,434	$98,362	$100,330	$102,336	$104,383	$106,470

CONFIDENTIAL EMPLOYEES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
Personnel Technician: 243 Work Days	$76,002	$77,522	$79,073	$80,654	$82,267	$83,913	$85,591
Superintendent Administrative Assistant: 243 Work Days	$77,180	$78,723	$80,298	$81,904	$83,542	$85,212	$86,917

Salary reflects a 3% increase for 2018-19 retroactive to July 1, 2018, 3% for 2019-20 retroactive to July 1, 2019, and 3% for 2020-21 retroactive to July 1, 2020. Approved by the Governing Board on March 11, 2021.

[1] New position/salary schedule item approved by the Board on November 12, 2020 . Reflects 3% increase for 2020-21.

[2] Contract renewal approved by the Board on June 24, 2021.

[3] New position/salary schedule item proposal. Pending Board approval.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Kimberly Hines
Sophia Layne
Freya McCamant

MEMORANDUM

MEETING DATE: October 14, 2021
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
Jason Owens, Director of Personnel and Pupil Services
CATEGORY: Action
ITEM TITLE: Approval of Increases and Title Changes to Non-Bargaining Unit Salary Schedule

BACKGROUND INFORMATION

The current Non-Bargaining Unit Salary Schedule has been updated with two changes.

First, the hourly rates for Expanded Learning After School Tutor and Expanded Learning Lead After School Tutor now reflect the percentage increase afforded to the other positions appearing on the Non-Bargaining Unit salary schedule approved at the September 9, 2021 Board Meeting. This change is happening now because staff recently received confirmation of an increase to funding for after schools programs that allows for the increase.

Second, a Kinder Movement Instructor line item has been added to provide hourly rate specificity for those employed in the position. Additionally, the position of After School Program Coordinator has been added to provide flexibility and guidance for the addition of other similar positions in the future.

The approved rates will be effective October 15, 2021.

FISCAL ANALYSIS

Financial impact is included in the budget.

RECOMMENDATION

Approve increases and title changes to Non-Bargaining Unit Salary Schedule.

Cabrillo Unified School District

NONBARGAINING UNIT EMPLOYEES

2021-2022

EFFECTIVE 7/1/2021	
Translator	$21.84 an hour
ADULT EDUCATION EFFECTIVE 7/1/2021	
Adult Education Child Care Aide	$15.30 an hour*
Adult Education Child Care Worker	$15.30 an hour*
Adult Education Tutor Aide (SLS)	$15.30 an hour*
Adult Education Accompanist	$17.67 an hour
Adult Education Teacher/Proctors	$35.84 an hour
Adult Credentialed Teacher Tutors (SLS)	$35.84 an hour
SUBSTITUTE TEACHER EFFECTIVE 7/1/2021 (PENDING BOARD APPROVAL)	
Regular Substitute Teacher	$185.00 a day
Substitute Teacher Long-Term Assignment (min. 10 consecutive days)	$220.00 a day
CUSD Retired Substitute Teacher	$205.00 a day
CUSD Retired Substitute Teacher Long-Term Assignment (min. 10 consecutive days)	$240.00 a day
EFFECTIVE 7/1/2021	
Nurse Substitute	$41.52 an hour
EFFECTIVE 10/15/2021 (PENDING BOARD APPROVAL)	
Workability Student Worker	$15.30 an hour*
Summer School Maintenance Helpers	$15.30 an hour*
Summer School Teacher- Elementary	$35.00 an hour
Summer School Teacher- Middle/High School	$35.00 an hour
Student Homework Club Tutors	$15.30 an hour*
Student Tutors (SLS)	$15.30 an hour*
Adult Credentialed Teacher Tutors (SLS)	$35.84 an hour
Expanded Learning Lead After School Tutor	**$23.49 an hour**
Expanded Learning After School Tutor	**$16.72-19.67 an hour***
AVID Aide	$15.30 an hour*
Extended Academic Center Teacher	$35.84 an hour
Kinder Movement Instructor/After School Program Coordinator	**$35.00 an hour (no credential/permit)** **$37.50 an hour (credentialed)**
Extended Academic Center Tutor	$19.67 an hour
After School Kindergarten Enrichment Specialist	$35.84 an hour
After School Kindergarten Enrichment Tutor	$19.67 an hour
EFFECTIVE 7/1/2021	
Noon Yard Duty Supervisor	$15.30 an hour*
EFFECTIVE 7/1/2021	
CELDT Teachers	$35.84 an hour
Detention Supervisor (Teacher)	$35.84 an hour
Home Hospital Teacher	$35.84 an hour
In-Home Specialized Academic Instruction Teacher	$35.84 an hour
PARENT GROUP (PTO/BOOSTER/FOUNDATION) FUNDED ENRICHMENT SPECIALISTS **Athletic Trainer, Art, Band, Culinary, Drama, Music, Performing Arts, PE, Science and any other instructional enrichment positions—Non-Benefited positions**	
EFFECTIVE 5/1/2021	
Credentialed Specialist	$35.84 an hour
Non-Credentialed Specialist	$27.32 an hour

* Will adjust to current city & state minimum wage rates

Revised 10/14/2021