Regular Governing Board Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session • Thursday, February 9, 2023 • 6:00 PM

Cunha Intermediate School Multi-Purpose Room, 600 Church Street, Half Moon Bay, California 94019

Governing Board Meeting Broadcast Live on PacificCoast.TV

In compliance with the Americans with Disabilities Act, 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. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or services.

Documents provided to a majority of the Governing Board regarding an open session item on the agenda will be made available for public inspection in the District Office located at 498 Kelly Avenue, Half Moon Bay, California, during normal business hours. In addition, such writings and documents are posted on the District's website, www.cabrillo.k12.ca.us.

PUBLIC COMMENTS GUIDELINES

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. There are two ways in which members of the public may provide comments:

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 at: bit.ly/cusdcomments. Written comments will be accepted from when the agenda is posted up to 3:00 pm on the day of the meeting. 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 Comments In-Person During Meeting:

A person wishing to be heard by the Board during the meeting should submit a "Request to Address the Board" slip to the Administrative Assistant to the Superintendent prior to the introduction of the item. For meeting facilitation, please submit the slip at your earliest possible convenience. Upon recognition by the Board President, please proceed to the podium and comment as briefly as the subject permits.

Individual speakers will be allowed three (3) minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances, when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint. The Administrative Assistant will keep the time and advise the speaker when there are 30 seconds left and again when the time is up. We ask speakers to keep within the time limits.

- Closed Session Items: may be addressed under Public Comment on Closed Session Topics.
- Nonagenda and Consent Items: may be addressed under Public Comments.
- Agenda Items: may be addressed after the conclusion of the staff presentation on the item.

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The Cabrillo Unified School District 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 Cabrillo Unified School District Governing Board to refer matters raised in this forum to staff for further examination and/or action where appropriate.

All Regular Governing Board meetings are broadcasted live on PacificCoast.TV. If available, video recordings will be uploaded to the CUSD YouTube channel in the next few days following the meeting.

1. OPENING BUSINESS

a. Call Public Session to Order - 6:00 PM - Welcome

b. Roll Call / Quorum

c. 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

Items listed under the Consent Agenda are items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item. The Consent Agenda requires a motion and a second and must be approved by a roll call vote. Each item on the Consent Agenda approved by the Governing Board shall be deemed to have been considered in full and adopted as recommended.

a. Adoption of Proclamation Endorsing March as Women's History Month (Consent Agenda)

4.a Board Memo Proclamation Women's History Month.pdf (p. 6)

4.a.1 Proclamation Women's History Month.pdf (p. 7)

b. Update on Comprehensive School Safety Plans (Consent Agenda)

4.b Board Memo Comprehensive School Safety Plans.pdf (p. 9)

c. Approval of Certificated Personnel Report (Consent Agenda)

4.c Board Memo Certificated Personnel Report.pdf (p. 10)

d. Approval of Classified Personnel Report (Consent Agenda)

4.d Board Memo Classified Personnel Report.pdf (p. 11)

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

4.e Board_Memo_Site_Donations_February_9_2023.pdf (p. 12)

4.e.1 Summary_Site_Donations_February_9_2023.pdf (p. 13)

f. Approval of Warrant Register Report (Consent Agenda)

4.f Board_Memo_Warrant_Register_February_9_2023.pdf (p. 14)

4.f.1 010123-013123 Warrant Register.pdf (p. 15)

g. Approval of Water Tank Donation at Kings Mountain Elementary School (KMES) to Cabrillo Unified School District (Consent Agenda)

4.g Board_Memo_Donation_Water_Tank_KMES.pdf (p. 30)

4.g.1 Kings_Mountain_Water_Company_Offer_to_Donate_2023.pdf (p. 31)

h. Approval of Community HUB Agreement (Consent Agenda)

4.h Board_Memo_Community_HUB_Agreement.pdf (p. 32)

4.h.1 Community_HUB_MOU_BGCC_2023.pdf (p. 33)

i. Approval of Dannis Woliver Kelley (DWK) Bond Services Agreement - Measure S (Consent Agenda)

4.i Board_Memo_Bond_Services_Agreement.pdf (p. 40)

4.i.1 Bond_Disclosure_Counsel_Agreement_2023-28.pdf (p. 41)

j. Approval of Independent Auditor Selection (Consent Agenda)

4.j Board_Memo_Independent_Auditor_Selection.pdf (p. 46)

4.j.1 Independent_Auditor_Selection_Agreement.pdf (p. 47)

4.j.2 Bond_Auditor_Selection_Agreement.pdf (p. 59)

k. Approval of Developer Fees Study Agreement (Consent Agenda)

4.k Board_Memo_Developers_Fee_Study.pdf (p. 69)

4.k.1 Developer_Fees_Agreement.pdf (p. 70)

l. Approval of Regular Governing Board Meetings Minutes

4.l Board Memo Minutes.pdf (p. 76)

4.l.1 2023-01-19 Regular Board Meeting Minutes.pdf (p. 77)

5. GENERAL BUSINESS

a. Half Moon Bay High School Presentation (Presentation)

5.a Half Moon Bay High School Presentation 2022-23.pdf (p. 81)

5.a.1 HMBHS Presentation 2022-23.pdf (p. 82)

b. LCAP Update and California Dashboard Presentation (Presentation)

5.b LCAP Upate & CA Data Dashboard Presentation February 9 2023.pdf (p. 112)

5.b.1 LCAP Update & CA Dashboard Board Presentation 2023.pdf (p. 114)

c. Update on CUSD's Mental Health Response to Community Shooting Tragedy (Presentation)

5.c Board Memo Mental Health Reponse February 9 2023.pdf (p. 158)

5.c.1 Mental Health Response To Community School Tragedy 2023.pdf (p. 159)

d. Approval of the 2023-2024 Student/Teacher Calendar (Action)

5.d Board Memo Student-Teacher Calendar 2023-24.pdf (p. 166)

5.d.1 2023-24_Student_Teacher_Calendar_Draft_REVISED.pdf (p. 167)

e. Update on Cabrillo Unified School District Bond Program (Presentation)

5.e Board_Memo_Bond_Program_Update_Measure_S_&_M.pdf (p. 168)

5.e.1 Bond_Program_Update_Measure_S_&_M_Presentation.pdf (p. 169)

f. Adoption of Resolution No. 01-2023 Adopting Best Value Procedures for the Farallone View Elementary Modernization Project – Lease-Leaseback (Action)

5.f Board_Memo_FV_ Lease Leaseback_Resolution_2023.pdf (p. 178)

5.f.1 Resolution_Adopting_LLB_Best_Value_Procedure_February_9_2023_Revised.pdf (p. 179)

6. FUTURE EVENTS

a. February 15 - DELAC Meeting, Half Moon Bay High School - 6:00 PM

b. February 16 - Special Board Meeting Closed Session, District Office Board Room, 6:00 PM

c. February 20-24 - Presidents Week - No School

d. March 7 - Farallone View Book Fair Family Night - 6:00 PM

e. March 9 - Regular Board Meeting, Cunha Intermediate School Multi-Purpose Room - 6:00 PM

7. ADJOURNMENT

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Adoption of Proclamation Endorsing March as Women's History Month

BACKGROUND INFORMATION

Women's History Month celebrates the significant contributions of women to the history and progress of the United States and the State of California**.** Women have made distinct and important contributions to California, the United States, and the rest of the world in many fields, but this history has not been adequately taught and understood despite the crucial importance of women to our society. Tonight, staff present a proclamation endorsing March as Women's History Month for Governing Board approval to acknowledge and appreciate the many important contributions of women to the Coastside, California, the United States, and the world at large. In so doing, CUSD aims to honor, remember, and give thanks to women for their fundamental contributions to all of us.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Adopt Proclamation Endorsing March as Women's History Month.

CABRILLO UNIFIED SCHOOL DISTRICT
HALF MOON BAY, CALIFORNIA

PROCLAMATION

Women's History Month
March 2023

Whereas, American women of every race, class, and ethnic background have made historic and significant contributions to the growth and strength of our nation and state in countless recorded and unrecorded ways; and

Whereas, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the nation and our state by constituting a significant portion of the labor force working inside and outside of the home; and

Whereas, American women have played a unique role throughout our history by providing the majority of the volunteer labor force of the nation and state; and

Whereas, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our nation and state; and

Whereas, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

Whereas, American women have served our country courageously in the military; and

Whereas, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

Whereas, despite these contributions, the role of American women has been consistently overlooked and undervalued in the literature, teaching, and study of American history; and

Whereas, since 1987 the United States Congress has passed a resolution annually to proclaim March as Women's History Month in order to recognize these many crucial contributions; and

Whereas, Cabrillo Unified School District and the Coastside community also recognize the importance of understanding the history of this area, particularly with regard to honoring the significant and longstanding contributions women have made in this Nation and in California;

Now, therefore, be it proclaimed by the Governing Board of Cabrillo Unified School District that March is designated as Women's History Month and that CUSD calls upon the schools, staff, students, and families of the Coastside to observe March as Women's History Month by celebrating and recognizing the countless contributions made by women throughout history.

PASSED AND ADOPTED by the Governing Board of the Cabrillo Unified School District on the 9th day of February 2023, by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Carmen Daniel:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by:

_____

Carmen Daniel
Clerk to the Governing Board
Cabrillo Unified School District

Attest by:

_____

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

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GOVERNING BOARD
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Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A. Ed., Director of Personnel and Pupil Services
James Barnes, Coordinator of Student Services and Special Projects
CATEGORY: Consent/Information
ITEM TITLE: Update on Comprehensive School Safety Plans

BACKGROUND INFORMATION

Education Code Sections 32280–32289.5: *Comprehensive School Safety Plans* require a school district to have each school site develop and maintain a Comprehensive School Safety Plan designed to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel.

The law requires designated stakeholders to annually engage in a systematic planning process to develop strategies and policies to prevent and respond to potential incidents involving emergencies, natural and other disasters, hate crimes, violence, active assailants/intruders, bullying and cyberbullying, discrimination and harassment, child abuse and neglect, discipline, suspension and expulsion, and other safety aspects.

Each site must create and have its Safety Planning Committee/School Site Council approve the site's plan by March 1 of each year. These annual plans are iterative and evolving, and their contents reflect the training staff receive in the Big Five school and community safety protocols which guide our drills in all San Mateo County schools. All CUSD sites are required to submit their approved plans to the CUSD Student Services department by that date. Each plan will then be submitted to the San Mateo County Office of Education also.

Per Education Code, the Cabrillo Unified Governing Board will be informed of the approval status of each School Safety Plan in a regularly scheduled session before October 15, 2023.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

CABRILLO UNIFIED SCHOOL DISTRICT

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MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A. Ed., 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. RETIREMENT

Jan McFarland Brown, Elementary Teacher, Farallone View Elementary School. Ms. McFarland Brown was hired by the district on August 25, 1997. Effective date, 06/02/2023.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A. Ed., 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. PROMOTION

Cathy Gray, Administrative Assistant IV, Construction Department, formerly Administrative Assistant I, Hatch Elementary School, effective December 8, 2022.

Jonathan Valencia, School/Community Relations Assistant, Cunha Intermediate School, formerly Campus Security Assistant, Cunha Intermediate School, effective December 12, 2023.

2. OFFER OF EMPLOYMENT FOR 2022-2023 SCHOOL YEAR

Natali Carrillo, Administrative Assistant I, Hatch Elementary School, effective December 8, 2022.

Dulce Penaloza, Family Services Specialist, Migrant Education Department, effective January 17, 2023.

Olga Rivera, Yard Duty Supervisor, El Granada Elementary School, effective January 17, 2023.

3. CHANGE IN ASSIGNMENT

Oscar Valdez Jimenez, Custodian II, Half Moon Bay High School, formerly Custodian II, Cunha Intermediate School, effective December 5, 2022.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

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MEMORANDUM

MEETING DATE: February 9, 2023
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.

February 9, 2023 Board Meeting
Summary Site Donations

Site	Items	Donor	Amount	Site Total Donations
HMBHS	Money for the Cougar Pride Wrestling Scholarship	Colby Crews Droubi	$2,000	
HMBHS	Money for the Robotics Club	AAUW Half Moon bay	$350	
HMBHS	Money for the Coastside Running Club Scholarship	Sean Handel & Kathen Handel	$100	
HMBHS	Money for the Coastside Running Club Scholarship	Lucinda M S Hitchner	$100	
HMBHS	Money for the Cougar Pride Wrestling Scholarship	High Point Roofing Services	$150	
HMBHS	Money for the Coastside Running Club Scholarship	Margaret Branick-Abilla	$50	
				$2,750

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MEMORANDUM

MEETING DATE: February 9, 2023
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 January 1, 2023, through January 31, 2023

BACKGROUND INFORMATION

In alignment with Education Code 52631, Cabrillo USD presents all payments from the funds of the CUSD on forms prescribed by the San Mateo County Superintendent of Schools (Financial 2000). Staff hereby presents to the CUSD Board the warrants processed from January 1, 2023, through January 31, 2023.

FISCAL ANALYSIS

The register of warrants processed by the CUSD indicates 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	1/31/2023 8:18:16 AM
District	41
Logon	MarshJ
Fiscal Year	2023

Options

Report Title	01/01/23-01/31/23 WARRANT REGISTER

Sorting

Sort By	Warrant/EFT#

Filters

Payment Type	District
Form of Payment	ALL
From Date Paid	01/01/2023
To Date Paid	01/31/2023
Year	2023
District	41

01/01/23-01/31/23 WARRANT REGISTER
41 Cabrillo Unified School District **Fiscal Year: 2023**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-820131	007362-01 DAVIDSON, ANA	01/10/2023	2,676.76	PO230693-001	2,676.76	01-9660-0-1110-4000-4300-101	ASES 120122
W-820132	011813-01 GARCIA, MARIA GA	01/10/2023	2,535.00	PO230451-002	195.00	01-6500-0-5760-1180-5100-730	#122
			2,535.00	PO230451-003	780.00	01-6500-0-5760-1180-5100-730	#134, #136, #137
			2,535.00	PO230451-004	585.00	01-6500-0-5760-1180-5100-730	#152, #154 & #15
			2,535.00	PO230451-005	975.00	01-6500-0-5760-1180-5100-730	#169, #170, #173
W-820133	011524-01 HANNA INTERPRETI	01/10/2023	1,779.30	PO230637-002	1,779.30	01-6500-0-5001-2100-5800-730	2022/2656
W-820134	011431-01 KIS	01/10/2023	978.21	PO230657-001	978.21	01-0000-0-0000-2421-4300-790	76113
W-820135	008002-02 MALHIOT, LORI	01/10/2023	1,178.45	PO230419-005	707.07	01-6010-0-1110-4000-4300-101	122122
			1,178.45	PO230419-005	471.38	01-9660-0-1110-4000-4300-101	122122
W-820136	006797-01 MONTARA SANITARY	01/10/2023	1,300.34	PO230239-005	1,300.34	01-0000-0-0000-8205-5503-103	84-0347-0,10/22-
W-820137	011766-01 NELLES, JANET	01/10/2023	900.00	PO230650-001	900.00	01-6500-0-5001-2100-5800-730	009
W-820138	010723-01 PALO ALTO PREP	01/10/2023	6,145.00	PO230479-004	5,321.00	01-6500-0-5750-1180-5100-730	121922-AA
			6,145.00	PO230479-004	824.00	01-6500-0-5750-1180-5861-730	121922-AA
W-820139	009675-01 READY REFRESH BY	01/10/2023	71.96	PO230233-004	71.96	01-0420-0-3350-1000-4300-420	22L5737216001
W-820140	008442-01 VISTA CENTER	01/10/2023	4,527.25	PO230261-004	348.25	01-6500-0-5760-1180-5800-730	1122-0002
			4,527.25	PO230262-005	1,890.50	01-6500-0-5760-1180-5800-730	1122-0003
			4,527.25	PO230263-006	2,288.50	01-6500-0-5760-1180-5800-730	1122-0004
W-820141	008259-01 ACHIEVEKIDS	01/10/2023	12,410.50	PO230548-005	9,988.00	01-6500-0-5750-1180-5100-730	31384
			12,410.50	PO230548-005	285.00	01-6500-0-5750-1180-5867-730	31384
			12,410.50	PO230548-005	47.50	01-6500-0-5750-1180-5864-730	31384
			12,410.50	PO230548-005	2,090.00	01-6500-0-5750-1180-5863-730	31384
W-820142	011959-01 BOOMERANG PROJEC	01/10/2023	25,960.00	PO230736-001	25,960.00	01-0111-0-1110-2140-5800-740-501	31602

01/01/23-01/31/23 WARRANT REGISTER
41 Cabrillo Unified School District **Fiscal Year: 2023**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-820143	011939-01 ERSKINE, BRITTAN	01/10/2023	4,667.67	PO230452-004	4,667.67	01-6500-0-5750-1180-5100-730	REIMB. FOR INV#2
W-820144	011852-01 LAUREN OSHIRO	01/10/2023	11,500.00	PO230649-001	11,500.00	01-6500-0-5760-1180-5867-730	120
W-820145	011958-01 NICOLE WALTERS	01/10/2023	1,665.00	PO230631-004	1,665.00	01-6500-0-5750-1180-5864-730	4
W-820146	010723-01 PALO ALTO PREP	01/10/2023	6,351.00	PO230477-005	5,321.00	01-6500-0-5750-1180-5100-730	121922-XS
			6,351.00	PO230477-005	1,030.00	01-6500-0-5750-1180-5861-730	121922-XS
W-820147	000105-03 REPUBLIC SERVICE	01/10/2023	603.71	PO230249-009	523.91	01-0000-0-0000-8205-5504-720	0925-001646769
			603.71	PO230249-009	79.80	01-0000-0-0000-8205-5504-105	0925-001646769
W-820148	007442-01 SAN JOAQUIN C.O.	01/10/2023	1,196.00	PO230549-001	1,196.00	01-6500-0-5001-2140-5800-730	ARD23-00465
W-820149	008428-01 THE HEAL PROJECT	01/10/2023	48,000.00	PO230725-001	48,000.00	01-0111-0-1110-1000-5800-740-204	333
W-820150	011806-01 YOUMAN, MARTHA	01/10/2023	16,000.00	PO230564-007	16,000.00	01-6500-0-5001-2100-5800-730	1142
W-821086	005837-01 BIG CREEK LUMBER	01/12/2023	15.49	PO230135-003	15.49	01-8150-0-0000-8110-4300-780	1822836
W-821087	009073-01 C H BULL CO.	01/12/2023	3,157.53	PO230422-001	2,078.89	01-8150-0-0000-8110-4300-780	L32649
			3,157.53	PO230422-002	1,078.64	01-8150-0-0000-8110-4300-780	1208126
W-821088	011400-01 CSNO STATE CONFE	01/12/2023	545.00	PO230744-001	545.00	01-6266-0-1420-2140-5200-730	CSNO23-012023-00
W-821089	011178-01 PAULO'S AUTO CAR	01/12/2023	2,172.18	PO230173-013	1,629.06	01-8150-0-0000-8110-5603-780	68654
			2,172.18	PO230173-015	158.57	01-8150-0-0000-8110-5603-780	68605
			2,172.18	PO230173-016	384.55	01-8150-0-0000-8110-5603-780	68593
W-821090	000105-03 REPUBLIC SERVICE	01/12/2023	1,320.30	PO230036-009	440.10	01-0000-0-0000-8205-5504-331	0925-00647409
			1,320.30	PO230036-010	440.10	01-0000-0-0000-8205-5504-211	0925-001647437
			1,320.30	PO230036-011	440.10	01-0000-0-0000-8205-5504-105	0925-001647575
W-821091	000105-04 REPUBLIC SERVICE	01/12/2023	287.21	PO230232-006	287.21	01-0000-0-0000-8205-5504-720	4227-000064656
W-821092	011975-01 YOUNGS AUTO PART	01/12/2023	111.76	PO230737-001	111.76	01-8150-0-0000-8110-4300-780	105802-2

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W-821093	000138-04 CENGAGE LEARNING	01/12/2023	30,153.32	PO230089-001	30,153.32	01-6300-0-1110-1000-4100-740	79590542
W-821094	011973-01 CHRISTINA KEEFE	01/12/2023	4,500.00	PV230500-001	4,500.00	01-6500-0-5001-3161-5800-730	IEE 11/04/22
W-821095	011976-01 EDTHEORY LLC	01/12/2023	1,762.72	PO230742-001	1,762.72	01-6500-0-5760-1180-5867-730	4471
W-821096	011881-02 INSIGHT EDUCATIO	01/12/2023	22,875.00	PO230008-001	11,437.50	01-0000-0-0000-7150-5800-710	ISTINV0001
			22,875.00	PO230008-002	11,437.50	01-0000-0-0000-7150-5800-710	INV006292
W-821097	009409-01 MOSS BEACH CHEVR	01/12/2023	105.00	PO230143-002	105.00	01-8150-0-0000-8110-4300-780	11/30/2022
W-821098	011178-01 PAULO'S AUTO CAR	01/12/2023	1,495.02	PO230173-014	1,495.02	01-8150-0-0000-8110-5603-780	68618
W-821099	004143-02 RICOH USA INC	01/12/2023	7,665.65	PO230037-006	2,232.50	01-0000-0-0000-7300-4300-720	5065685258
			7,665.65	PO230037-006	1,555.41	01-0211-0-1210-1000-4300-211	5065685258
			7,665.65	PO230037-006	201.21	01-0103-0-1210-2700-4300-103	5065685258
			7,665.65	PO230037-006	565.52	01-0101-0-1310-1000-4300-101	5065685258
			7,665.65	PO230037-006	721.15	01-0105-0-1210-2700-4300-105	5065685258
			7,665.65	PO230037-006	13.04	01-0107-0-1210-2700-4300-107	5065685258
			7,665.65	PO230037-006	1,110.87	01-0331-0-1210-2700-4300-331	5065685258
			7,665.65	PO230037-006	38.13	01-0335-0-1310-1000-4300-335	5065685258
			7,665.65	PO230241-008	86.89	01-0000-0-0000-7300-5601-720	9031304234
			7,665.65	PO230241-008	175.04	01-0000-0-0000-2700-5601-107	9031304234
			7,665.65	PO230241-008	176.94	01-0105-0-1310-1000-5601-105	9031304234
			7,665.65	PO230241-008	175.04	01-0103-0-1310-1000-5601-103	9031304234
			7,665.65	PO230241-009	86.89	01-0000-0-0000-7300-5601-720	9030934269
			7,665.65	PO230241-009	175.04	01-0000-0-0000-2700-5601-107	9030934269
			7,665.65	PO230241-009	176.94	01-0105-0-1310-1000-5601-105	9030934269

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			7,665.65	PO230241-009	175.04	01-0103-0-1310-1000-5601-103	9030934269
W-821100	004484-01 SERVICE UNLIMITE	01/12/2023	2,342.65	PO230131-001	964.56	01-8150-0-0000-8110-5603-780	33397
			2,342.65	PO230131-002	645.15	01-8150-0-0000-8110-5603-780	33398
			2,342.65	PO230131-003	732.94	01-8150-0-0000-8110-5603-780	33399
W-821768	011589-01 A+ LIVESCAN SERV	01/17/2023	350.00	PV230503-001	140.00	01-0000-0-0000-7400-5800-750	13917A
			350.00	PV230504-001	210.00	01-0000-0-0000-7400-5800-750	14052A
W-821769	008304-01 CALIFORNIA WATER	01/17/2023	353.83	PO230459-006	353.83	01-0000-0-0000-8205-5503-107	2188039386-12282
W-821770	000138-04 CENGAGE LEARNING	01/17/2023	65.63	PO230090-006	65.63	01-4203-0-1110-1000-4100-740	79715477
W-821771	009750-01 CINTAS	01/17/2023	593.47	PO230174-016	55.57	01-8150-0-0000-8110-5603-780	4138054461
			593.47	PO230174-017	55.57	01-8150-0-0000-8110-5603-780	4138881675
			593.47	PO230174-018	55.57	01-8150-0-0000-8110-5603-780	4139322130
			593.47	PO230174-019	55.34	01-8150-0-0000-8110-5603-780	4140020720
			593.47	PO230174-020	53.34	01-8150-0-0000-8110-5603-780	4140725007
			593.47	PO230174-021	53.34	01-8150-0-0000-8110-5603-780	4141575153
			593.47	PO230174-022	76.80	01-8150-0-0000-8110-5603-780	4142155645
			593.47	PO230174-023	76.80	01-8150-0-0000-8110-5603-780	4142803116
			593.47	PO230174-013	55.57	01-8150-0-0000-8110-5603-780	4133098435
			593.47	PO230174-014	55.57	01-8150-0-0000-8110-5603-780	4133763269
W-821772	008193-01 COMCAST	01/17/2023	10,484.64	PO230237-006	10,484.64	01-0000-0-0000-2421-5902-790	162733299
W-821773	000128-01 FOLLETT CONTENT	01/17/2023	206.13	PV230507-001	206.13	01-0111-0-1110-1000-4200-740-201	573157F
W-821774	006390-01 GONZALEZ-HELDMAI	01/17/2023	144.50	TC230054-001	144.50	01-6500-0-5750-1190-5200-730	OCT. 22 MILEAGE
W-821775	000312-01 HALF MOON BAY BU	01/17/2023	56.27	PO230152-002	56.27	01-8150-0-0000-8110-4300-780	267351

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W-821776	000901-01 LAKESHORE LEARNI	01/17/2023	1,765.32	PO230362-003	1,176.88	01-2600-0-0000-2140-4300-000	446709121522
			1,765.32	PO230363-004	588.44	01-2600-0-0000-2140-4300-000	446745121422
W-821777	011597-01 MARIA EUGENIA YO	01/17/2023	180.13	TC230052-001	180.13	01-0700-0-1460-3140-5200-000	DEC.22 MILEAGE
W-821778	011930-01 MICHELLE HOLDT	01/17/2023	2,500.00	PO230386-002	2,500.00	01-4124-0-1110-1000-5800-740	JAN 11, 2023
W-821779	007767-02 PEARSON ASSESSME	01/17/2023	321.73	PO230632-001	321.73	01-6500-0-5001-2100-4300-730	20133494
W-821780	011492-01 PENINSULA TRUCK	01/17/2023	5,836.17	PO230188-029	3,604.29	01-9723-0-0000-3600-5603-788	9513
			5,836.17	PO230188-023	371.98	01-9723-0-0000-3600-5603-788	9461
			5,836.17	PO230188-024	371.98	01-9723-0-0000-3600-5603-788	9460
			5,836.17	PO230188-025	371.98	01-9723-0-0000-3600-5603-788	9459
			5,836.17	PO230188-026	371.98	01-9723-0-0000-3600-5603-788	9458
			5,836.17	PO230188-027	371.98	01-9723-0-0000-3600-5603-788	9457
			5,836.17	PO230188-028	371.98	01-9723-0-0000-3600-5603-788	9456
W-821781	011358-01 TAFT, ERINN	01/17/2023	92.75	TC230056-001	92.75	01-6500-0-5750-1190-5200-730	NOV.22 MILEAGE
W-821782	011833-01 VESELIZA, RINALD	01/17/2023	36.38	TC230051-001	36.38	21-9711-0-9006-8520-5200-000	122022 MILEAGE
W-821783	010759-02 WEX BANK	01/17/2023	303.47	PO230678-001	303.47	01-7010-0-3800-1000-5200-331	0496-00-944372-2
W-821784	011909-01 ARCADIO'S PRODUC	01/17/2023	325.20	PO230194-018	88.20	13-5466-0-0000-3700-4710-331	193814
			325.20	PO230194-019	237.00	13-5466-0-0000-3700-4710-331	194861
W-821785	008911-01 DAVID'S BAGELS	01/17/2023	190.00	PO230269-034	70.00	13-5310-0-0000-3700-4712-331	37619
			190.00	PO230269-035	70.00	13-5310-0-0000-3700-4712-331	37784
			190.00	PO230269-036	50.00	13-5310-0-0000-3700-4712-331	37817
W-821786	011308-01 MCPHETRIDGE, SEA	01/17/2023	95.00	PV230501-001	95.00	01-0000-0-0000-7110-4300-710	11282022
W-821787	004891-01 ORKIN EXTERMINAT	01/17/2023	131.71	PO230234-005	131.71	13-5310-0-0000-8205-5504-331	238227482

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W-821788	009571-01 GOLD STAR FOODS	01/17/2023	1,337.49	PO230198-035	34.45	13-5310-0-0000-3700-4711-331	5586229
			1,337.49	PO230198-035	486.93	13-5310-0-0000-3700-4710-331	5586229
			1,337.49	PO230198-035	816.11	13-5310-0-0000-3700-4712-331	5586229
W-821789	004981-01 STRAW HAT PIZZA	01/17/2023	517.63	PO230200-020	517.63	13-5310-0-0000-3700-4710-331	22976
W-821790	005163-01 SYSCO FOOD SERVI	01/17/2023	1,692.93	PO230203-034	970.18	13-5310-0-0000-3700-4712-331	550486529
			1,692.93	PO230203-034	458.31	13-5310-0-0000-3700-4710-331	550486529
			1,692.93	PO230203-034	264.44	13-5310-0-0000-3700-4300-331	550486529
W-821791	010760-01 THE LUNCH MASTER	01/17/2023	31,394.25	PO230195-025	13,050.00	13-5310-0-0000-3700-4710-105	CUAH122122
			31,394.25	PO230195-026	6,120.00	13-5310-0-0000-3700-4710-101	CUEG122122
			31,394.25	PO230195-027	3,326.25	13-5310-0-0000-3700-4710-103	CUFV122122
			31,394.25	PO230195-028	6,402.00	13-5310-0-0000-3700-4710-211	CUMC122122
			31,394.25	PO230195-029	846.00	13-5310-0-0000-3700-4710-335	CUPH122122
			31,394.25	PO230195-030	1,650.00	13-5310-0-0000-3700-4710-107	CUKM122122
W-821792	011898-01 APPROACH LLC	01/17/2023	4,216.00	PO230032-007	4,216.00	11-6391-0-4110-2700-5800-561	3887
W-821793	011814-01 BROOKWOOD PROGRA	01/17/2023	25,381.24	PV230506-001	25,381.24	01-0000-0-0000-7150-5800-710	3950-13
W-821794	009750-01 CINTAS	01/17/2023	55.57	PO230174-015	55.57	01-8150-0-0000-8110-5603-780	413309435
W-821795	010866-01 FELTS, BRYAN	01/17/2023	144.69	TC230058-001	144.69	01-9538-0-6001-1000-5200-000	DEC.22 MILEAGE
W-821796	006390-01 GONZALEZ-HELDMAI	01/17/2023	90.44	TC230055-001	90.44	01-6500-0-5750-1190-5200-730	NOV.22 MILEAGE
W-821797	011149-01 ICS4SCHOOLS	01/17/2023	9,800.00	PO230224-002	9,800.00	01-0000-0-0000-3900-5800-760	2022/23-2
W-821798	011978-02 ILENE HERNANDEZ	01/17/2023	215.87	PV230505-001	215.87	01-0111-0-1110-1000-4300-740	12142022 REIMB.
W-821799	011510-02 ISTATION INC	01/17/2023	10,068.00	PO230087-001	10,068.00	01-3216-0-1110-1000-4300-740-ELO1	SIN022333
W-821800	009239-02 O'REILLY AUTO PA	01/17/2023	44.71	PO230146-001	44.71	01-9723-0-0000-3600-4300-788	3562-150145

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W-821801	008883-01 PACIFICA COMMUNI	01/17/2023	800.00	PO230069-003	800.00	01-0000-0-0000-7150-5800-710	PCTCUSD1222
W-821802	008443-02 RECOLOGY OF THE	01/17/2023	769.19	PO230289-007	150.91	01-0000-0-0000-8205-5504-103	13283015
			769.19	PO230289-008	618.28	01-0000-0-0000-8205-5504-101	13282173
W-821803	011501-01 SAVVAS LEARNING	01/17/2023	25,696.95	PO230346-001	21,493.78	01-6300-0-1110-1000-4100-740	7028150633
			25,696.95	PO230297-001	4,203.17	01-6300-0-1110-1000-4100-740	4026766871
W-821804	001073-01 SCHUCK, ELIZABET	01/17/2023	2,300.00	PO230619-002	2,300.00	01-9538-0-1110-1000-5800-740	000061
W-821805	009491-01 SOUND AND SIGNAL	01/17/2023	340.00	PO230100-004	340.00	01-8150-0-0000-8110-5603-780	40359
W-821806	011566-01 SPURR	01/17/2023	24,651.47	PO230038-005	1,170.19	01-0000-0-0000-8205-5502-101	126844
			24,651.47	PO230038-005	1,206.98	01-0000-0-0000-8205-5502-103	126844
			24,651.47	PO230038-005	908.57	01-0000-0-0000-8205-5502-105	126844
			24,651.47	PO230038-005	2,621.47	01-0000-0-0000-8205-5502-211	126844
			24,651.47	PO230038-005	4,952.60	01-0000-0-0000-8205-5502-331	126844
			24,651.47	PO230038-005	5,519.06	01-0000-0-8120-8120-5502-331	126844
			24,651.47	PO230038-006	543.15	01-0000-0-0000-8205-5502-720	126441
			24,651.47	PO230038-006	184.67	01-0000-0-0000-8205-5502-101	126441
			24,651.47	PO230038-006	379.66	01-0000-0-0000-8205-5502-103	126441
			24,651.47	PO230038-006	247.42	01-0000-0-0000-8205-5502-105	126441
			24,651.47	PO230038-006	1,364.68	01-0000-0-0000-8205-5502-211	126441
			24,651.47	PO230038-006	2,676.90	01-0000-0-0000-8205-5502-331	126441
			24,651.47	PO230038-006	2,876.12	01-0000-0-8120-8120-5502-331	126441
W-821807	008412-01 TOTAL SCHOOL SOL	01/17/2023	8,607.83	PV230502-001	700.00	01-8150-0-0000-8110-5800-780	18-4297
			8,607.83	PV230502-001	232.83	13-5310-0-0000-3700-5200-770	18-4297

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			8,607.83	PV230502-001	7,675.00	13-5310-0-0000-3700-5800-770	18-4297
W-821808	008447-02 ULINE	01/17/2023	1,380.56	PO230445-003	1,380.56	01-8150-0-0000-8110-4300-780	154809851
W-821809	010967-01 VANA, SUSAN CICC	01/17/2023	31.56	TC230053-001	31.56	01-0700-0-5001-2140-5200-730	DEC.22 MILEAGE
W-822512	011909-01 ARCADIO'S PRODUC	01/19/2023	231.00	PO230194-020	231.00	13-5466-0-0000-3700-4710-331	196334
W-822513	008911-01 DAVID'S BAGELS	01/19/2023	70.00	PO230269-037	70.00	13-5310-0-0000-3700-4712-331	37833
W-822514	009571-01 GOLD STAR FOODS	01/19/2023	640.84	PO230198-036	640.84	13-5310-0-0000-3700-4712-211	5647025
W-822515	004981-01 STRAW HAT PIZZA	01/19/2023	419.70	PO230200-021	419.70	13-5310-0-0000-3700-4710-331	22977
W-822516	005163-01 SYSCO FOOD SERVI	01/19/2023	1,278.83	PO230203-036	915.07	13-5310-0-0000-3700-4712-211	550500311
			1,278.83	PO230203-036	363.76	13-5310-0-0000-3700-4300-211	550500311
W-822517	009571-01 GOLD STAR FOODS	01/19/2023	100.62	PO230198-037	100.62	13-5310-0-0000-3700-4712-211	5705910
W-822518	005163-01 SYSCO FOOD SERVI	01/19/2023	2,408.84	PO230203-035	829.51	13-5310-0-0000-3700-4712-331	550500307
			2,408.84	PO230203-035	206.28	13-5310-0-0000-3700-4710-331	550500307
			2,408.84	PO230203-035	1,373.05	13-5310-0-0000-3700-4300-331	550500307
W-822519	002112-01 CA DEPT OF TAX &	01/19/2023	54.00	PV230509-001	54.00	01-9723-0-0000-3600-4300-788	057-415036
W-822520	011715-01 EARTH SYSTEMS	01/19/2023	800.00	PO230219-004	610.00	21-9711-0-9650-8520-5800-211	837100
			800.00	PO230402-003	190.00	21-9711-0-9636-8520-5800-331	837096
W-822521	011791-01 RINCON CONSULTAN	01/19/2023	2,145.25	PO230754-001	2,145.25	21-9711-0-9644-8520-5800-101	43489
W-822522	011750-01 SILICON VALLEY P	01/19/2023	78,024.52	PO230403-002	16,712.11	21-9711-0-9636-8520-6200-331	5
			78,024.52	PO230403-003	61,312.41	21-9711-0-9636-8520-6200-331	4
W-822523	002112-01 CA DEPT OF TAX &	01/19/2023	648.00	PV230510-001	648.00	01-0000-0-0000-0000-9580-000	020-628493
W-822524	011707-01 PARK PLANET	01/19/2023	52,622.33	PO230407-001	12,622.33	21-9711-0-9633-8520-6200-331	2300037
			52,622.33	PO230407-001	40,000.00	01-6387-0-1110-8520-6200-331	2300037

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W-822525	010763-01 QUATTROCCHI KWOK	01/19/2023	19,808.69	PO230411-006	409.71	21-9711-0-9636-8520-6210-331	23975
			19,808.69	PO230409-006	3,042.50	21-9711-0-9640-8520-6210-101	23976
			19,808.69	PO230712-003	14,872.73	21-9711-0-9607-8520-6210-100	23979
			19,808.69	PO230711-003	1,483.75	21-9711-0-9654-8520-6210-101	23977
W-822526	011913-01 STATE ROOFING SY	01/19/2023	175,482.14	PO230457-003	46,763.14	21-9711-0-9201-8520-6200-331	J003558
			175,482.14	PO230457-004	128,719.00	21-9711-0-9201-8520-6200-331	J003920
W-822527	011744-01 STUDIO W ARCHITE	01/19/2023	260,644.65	PO230400-010	112,945.75	21-9711-0-9645-8520-6210-103	46158
			260,644.65	PO230400-009	147,698.90	21-9711-0-9645-8520-6210-103	46157
W-823476	009206-02 CAPITAL ONE TRAD	01/24/2023	429.32	PV230508-001	429.32	01-9548-0-1337-1000-4300-331	684900-122522
W-823477	008439-01 CHAVAN & ASSOCIA	01/24/2023	7,650.00	PO230492-002	7,650.00	01-0000-0-0000-7190-5820-710	C&A-17671
W-823478	000194-01 COASTSIDE COUNTY	01/24/2023	16,232.41	PO230257-004	1,427.71	01-0000-0-0000-8205-5503-720	NOV/DEC 2022
			16,232.41	PO230257-004	2,950.87	01-0000-0-0000-8205-5503-211	NOV/DEC 2022
			16,232.41	PO230257-004	8,312.91	01-0000-0-0000-8205-5503-331	NOV/DEC 2022
			16,232.41	PO230257-004	1,425.49	01-0000-0-0000-8205-5503-101	NOV/DEC 2022
			16,232.41	PO230257-004	2,115.43	01-0000-0-0000-8205-5503-105	NOV/DEC 2022
W-823479	011956-01 LEXIA LEARNING S	01/24/2023	9,500.00	PO230591-001	4,750.00	01-2600-0-0000-2490-4300-000	SIN094549
			9,500.00	PO230591-001	4,750.00	01-0111-0-0000-2490-4300-740-209	SIN094549
W-823480	000380-01 ODP BUSINESS SOL	01/24/2023	808.11	PO230656-001	126.38	01-0107-0-1210-2700-4300-107	276089434001
			808.11	PO230662-001	54.18	01-0000-0-0000-7300-4300-750	270208651001
			808.11	PO230623-003	28.50	01-0335-0-1310-1000-4300-335	271775252001
			808.11	PO230656-002	40.10	01-0107-0-1210-2700-4300-107	274274943001
			808.11	PO230656-003	37.93	01-0107-0-1210-2700-4300-107	276092127001

01/01/23-01/31/23 WARRANT REGISTER
41 Cabrillo Unified School District **Fiscal Year: 2023**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			808.11	PO230656-004	25.33	01-0107-0-1210-2700-4300-107	276902126001
			808.11	PO230656-005	16.06	01-0107-0-1210-2700-4300-107	276092129001
			808.11	PO230710-001	125.09	01-0111-0-1110-1000-4200-740-201	280351519001
			808.11	PO230720-001	269.46	01-0335-0-1310-1000-4300-335	280631070001
			808.11	PO230719-001	4.21	11-6391-0-4110-1000-4300-561	280862529001
			808.11	PO230719-002	80.87	11-6391-0-4110-1000-4300-561	280864363001
W-823481	010701-01 OFFICE RELIEF	01/24/2023	1,094.42	PO230620-001	1,094.42	01-0000-0-0000-7300-4300-750	INV29008648
W-823482	011171-01 ON POINT LANGUAG	01/24/2023	1,088.92	PO230533-002	663.92	01-0111-0-4760-2495-5800-740-403	10-2022
			1,088.92	PO230533-003	425.00	01-0111-0-4760-2495-5800-740-403	11-2022
W-823483	000105-03 REPUBLIC SERVICE	01/24/2023	2,319.71	PO230036-012	440.10	01-0000-0-0000-8205-5504-331	0925-001647409
			2,319.71	PO230249-010	547.55	01-0000-0-0000-8205-5504-720	0925-001647669
			2,319.71	PO230249-010	79.80	01-0000-0-0000-8205-5504-105	0925-001647669
			2,319.71	PO230249-010	596.23	01-0000-0-0000-8205-5504-211	0925-001647669
			2,319.71	PO230249-010	656.03	01-0000-0-0000-8205-5504-331	0925-001647669
W-823484	009413-02 SOUTHERN COUNTIE	01/24/2023	1,286.08	PO230113-010	1,286.08	01-9723-0-0000-3600-4300-788	321377
W-823485	008758-01 AMERICAN PORTABL	01/24/2023	127.41	PO230123-007	127.41	01-8150-0-0000-8110-5603-780	84805
W-823486	007426-01 BOYS & GIRLS CLU	01/24/2023	18,781.25	PO230713-001	12,500.00	01-2600-0-1110-2490-5800-740	BGCC2022126
			18,781.25	PO230590-001	6,281.25	01-2600-0-0000-2140-5800-000	BGCC2022127
W-823487	007448-02 BRONSTEIN MUSIC	01/24/2023	4,858.81	PO230456-001	4,858.81	01-9547-0-1345-1000-4300-211	40484
W-823488	011523-01 CAL-STEAM	01/24/2023	126.86	PO230231-003	126.86	01-8150-0-0000-8110-4300-780	4431168-1
W-823489	009206-01 CAPITAL ONE TRAD	01/24/2023	125.63	PO230529-002	125.63	01-3550-0-3800-1000-4300-331	216554-122522
W-823490	008439-01 CHAVAN & ASSOCIA	01/24/2023	4,500.00	PO230491-001	4,500.00	01-0000-0-0000-7190-5820-710	C&A-17671

01/01/23-01/31/23 WARRANT REGISTER
41 Cabrillo Unified School District **Fiscal Year: 2023**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-823491	000128-02 FOLLETT SCHOOL S	01/24/2023	12,395.21	PO230003-001	11,495.21	01-0000-0-0000-2421-4300-790	1476681
			12,395.21	PO230315-001	900.00	01-0000-0-0000-2421-5800-790	1484113
W-823492	011881-02 INSIGHT EDUCATIO	01/24/2023	22,875.00	PO230008-003	11,437.50	01-0000-0-0000-7150-5800-710	INV006284
			22,875.00	PO230008-004	11,437.50	01-0000-0-0000-7150-5800-710	INV006333
W-823493	000380-01 ODP BUSINESS SOL	01/24/2023	28.28	PO230662-002	28.28	01-0000-0-0000-7300-4300-750	279334164001
W-823494	004143-02 RICOH USA INC	01/24/2023	613.91	PO230241-010	86.89	01-0000-0-0000-7300-5601-720	9031419182
			613.91	PO230241-010	175.04	01-0000-0-0000-2700-5601-107	9031419182
			613.91	PO230241-010	176.94	01-0105-0-1310-1000-5601-105	9031419182
			613.91	PO230241-010	175.04	01-0103-0-1310-1000-5601-103	9031419182
W-823495	011909-01 ARCADIO'S PRODUC	01/24/2023	261.00	PO230194-021	261.00	13-5466-0-0000-3700-4710-331	197269
W-823496	008911-01 DAVID'S BAGELS	01/24/2023	70.00	PO230269-038	70.00	13-5310-0-0000-3700-4712-331	37876
W-823497	005163-01 SYSCO FOOD SERVI	01/24/2023	919.13	PO230203-037	319.27	13-5310-0-0000-3700-4712-331	550513427
			919.13	PO230203-037	392.05	13-5310-0-0000-3700-4710-331	550513427
			919.13	PO230203-037	207.81	13-5310-0-0000-3700-4300-331	550513427
W-823498	008058-04 AT&T	01/24/2023	7,067.58	PV230513-001	106.82	01-0000-0-0000-2100-5901-740	AT&T CHRGS
			7,067.58	PV230513-001	668.32	01-0000-0-0000-2421-5902-790	AT&T CHRGS
			7,067.58	PV230513-001	106.82	01-0000-0-0000-8205-5901-101	AT&T CHRGS
			7,067.58	PV230513-001	209.16	01-0000-0-0000-8205-5901-103	AT&T CHRGS
			7,067.58	PV230513-001	320.46	01-0000-0-0000-8205-5901-105	AT&T CHRGS
			7,067.58	PV230513-001	3,633.28	01-0000-0-0000-8205-5901-211	AT&T CHRGS
			7,067.58	PV230513-001	100.10	01-0000-0-0000-8205-5901-331	AT&T CHRGS
			7,067.58	PV230513-001	1,708.81	01-0000-0-0000-8205-5901-720	AT&T CHRGS

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
			7,067.58	PV230513-001	106.99	01-0000-0-1455-2420-5901-331	AT&T CHRGS
			7,067.58	PV230513-001	106.82	01-3315-0-5730-1110-5901-730	AT&T CHRGS
W-825172	006581-01 AMERICAN ASPHALT	01/26/2023	552,450.00	PO230210-002	552,450.00	21-9711-0-9642-8520-6170-000	016291
W-825173	000295-01 ALBERTSONS | SAF	01/26/2023	1,623.94	PO230485-001	364.44	01-2600-0-1110-4000-4300-105	145184-111022
			1,623.94	PO230485-002	122.05	01-2600-0-1110-4000-4300-105	145184-100723
			1,623.94	PO230485-003	486.08	01-2600-0-1110-4000-4300-105	145184-120722
			1,623.94	PV230522-001	143.74	12-6105-0-0001-1000-4300-100	145184-010723
			1,623.94	PO230543-001	507.63	01-6010-0-1110-4000-4300-101	145184-010723
W-825174	000001-01 ALPINE AWARDS	01/26/2023	179.24	PV230511-001	179.24	01-0331-0-1210-1000-4300-331	5550926
W-825175	011046-02 AVID CENTER	01/26/2023	2,775.00	PV230523-001	2,775.00	01-6266-0-1110-1000-5200-331	00082348
W-825176	009353-01 COASTSIDE PRINTE	01/26/2023	76.56	PO230687-001	76.56	01-0211-0-1310-1000-4300-211	33394
W-825177	001232-01 ESBRO CHEMICAL	01/26/2023	1,520.75	PO230134-003	1,520.75	01-8150-0-0000-8110-4300-780	97583
W-825178	010866-02 FELTS, BRYAN	01/26/2023	197.94	TC230061-001	197.94	01-9538-0-6001-1000-5200-000	NOV.22 MILEAGE
W-825179	011593-01 HEALTH CONNECTED	01/26/2023	325.00	PV230514-001	325.00	01-6266-0-1110-1000-5200-107	2101 REISSUE
W-825180	000341-01 MTA PARTS INC.	01/26/2023	328.27	PO230124-009	12.76	01-9723-0-0000-3600-4300-788	238451
			328.27	PO230124-001	113.71	01-9723-0-0000-3600-4300-788	238054
			328.27	PO230124-002	6.54	01-9723-0-0000-3600-4300-788	246368
			328.27	PO230124-003	102.56	01-9723-0-0000-3600-4300-788	246243
			328.27	PO230124-004	10.60	01-9723-0-0000-3600-4300-788	245658
			328.27	PO230124-005	34.99	01-9723-0-0000-3600-4300-788	234434
			328.27	PO230124-006	1.19	01-9723-0-0000-3600-4300-788	238459
			328.27	PO230124-007	45.92	01-9723-0-0000-3600-4300-788	245562

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41 Cabrillo Unified School District **Fiscal Year: 2023**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-825181	007782-02 OLSON, PAT	01/26/2023	79.79	PO230525-001	79.79	01-0331-0-1210-1000-4300-331	10/22 REIMB.
W-825182	008883-01 PACIFICA COMMUNI	01/26/2023	1,200.00	PO230069-004	1,200.00	01-0000-0-0000-7150-5800-710	PCTCUSD1122
W-825183	008443-01 RECOLOGY OF THE	01/26/2023	2,743.27	PO230050-004	2,743.27	01-0000-0-0000-8205-5504-101	7655
W-825184	011160-01 SALCIDO, ASH	01/26/2023	75.13	TC230059-001	75.13	01-6500-0-5750-1190-5200-730	DEC.22 MILEAGE
W-825185	000017-02 SCANTRON	01/26/2023	1,386.27	PO230674-001	693.13	01-0331-0-1326-1000-4300-331	6444690
			1,386.27	PO230674-001	693.14	01-0331-0-1354-1000-4300-331	6444690
W-825186	011515-01 SCHOOL DATEBOOKS	01/26/2023	1,932.31	PO230763-001	1,932.31	01-0211-0-1310-1000-4300-211	S22-0246905
W-825187	000139-01 SCHOOL SERVICES	01/26/2023	4,260.00	PO230714-001	4,260.00	01-0000-0-0000-7300-5800-720	0136277-IN
W-825188	006966-01 SEQUOIA UNION HI	01/26/2023	2,030.40	PO230630-001	2,030.40	01-9723-0-0000-3600-5603-788	2256
W-825189	011201-01 VALLEY SPEECH LA	01/26/2023	2,057.55	PO230743-001	2,057.55	01-0111-0-1110-1000-4300-000-406	14510
W-825190	008058-01 AT&T	01/26/2023	7,980.41	PV230521-001	7,980.41	01-0000-0-0000-8205-5901-720	9391000531
W-825191	006662-01 THE BANK OF NEW	01/26/2023	650.00	PV230516-001	325.00	01-0000-0-0000-7300-5800-720	252-2515103
			650.00	PV230517-001	325.00	01-0000-0-0000-7300-5800-720	252-2514809
W-825192	002671-01 ANDREINI BROS IN	01/26/2023	21,627.92	PO230768-001	20,797.00	21-9711-0-9501-8520-5603-101	5423
			21,627.92	PV230519-001	830.92	01-8150-0-0000-8110-5603-780	5202
W-825193	011482-01 CAMPBELL KELLER	01/26/2023	31,739.24	PO230677-001	31,739.24	21-9711-0-9608-8520-4400-000	67545
W-825194	000061-01 DANNIS WOLIVER K	01/26/2023	16,203.45	PV230518-001	864.00	01-0000-0-0000-7150-5810-710	NOV-22 1675
			16,203.45	PV230518-001	1,140.00	01-0000-0-0000-7400-5810-750	NOV-22 1675
			16,203.45	PV230518-001	2,641.00	21-9711-0-9621-8500-5810-211	NOV-22 1675
			16,203.45	PV230518-001	5,420.46	01-0000-0-0000-7111-5810-750	NOV-22 1675
			16,203.45	PV230518-001	6,137.99	01-0000-0-0000-7112-5810-750	NOV-22 1675
W-825195	007035-01 DIVISION OF STAT	01/26/2023	141,693.10	PV230515-001	141,693.10	21-9711-0-9645-8520-6220-103	01-120825

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41 Cabrillo Unified School District **Fiscal Year: 2023**

Warrant/EFT	Vendor	Date	Amount	Reference	Payment	Fu Rs Y Goal Func Obj Sch Mgmt	Invoice #
W-825196	011483-01 SKYLINE ENGINEER	01/26/2023	14,749.00	PV230520-001	14,749.00	21-9711-0-9201-8520-5800-331	2846
W-825197	000001-01 ALPINE AWARDS	01/26/2023	87.73	PV230512-001	87.73	01-0331-0-1354-1000-4300-331	5550129
W-825198	000583-01 DEPARTMENT OF JU	01/26/2023	294.00	PO230245-006	294.00	01-0000-0-0000-7400-5800-750	627451
W-825199	000128-01 FOLLETT CONTENT	01/26/2023	192.91	PO230466-004	192.91	01-9567-0-1110-1000-4300-105	547268A
W-825200	011601-01 HMB SMOG	01/26/2023	949.70	PO230185-004	395.79	01-9723-0-0000-3600-5603-788	2322
			949.70	PO230185-005	553.91	01-9723-0-0000-3600-5603-788	2545
W-825201	011919-01 IMAGINE LEARNING	01/26/2023	11,850.00	PO230464-001	11,850.00	11-6391-0-4110-1000-4300-561	900617
W-825202	008002-02 MALHIOT, LORI	01/26/2023	353.75	TC230060-001	141.50	01-9660-0-1110-4000-5200-740	OCT.-DEC.22 MILE
			353.75	TC230060-001	212.25	01-6010-0-1110-4000-5200-101	OCT.-DEC.22 MILE
W-825203	010692-01 MATH LEARNING CE	01/26/2023	210.10	PO230539-001	210.10	01-3010-0-1110-1000-4300-105	INV31033
W-825204	000341-01 MTA PARTS INC.	01/26/2023	14.21	PO230124-008	14.21	01-9723-0-0000-3600-4300-788	242722
W-825205	009142-01 NORTHERN SAFETY	01/26/2023	443.73	PO230612-001	443.73	01-0105-0-1310-1000-4300-105	905142186
W-825206	011604-01 RING CENTRAL INC	01/26/2023	78,978.51	PO230228-001	78,978.51	01-0000-0-0000-8205-5901-720	CD_000510878
W-825207	008294-01 SOLUTION TREE	01/26/2023	1,840.00	PO230335-003	1,840.00	01-6266-0-0000-7410-5800-740	S271821
W-825208	011975-01 YOUNGS AUTO PART	01/26/2023	66.38	PO230737-002	66.38	01-8150-0-0000-8110-4300-780	106640-2

Warrant/EFT Count: 153 **Total Warrant/EFT Amount:** 2,016,227.70

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
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Water Tank Donation at Kings Mountain Elementary School (KMES) to Cabrillo Unified School District

BACKGROUND INFORMATION

The water tank located at Kings Mountain Elementary School was originally set up for fire protection. Once KMES went to Cal Water, the tank is no longer needed and is now offered as a donation to the CUSD Governing Board.

CUSD staff have assessed its potential uses and determined it can be used for irrigation storage and fire safety as a water tank that can be fed from captured stormwater. It can function as a pilot program for rainwater capture, irrigation, gardening, and sustainability.

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

Staff recommends accepting the water tank as a donation.

Offer to Donate to Public Agency for Public Purpose

The Kings Mountain Water Company hereby offers to the Cabrillo School District a gift of the existing equipment/improvement located on the Kings Mountain Elementary School in unincorporated San Mateo County. Upon written acceptance by the Cabrillo School District, all title, maintenance obligations, rights, and obligations of ownership shall pass without financial consideration to the Cabrillo School District.

The existing equipment/improvements are generally described as:

1) One 15,000-gallon water storage tank
2) A concrete pad with reinforced walls upon which the tank is located
3) A pressure tank system
4) A water pump

Cabrillo Unified School District understands that there are no warranties or representations made in this gift by Kings Mountain Water Company as to the condition, ability to operate, suitability for Cabrillo School District's intended use, or any environmental issues. Kings Mountain Water Company shall remove the tank from its insurance policy and any owned property listing as of the date of formal acceptance by the Cabrillo Unified School District.

Offer made as of the date below by the authorized representative of Kings Mountain Water Company.

Kings Mountain Water Company

By: George Dale

Title:

Signature:

Date:

The Governing Board of the Cabrillo Unified School District hereby acknowledge receipt of the above referenced water tank at Kings Mountain Elementary School.

Accepted By: Sophia Layne	Accepted By: Sean McPhetridge
Title: CUSD Board President	Date: Title: Superintendent
Signature:	Signature:
Date:	Date:

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Community HUB Agreement

BACKGROUND INFORMATION

On April 21, 2022, the Leadership of the Community HUB Founding Committee presented to the CUSD a concept to operationalize a Community HUB using the portable classrooms on the Cunha campus. The Community HUB vision is to bring programs to the Coastside Community to improve resilience, connectedness, and engagement to close the equity gap and enable the self-sufficiency of students and families of the Coastside.

The agreement, now presented to the CUSD Board for approval, operationalizes the Community HUB vision and delineates the management of the facilities

FISCAL ANALYSIS

CUSD will participate as a partner in this endeavor with resources from grants and general funds.

RECOMMENDATION

Staff recommends approval of the Agreement between CUSD, BGCC, CEF, and ALAS as submitted.

AGREEMENT BETWEEN
CABRILLO UNIFIED SCHOOL DISTRICT (CUSD),
BOYS AND GIRLS CLUB OF THE COASTSIDE (BGCC), AYUDANDO LATINOS A SOÑAR (ALAS), AND CABRILLO EDUCATION FOUNDATION (CEF)

February 9, 2023

WHEREAS, the Leadership of the Community HUB Founding Committee and the Cabrillo Unified School District (CUSD) have a strong partnership with the aim of collaboration in order to execute the Community HUB vision of bringing programs to the Coastside Community to improve resilience, connectedness, and engagement so that together the partnering entities can work to close the equity gap and enable self-sufficiency of students and families of the Coastside; and

WHEREAS, through this partnership, the organizations represented in the Leadership of the Community HUB Founding Committee (ALAS, BGCC, and CEF) will collaborate on efforts that benefit the families served in the Cabrillo Unified School District. The Community HUB Founding Committee members include:

- Corrine Bucher, Executive Director of the Cabrillo Education Foundation
- Pat Carbullido, Program Operations Manager of ALAS
- Jill Jacobson, Executive Director of the Coastside Boys and Girls Club
- Rosalva Segura, Family Engagement, Early Learning, and Special Program Coordinator (CUSD)

WHEREAS, Cabrillo Education Foundation (CEF) works in partnership with CUSD and the community to steward a $3.5M endowment and ongoing fundraising efforts; and

WHEREAS, CEF has allocated more than $1.5 million to CUSD since 2016 across all seven (7) schools serving all its students; and

WHEREAS, Ayudando Latinos A Soñar (ALAS) is dedicated to giving creative expression to Latino youth, families, and farmworkers of Half Moon Bay; and

WHEREAS, the ALAS mission celebrates identity and preserves the rich cultures, traditions, and values of Mexico and Latin America woven through cultural arts, education, mental health, farmworker outreach, social justice advocacy, and immigration and COVID response programs; and

WHEREAS, the Boys and Girls Club of the Coastside (BGCC) is committed to ensuring that all Coastside youth, especially those who need it most, reach their full potential as productive, caring, and responsible citizens; and

WHEREAS, BGCC successfully partners with CUSD to build and manage the Cunha Soccer Complex and the BGCC/CUSD Event Center, provide Summer Camps, and provide programs to prevent learning loss and lead After School Sports programming at Cunha Intermediate School; and

WHEREAS, CUSD seeks to optimize every student's success through early literacy, expanded learning opportunities, academic support, and family engagement for students and their families; and

WHEREAS, the Leadership of the Community HUB Founding Committee, the organizations they represent, and the Cabrillo Unified School District are mutually interested in and concerned with delivering programs in the Coastside community that improve resilience, connectedness, and engagement so that together the organizations can close equity gaps and enable self-sufficiency for individuals in the community; and

WHEREAS, the Leadership of the Community HUB Founding Committee and the Cabrillo Unified School District (CUSD) agree that Community HUB services will be provided at the portable classrooms (P1 through P6) located at the CUSD Cunha campus; and

WHEREAS, Community HUB Services and management will be shared by the Community HUB founding agencies who will coordinate, expand, and coordinate the services provided by other agencies as needed, with each respective managing agency responsible for the custodial care of the portable it uses; and

WHEREAS, the following Community HUB portables are designated for use as follows:

P1 – Adult Education and Partnerships – CUSD management
P2 – CUSD use and management
P3 – Wellness: BGCC management
P4 – Arts and Culture: ALAS management
P5 – Parent Engagement and Intervention – CUSD management
P6 – Migrant Education Supports - CUSD management

NOW, THEREFORE, be it acknowledged that CUSD, BGCC, and ALAS have agreed to the following terms:

I.

Facilities included in this agreement

- The Community HUB physical location will be at the following facilities:
    - P1 to P6 at Cunha Intermediate School, 600 Church Street, Half Moon Bay, California, 94019.
- Access to “Snack Shack” bathrooms: cleaning and access to restrooms will be secured and managed by Community HUB partners.

Responsible Parties

- The facilities will remain the property of CUSD.
- All required safety inspections, testing, and documentation will be the responsibility of CUSD.
- CUSD will remain responsible for all aspects of fire alarms and fire suppression in coordination with the BGCC staff.

Custodial Care, Routine Maintenance, and Repairs

- CUSD, HUB Partners will be responsible for coordination of any upgrades or modifications to the facilities.
- While CUSD might be able to lend some existing furniture to this endeavor, all furniture and upgrades to support the activities of the Community HUB will be BGCC and HUB responsibility.
- CUSD will support this partnership by covering the cost of the following utilities: internet, electrical, water, and security.
- BGCC and HUB Partners will maintain “Snack Shack” bathrooms and provide custodial services as needed.
- For P3, BGCC and HUB partners will provide custodial services as needed.
- For P4, ALAS and HUB partners will provide custodial services as needed.
- It is understood that Community HUB partners who use the Community HUB facilities may not necessarily employ union-represented employees who nonetheless may require access to these facilities.

II.

Usage and Scheduling

- BGCC and HUB partners will be responsible for coordinating the use of the HUB facilities.
- BGCC and HUB partners will coordinate a system to provide access to other agencies approved to deliver services in the HUB.
- The BGCC, CUSD, ALAS, and HUB partners will coordinate to establish a protocol for checking use permits and will take responsibility for coordinating all permits to protect the interests of both the Community HUB and the CUSD, acknowledging that this arrangement does not preclude CUSD's work to also check and enforce facility permits.
- The BGCC and Community HUB Founding Committee Governance will handle violations of permit usage.

III.

The Community HUB will coordinate programs and activities in The Community HUB designated buildings in alignment with its vision starting upon Governing Board approval in February 2023 and lasting through December 31, 2032.

IV.

The BGCC and the Community HUB partners agree to take financial responsibility for all costs associated with staff and facilitated programs through the Community HUB.

V.

The BGCC and the Community HUB Founding Committee (or Future HUB Advisory Committee) will make operational decisions about the programs and activities in the Community HUB, including but not limited to the following: who to employ and how those employees will be compensated, what programs and activities will be offered, and what processes and protocols will be followed while using the Community HUB space.

VI.

The Community HUB Founding Committee is committed to facilitating programs that allow students and their families to participate regardless of ability to pay, and the Community HUB Founding Committee will encourage Community HUB Partners to offer "reduced rate" or "no fee" options for participants based on need. Both BGCC and Community HUB Founding Committee members will establish and monitor protocols to ensure that students and their families have access to all programs and services.

VII.

The Community HUB will collaborate with HUB Partners to co-brand HUB programs in a way that is mutually acceptable to both The Community HUB and Community Partner and in alignment with the Vision of The Community HUB.

VIII.

The Community HUB will collaborate with and encourage HUB Partners to collaborate with the Cabrillo Unified School District (CUSD) to provide developmentally appropriate experiences for students and families participating in Community HUB programming and activities.

IX.

It is further agreed that in the event any dispute or difference arises as a result of the operation of programs and activities facilitated through the Community HUB, the dispute will be resolved by the BGCC and HUB Governance Council. HUB representatives will work together to resolve any disputes in good faith and in a timely manner. If a dispute cannot be resolved after consultation between the parties, at HUB expense BGCC and HUB will recommend legal consultation with a neutral third party for resolution and otherwise will meet to amend this agreement as necessary before presenting amendments to the governing boards of all pertinent parties.

X.

While all parties understand that the Community HUB, stewarded by the Community HUB Founding Committee, may change in size and scope over the years, it is understood that the Community HUB will continue to facilitate programs through HUB Partners until this agreement is terminated per item XI.

XI.

If at any future time the Community HUB Founding Committee determines that it will not be able to continue operating the Community HUB, BGCC and its partners will notify the CUSD 120 days in advance and agree to finish the current school year programs in order to provide an optimal experience for students participating in programs facilitated through the Community HUB.

Notice will be directed to the following:

Sean McPhetridge, Superintendent
Cabrillo Unified School District
498 Kelly Avenue, Half Moon Bay, California 94019

Pat Carbullido, ALAS Program and Operations Director
636 Purissima Street, Half Moon Bay, California 94019

Jill Jacobson, Executive Director of the Coastside Boys and Girls Club
PO Box 545, Half Moon Bay, California 94019; Info@bgccoastside.org

Corrine Bucher, CEF Executive Director
PO Box 354, Half Moon Bay, CA 94019 info@ceffund.org

XII.

Community HUB partners shall be required to obtain and provide proof of Comprehensive General Liability insurance with limits of not less than $5,000,000 for each occurrence of combined single limit bodily injury and property damage. Said insurance must also specify that there shall be no exception for claims of child abuse and molestation. Cabrillo Unified School District and its trustees, officers, agents, and employees shall be named as “additional insureds” on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to the District and its trustees, officers, agents, and employees shall be primary insurance to the full limits of liability of the policy and (b) if the District or its trustees, officers, agents, and employees have other insurance against the loss covered by such policy, such other insurance shall be excess insurance only.

ACCEPTED AND AGREED, THE REPRESENTATIVES BELOW HEREBY SIGN.

BGCC
Jill Jacobson, Executive Director of the Coastside Boys and Girls Club

BY: _____ DATED: _____

Roger Estrella, Co-President of the Coastside Boys and Girls Club

BY: _____ DATED: _____

ALAS
Pat Carbullido, Program and Operations Director

BY: _____ DATED: _____

Belinda Hernandez-Arriaga, Executive Director and Founder

BY: _____ DATED: _____

CABRILLO UNIFIED SCHOOL DISTRICT

BY: _____ DATED: _____
Sophia Layne, Board President

BY: _____ DATED: _____
Sean McPhetridge, Superintendent

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Dannis Woliver Kelley (DWK) Bond Services Agreement - Measure S

BACKGROUND INFORMATION

On June 5, 2012, District voters approved Measure S for $81,000,000 for the acquisition, construction, improvement, finishing, and equipping of school facilities. To continue with the CUSD Bond program, staff recommend the sale of $23,000,000 from Measure S to finance projects at El Granada and Farallone View Elementary Schools. The estimated tax rate for Measure S is $45.00 per $100,000.00 of assessed value.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Staff recommends approval of the Agreement for Bond Services with DWK as presented.

AGREEMENT FOR BOND SERVICES

CABRILLO UNIFIED SCHOOL DISTRICT

This Agreement is made and entered into on _____, 2023, by and between Cabrillo Unified School District, hereinafter referred to as "District," and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as "Attorney."

WHEREAS, District desires to retain Attorney to provide bond counsel and disclosure counsel services associated with the issuance and sale of general obligation bonds and other forms of municipal securities as requested by District from time to time.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

A. SCOPE OF WORK AND PAYMENT

District appoints Attorney to represent, advise, and counsel it from January 1, 2023, and continuing thereafter in connection with the District's issuance and sale of general obligation bonds or other forms of securities ("Bond Services") as more specifically described in ***Attachment A*** hereto, and incorporated herein by reference. Attorney may represent District in other legal matters and provide other services as desired pursuant to a separate Professional Services Agreement. Bond Services shall be compensated in the manner described in ***Attachment A***.

The performance of Bond Services rendered prior to the date of this Agreement is hereby ratified and approved.

B. TERM AND TERMINATION

1. Term. The term of this Agreement shall commence as of its date of execution and shall expire five years after commencement of the Agreement. If at the time of expiration the parties hereto desire to extend it, this Agreement may be renewed for additional terms, subject to District's termination rights described below.

2. Termination of Attorney. District may terminate DWK without cause upon 30 days' written notice to Attorney; provided, however, that if District terminates these services without cause after Attorney has rendered Bond Services on a particular transaction, then District shall pay Attorney for services rendered, at the rate of $**320** per hour for attorneys and $120 per hour for paralegals, plus DWK's out-of-pocket expenses incurred through the date of termination.

C. OTHER PROVISIONS

1. Malpractice Coverage. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

2. Performance of Obligations. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement.

3. Food/Meals. Occasionally Attorney may provide District officials and/or employees with working lunches or meals when working with District officials and/or

employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

4. Independent Contractor. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

5. Consent to Use of E-Mail and Cloud Services. In order to provide District with efficient and convenient legal services, Attorney will communicate and transmit documents using e-mail. Because e-mail continues to evolve, there may be risks communicating in this manner, including risks related to confidentiality and security. By entering into this Agreement, District is consenting to such e-mail transmissions with District and District's representatives and agents. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including email and documents, are stored in this manner. By entering into this Agreement, District understands and consents to having communications, documents and information pertinent to the District's matters stored through such a cloud-based service.

6. Use of Subconsultants/Subcontractors. Attorney uses the services of legal sub-consultants and independent contractors from time to time on finance transactions, including federal taxation legal specialists, which costs are paid in full by Attorney without additional expense to District. District consents to the use of such sub-consultants or independent contractors at Attorney's discretion.

7. Conflicts of Interest. Because Attorney represents many school and community college districts, other educational entities, and bond underwriters, on occasion, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest related to its representation of District, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

CABRILLO UNIFIED SCHOOL DISTRICT

_____ _____

Sean McPhetridge, Ed.D. Date
Superintendent

DANNIS WOLIVER KELLEY

_____ January 26, 2023

Janet Mueller Date
Attorney at Law

At its public meeting of _____, 2023, the Board approved this Agreement and authorized the Board President, Superintendent or Designee to execute this Agreement.

ATTACHMENT "A"
SCOPE OF WORK AND FEES

I. SCOPE OF WORK

Attorney shall provide the following Bond Services to District with regard to general obligation bonds and other forms of municipal securities issued during the Term.

A. Bond Issuance Services

Bond Issuance Services have two service components: Bond Counsel Services and Disclosure Counsel Services.

1. Bond Counsel Services. Services to issue bonds ("Bond Counsel Services") will include the following:

   - Consultation with the District and its staff, the County, and the District's financial advisor concerning the Bonds and the timing, terms and structure of the offering;
   - Preparation of the resolution of the Governing Board setting forth the terms and conditions of the bonds and their form, date, denominations and maturity (if necessary); preparation of all agreements and documents pertaining to the issuance and sale of the bonds by competitive or negotiated sale;
   - Other duties as required for the issuance of Certificates of Participation or other lease-based securities, as relevant including review of title reports, preparation of lease agreements, trust agreements and similar actions;
   - Attendance at up to two (2) in-person meetings of the District Governing Board and with the District's financial advisor and other consultants regarding the issuance and sale of the Bonds, as needed or requested;
   - Coordination of the full finance team as necessary for the review of documents and finance plans;
   - Preparation and examination of the proofs of the Bonds, preparation of the final closing papers, organization and conduct of the Bond closing, and the rendering of a final legal opinion at the time of delivery of and receipt of payment for the bonds;
   - Legal advice incident to the District's financing plans;
   - Review of post-closing legal compliance requirements with the District.

2. Disclosure Counsel Services. Services to assure compliance of the Bonds with federal securities laws ("Disclosure Counsel Services") will include the following:

   - Preparation of the Preliminary Official Statement, the final Official Statement, and continuing disclosure certificate which accompanies the latter, for use in marketing and sale of the bonds;
   - Review of Continuing Disclosure filing status pursuant to MSRB Rule 15c2-12; and
   - Delivery of a disclosure counsel opinion at closing.

II. FEES

A. General Obligation Bonds

For each separate series of general obligation bonds issued during the term of this Agreement, Bond Counsel Services shall be a set fee of **$40,000** per transaction, plus reimbursement of actual expenses of not to exceed **$1,000**. Fees shall not be due and owing unless and until Bonds are issued and shall be paid or reimbursed from Bond proceeds.

For each separate series of general obligation bonds issued during the term of this Agreement, Disclosure Counsel Services shall be a set fee of **$20,000** per transaction, plus reimbursement of actual expenses of **$1,500**. Fees shall not be due and owing unless and until Bonds are issued and shall be paid or reimbursed from Bond proceeds.

B. Tax and Revenue Anticipation Notes

For each series of tax and revenue anticipation notes or bond anticipation notes issued during the term of this Agreement, the fee for Bond Counsel services shall be a set fee of **$15,000**, and the fee for Disclosure Counsel services shall be **$12,000**. In addition, DWK would request reimbursement of expenses in the fixed amount of **$1,500**. Fees shall not be due and owing unless and until Bonds are issued and shall be paid or reimbursed from Bond proceeds.

C. Certificates of Participation

For each separate series of Certificates of Participation issued during the term of this Agreement, the fee for Bond Counsel Services shall be a set fee of **$45,000**, and the fee for Disclosure Counsel services shall be **$20,000**. In addition, DWK would request reimbursement of actual expenses in a fixed amount of **$1,500.** Fees shall not be due and owing unless and until Bonds are issued and shall be paid or reimbursed from Bond proceeds.

D. Refunding Bonds

For each separate series of refunding bonds or refunding certificates issued during the term of this Agreement, the above Bond Counsel and Disclosure Counsel fees specific to the type of security listed above would apply with a supplemental fee of **$5,000** per transaction for Attorney due diligence related to the obligations to be refunded, drafting of an escrow agreement and coordination of the escrow and delivery of a defeasance opinion for the obligations to be repaid. Fees shall not be due and owing unless and until Bonds are issued and shall be paid or reimbursed from Bond proceeds.

E. Combined Transactions

When and if the District elects to issue multiple series of bonds simultaneously, necessitating preparation of only one Official Statement, the Disclosure Counsel fees for each transaction shall be reduced by $5,000 per transaction.

F. Additional/Ancillary Services

Services that are not provided within the fixed fee Bond Services work are listed below and can be provided on request on an hourly basis in accordance with our hourly rate schedule below:

- Support and advice during a general obligation bond election;
- Post-closing bond or bond expenditure research or assistance;
- Assistance with continuing disclosure notices or obligations (excluding dissemination agent services);
- Advice regarding post-issuance legal or tax compliance;
- Capital project planning, implementation, construction, energy projects, and real estate transactions;
- Litigation support;
- Developer fee implementation, analysis, and reporting;
- Negotiation of consultant contracts;
- Public Records Act analysis and responses;
- Assistance with the ongoing maintenance, training or support of a Citizens' Bond Oversight Committee.

Fees for Additional/Ancillary Services will be charged on an hourly basis at the rate of $195-265 per hour for associates; $245-300 per hour for Special Counsel and Of Counsel attorneys, and $275-355 per hour for Shareholders.

Substantive communications advice (telephone, voicemail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel, it may be necessary for Attorney to work for and bill other clients while in transit.

Attorney shall send District a statement for fees and costs for Additional/Ancillary Services monthly, unless District requests an alternate arrangement. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Independent Auditor Selection

BACKGROUND INFORMATION

Education Code Section 41020 requires that a certified public accountant firm, licensed by the California Board of Accountancy, is selected to perform an independent audit of the books and accounts of the district, including an audit of income and expenditures by the source of funds. Each audit must include a determination of whether funds were expended pursuant to a local control and accountability plan.

To meet the requirements of Ed. Code Section 41020 (f), Chavan and Associates will rotate the reviewing partners every year and the engagement partners every two years.

FISCAL ANALYSIS

This contract will be funded by the General Fund.

RECOMMENDATION

Approve Chavan and Associates' contract as CUSD Independent Auditors for FY 2023-2025.

Chavan and Associates, llp
Certified Public Accountants

January 10, 2023

Cabrillo Unified School District
498 Kelly Ave
Half Moon Bay, CA 94019

We are pleased to confirm our understanding of the services we are to provide for the Cabrillo Unified School District (the "District") for the fiscal years ending June 30, 2023, 2024 and 2025. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the District and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In addition, we will audit the District's compliance over major federal award programs each fiscal year. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the District's major federal award programs.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS), will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the District complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), require that the items noted below be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will

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apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP and will be subjected to certain limited procedures but will not be audited:

1. Management's discussion and analysis.
2. Major fund budget to actual schedules.
3. Pension schedules.
4. Other postemployment benefit schedules.

Supplementary Information Other than RSI

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS.

We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Nonmajor governmental fund combining balance sheets and schedules of revenues, expenditures and changes in fund balances.
2. Nonmajor budgetary comparison schedules, if applicable.
3. Fiduciary fund statements.
4. The schedule of expenditures of federal awards.
5. The schedule of average daily attendance.
6. The schedule of instructional time.
7. Other supplementary schedules required by the State and subjected to the auditing standards identified in this letter, unless such schedules are specifically listed as unaudited.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. The organization schedule.
2. The schedule of charter schools.
3. The schedule of financial trends and analysis.

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Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with U.S. GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). As part of an audit of financial statements in accordance with GAAS, and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also complete the following:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting

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from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period(s) covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to governing body of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over

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financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will perform tests and procedures required by the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. This guide requires that we plan the audit to obtain a reasonable assurance about whether the auditee has complied with applicable provisions within the guide. The purpose of these procedures is to express an opinion on the District's compliance with applicable provisions within the guide in our report on compliance. We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the District's compliance with the requirements of each applicable state program.

Audit of Major Program Compliance

Our audit of the District's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget's (OMB) Uniform Guidance; and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the District's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS, and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance*

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Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the District's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the District's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the District's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;

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8. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
    a. Access to all information of which *management* is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
    b. Additional information that we may request from *management* for the purpose of the audit;
    c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
    d. A written acknowledgement of all the documents that *management* expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
    e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and

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22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information and schedule of expenditures of federal awards (SEFA) referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information and SEFA in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding the supplementary information and SEFA, (c) to include our report on the supplementary information and the SEFA in any document that contains the supplementary information and that indicates that we have reported on such supplementary information and the SEFA, and (d) to present the supplementary information and the SEFA with the audited financial statements, or if the supplementary information and the SEFA will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information and the SEFA no later than the date of issuance by you of the supplementary information and the SEFA and our reports thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist District management in performing its responsibilities. At the end of the year, we agree to perform the following:

- Prepare of the audited financial statements, related note disclosures, required supplementary information, supplementary information (as noted above), the schedule of expenditures of federal awards, and the data collection form. These items will be prepared from information prepared and provided by the District during our audit, such as the District's trial balance and SACS files.
- Propose adjusting or correcting journal entries to be reviewed and approved by the District's management.

District management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c)

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evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS, GAGAS, GASB and U.S. GAAP.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the District with regard to certain positions taken in the preparation of the audited financial statements, but District must make all decisions with regard to those matters.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Audit Administration and Fees

Our all-inclusive maximum fee for these services will be as follows:

Fiscal year ending June 30, 2023	$23,000
Fiscal year ending June 30, 2024	$24,150
Fiscal year ending June 30, 2025	$25,350

Our fees include out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.).

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

Engagement Partner	$250 per hour
Associate Partner	$200 per hour
Manager/Supervisor	$125 per hour
Senior Auditor	$100 per hour
Staff Auditor	$75 per hour
Administrative	$75 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account

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becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the District will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the District, the District may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the District, and the District may rescind the cancellation if such action is in District's best interest. Notwithstanding the above provisions, the District may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the District provided those goods or services were provided in a manner acceptable to the District. Payment for those goods and services shall not be unreasonably withheld.

We understand and agree to the provisions of Education Code 14505, whereas: a) 10 percent of the audit fee will be withheld until the Controller certifies that the audit report conforms to the reporting provisions of subdivision (a) of Section 14503; b) 50 percent of the audit fee will be withheld for any subsequent year of a multiyear contract if the prior year's audit report was not certified as confirming to reporting provisions of subdivision (a) of Section 1450 and the contract will be null and void if a firm or individual is declared ineligible pursuance to subdivision (c) of Section 41020.5 at which point the amount withheld is not payable unless payment is ordered by the California Board of Accountancy (CBA) or the audit report for that subsequent year is certified by the Controller as conforming; c) within 30 days from the date of receipt of written notification that the Controller refuses to certify an audit report as conforming, the audit firm may file an appeal in writing with the CBA and the CBA will complete an investigation within 90 days of the filing date, which could result in the CBA ordering the Controller to provide notification of a conforming report, schedule the appeal for a hearing with final action to be completed within a year; d) if the CBA orders the Controller send notification that the audit report conforms, the Controller shall notify the contracting school district which shall then release the audit fees withheld in accordance with subdivision (a) of Section 14503.

Sheldon Chavan, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

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Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

At the conclusion of our audit engagement, we will communicate to management and the Board the following significant items from the audit:

- Our view about the qualitative aspects of the District's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;

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- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files, unless already provided.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter and emailing it to us at info@cnallp.com or following the DocuSign link. If you have any questions, please let us know.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

C & A LLP

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Cabrillo Unified School District.

Signature:

Title:

Date:

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Chavan and Associates, llp
Certified Public Accountants

January 10, 2023

Cabrillo Unified School District
498 Kelly Ave
Half Moon Bay, CA 94019

We are pleased to confirm our understanding of the services we are to provide for the Cabrillo Unified School District (the "District") for the fiscal years ending June 30, 2023, 2024 and 2025. We will audit the financial statements of the District's Measure M Bonds (the "Bond Program") and the related notes to the financial statements, which collectively comprise the District's basic financial statements. In addition, we will complete a performance audit the Bond Program's compliance with by Proposition 39, Article XIIIA, Section 1(b)(3)(C) of the California Constitution and the local bond measure. We are pleased to confirm our acceptance of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion the Bond Program's fund financial statements, which are funds of the District, and an opinion on compliance of the Bond Program.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), *Government Auditing Standards*, and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (State Audit Guide) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards , if any, and perform procedures to address those requirements.

Supplementary Information Other than RSI

Supplementary information other than RSI will accompany the District's Bond Program basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS.

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We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

1. Bond program schedules and supporting notes.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America (GAGAS), and *the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. As part of an audit of financial statements in accordance with these standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also complete the following:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America, and the State Audit Guide. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

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Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's Bond Program basic financial statements. Our report will be addressed to the governing body of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will perform tests and procedures required by the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. This guide requires that we plan the audit to obtain a reasonable assurance about whether the auditee has complied with applicable provisions within the guide. The purpose of these procedures is to express an opinion on the District's compliance with applicable provisions within the guide in our report on compliance. We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the District's compliance with the requirements of each applicable state program. We will also identify the scope, methodology and results of the performance audit and conclude on the Bond Programs overall performance specific to the scope and methodology identified below.

Bond Performance Audit

We will conduct a performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. The objectives of our performance audit are to determine with reasonable assurance that:

1. Expenditures charged to the Bond Program have been made in accordance with the bond project list approved by the voters through the approval of the bond Measure, and verify that the funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects.

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2. Determine whether salary transactions charged to the Bond Program were in support of the bond Measure and not for District general administration or operations, and verify that the funds used to pay the salaries of district employees were allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

The scope of our performance audit covers the period(s) identified above. The population of expenditures tested will include all object and project codes associated with the Bond Program. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, will not be included within the scope of the audit. Expenditures incurred subsequent to each audit period will not be reviewed or included within the scope of our audit or in this report.

To meet the objectives of our performance audit, procedures we perform will include the following methodology:

1. We will identify expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing(s).

2. We will select a sample of expenditures using the following criteria:
    a. We will consider all expenditures recorded in all object codes, including transfers out.
    b. We will consider all expenditures recorded in all projects that were funded during the audit period from the bond proceeds.
    c. We will select all expenditures that are individually significant expenditures. Individually significant expenditures are identified as individual transactions (expenditures) that exceeded approximately 5% of the total expenditures incurred.
    d. For all items below the individually significant threshold identified in item 2c, we will judgmentally or randomly select expenditures based on risk assessment and consideration of coverage of all object codes, including transfers out, and projects for the audit period.

3. We will examine expenditures within the Bond Program to ensure they were valid, allowable, accurate, charged to the facilities projects, and expended on specific projects listed in the text of the applicable ballot measure.by vouching the actual invoices and other supporting documentation to determine that:
    a. Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
    b. Expenditures were supported by proper bid documentation, as applicable.
    c. Expenditures were expended in accordance with voter-approved bond project list.
    d. Bond proceeds were not used for salaries of school administrators or other operating expenses of the District

4. We will verify that salary transactions charged to the Bond Program were in support of the bond measure and not for District general administration or operations, and verify that the funds used to pay the salaries of district employees were allowable per Opinion 04-110

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issued on November 9, 2004 by the State of California Attorney General by vouching to supporting records such as offer letter, position control reports, timecards and payroll reports.

5. We will verify that the District was in compliance with Assembly Bill 1908 and Ed Code Section 15278, where the District is required to establish a bond oversight committee for Proposition 39 bonds that includes one active member from each of the following sectors: a business organization, senior citizens' organization, bona fide taxpayer's association, and one parent/guardian of a child enrolled in the District and one parent/guardian of a child enrolled in the District who is also a member of a parent teacher association.

6. We will verify the Citizens' Oversight Committee met pursuant to Education Code Section 15280.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
3. To provide us with:
    a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
    b. Additional information that we may request from management for the purpose of the audit;
    c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
    d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
    e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
4. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;

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6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Nonattest Services

With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist District management in performing its responsibilities. At the end of the year, we agree to perform the following:

- Prepare of the audited financial statements, related note disclosures, and supplementary information (as noted above). These items will be prepared from information prepared and provided by the District during our audit, such as the District's trial balance and SACS files.
- Propose adjusting or correcting journal entries to be reviewed and approved by the District's management.

District management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

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info@cnallp.com • www.cnallp.com

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards, including GAAS, GAGAS, GASB and U.S. GAAP.
- The nonattest services are limited to the services previously outlined above. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the District with regard to certain positions taken in the preparation of the audited financial statements, but District must make all decisions with regard to those matters.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a nonattest service.

Audit Administration and Fees

Our all-inclusive maximum fee for these services will be as follows:

Fiscal year ending June 30, 2023	$9,000
Fiscal year ending June 30, 2024	$9,000
Fiscal year ending June 30, 2025	$9,000

Our fees include out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.).

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit as follows:

Engagement Partner	$250 per hour
Associate Partner	$200 per hour
Manager/Supervisor	$125 per hour
Senior Auditor	$100 per hour
Staff Auditor	$75 per hour
Administrative	$75 per hour

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

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You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If cooperation is not provided as anticipated and at a level that hinders the progress of the services to be provided, we retain the right to terminate the contract for cause with thirty (30) days' notice. During that time, the District will have the opportunity to provide the cooperation required to complete the audit and C&A may rescind the cancellation.

If the services to be performed by C&A are not performed in an acceptable manner to the District, the District may cancel this contract for cause by providing notice to C&A, giving at least thirty (30) days' notice of the proposed cancellation and the reasons for same. During that time period, C&A may seek to bring the performance of services to a level that is acceptable to the District, and the District may rescind the cancellation if such action is in District's best interest. Notwithstanding the above provisions, the District may, upon the expiration of thirty (30) days written notice to C&A, terminate the agreement at will. Payment for services or goods received prior to termination shall be made by the District provided those goods or services were provided in a manner acceptable to the District. Payment for those goods and services shall not be unreasonably withheld.

Sheldon Chavan, CPA, is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Chavan & Associates LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of Chavan & Associates LLP and constitutes confidential information. However, we may be requested to make certain audit

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documentation available to state and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Chavan & Associates LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

We will be available during the year to consult with you on financial management and accounting matters of a routine nature. During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report. You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management and the Board the following significant items from the audit:

- Our view about the qualitative aspects of the District's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files, unless already provided.

If the foregoing is in accordance with your understanding, please indicate your agreement by signing this letter and emailing it to us at info@cnallp.com or following the DocuSign link. If you have any questions, please let us know.

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We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Very truly yours,

C & A LLP

Sheldon Chavan, CPA, Managing Partner
Chavan & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Cabrillo Unified School District.

Signature:

Title:

Date:

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CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Developer Fees Study Agreement

BACKGROUND INFORMATION

Education Code 17620 authorizes three levels of developer fees that may be levied by school districts on residential, commercial, and industrial construction to mitigate the impact of enrollment on school facilities. Before imposing or updating developer fees, the Governing Board must conduct a fee justification study and comply with all requirements.

Cabrillo USD needs to update its developer fees to be in alignment with the State of California requirements of eligibility for full participation in the State Aid construction program.

FISCAL ANALYSIS

The study will be covered by Bond funds. There is no financial impact to the General Fund.

RECOMMENDATION

Staff recommends approval of the Developer Fees Study Contract as presented.

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made on _____, 2022 between the **Cabrillo Unified School District**, a public agency, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in the attached Exhibit A and incorporated herein (the "Work"). Consultant shall provide all labor, equipment, material, and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.

2. **Payment.**

   a. In exchange for the Work, District shall pay to Consultant a fee for completed phases of Work as described in Exhibit B. The total fee for the Work shall not exceed amounts set forth in Exhibit B. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant's fee shall include all of Consultant's costs and expenses related to the Work.

   b. At the completion of each phase of Work, Consultant shall submit to District an invoice for the Work performed during the preceding month. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.

4. **Conflict of Interest.** Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this Agreement or any other source of income, interest in real property or investment that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) in the performance of the Work under this Agreement no person having any such interest shall perform any portion of the Work.

5. **Insurance.**

   a. Types & Limits. Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	$2,000,000 per occurrence $4,000,000 aggregate

Automobile Liability	$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	$2,000,000 per claim
Excess liability (over General Liability & auto liability)	$1,000,000 per occurrence & $1,000,000 aggregate

b. Other Requirements. The general liability policy(ies) shall be endorsed to name District, its officers and employees as additional insureds regarding liability arising out of the Work.

c. Proof of Insurance. Upon request, Consultant shall provide to District proof of insurance.

6. **Indemnification.** Consultant shall indemnify, defend, protect, and hold harmless District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of Consultant's performance of the Work and caused by willful misconduct of or by Consultant or its employees, agents and subcontractors.

7. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

8. **Independent Contractor.** Consultant's relationship to District is that of an independent contractor.

9. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

10. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.

11. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

12. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

13. **Default.** In the event that Consultant defaults in the obligations of Consultant under this Agreement, or Consultant defaults in the performance of the terms and conditions of this Agreement, District may, at its option, declare this Agreement to be

in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by Consultant through the date of the termination.

14. **Cancellation.** District or Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by Consultant through the date of the notification of cancellation.

15. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

16. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

Public Agency:	**Consultant:**
Cabrillo Unified School District	SCI Consulting Group
498 Kelly Avenue	4745 Mangels Boulevard
Half Moon Bay, CA 94019	Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided above

EXHIBIT A – SCOPE OF WORK

This Exhibit A provides a detailed, bulleted outline of the scope of services and other responsibilities SCI would perform as consultant for the Cabrillo Unified School District.

LEVEL 1 DEVELOPER FEES JUSTIFICATION REPORT

1. Coordinate a video kickoff meeting with District staff to discuss the project timeline, information gathering, methodology and approach and strategy for a successful adoption and implementation of the program.
2. In conjunction with the District, determine existing school building capacity for the District using State and/or District standards.
3. Research and analyze all data pertaining to historical and future residential development in District.
4. In conjunction with the District, identify and estimate the cost of new construction and modernization projects for the District.
5. Determine the cost of new construction and modernization costs attributable to new development in the District.
6. Satisfy the "nexus" requirements for establishing new or increasing development impact fees as outlined in the Mitigation Fee Act:
    - Identify the purpose of the fee.
    - Identify how the fee is to be used.
    - Determine how a reasonable relationship exists between the fee's use and the type of development project on which the fee is imposed.
    - Determine how a reasonable relationship exists between the need for the public facility and the type of development project on which the fee is imposed.
    - Demonstrate a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development upon which the fee is imposed.
7. Provide a summary of the requirements for establishing or increasing developer fees and for administering developer fees.
8. Prepare notices and provide required resolutions and associated draft agenda report.
9. Provide a Level 1 Developer Fee Justification Report ("Report") administrative review draft for District review.
10. Review the Report with Staff and the Governing Board.
11. Incorporate Staff and Board suggestions into the Report.
12. Review and present the Report to the District Governing Board and public at a governing board meeting.
13. Respond to any comments received by the District from outside agencies and/or organizations regarding the Report.

EXHIBIT B – FEE SCHEDULE / MANNER OF PAYMENT

1. Compensation for the Work shall be invoiced monthly at the hourly billing rate of $218, not to exceed $12,500 without prior authorization from the District. Our professional fees are based on our understanding of the District's needs, and the level of effort we expect is necessary to complete the Work Plan successfully. We anticipate the need for one in-person meeting.

2. Any incidental expenses for travel expenses, for purchase of property and other data, and other related project costs shall be invoiced as incurred, with a maximum amount not to exceed $750 without prior authorization from the District.

SIGNATURE PAGE

By signing below, we agree to the terms of this Agreement.

Accepted:	**Accepted:**
J Jesús Contreras Chief Business Officer Cabrillo Unified School District	Blair Aas Director of Planning Services SCI Consulting Group
Date	Date

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Sean McPhetridge, Ed.D., Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Regular 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 January 19, 2023, Regular Governing Board Meeting are included in this Board packet for consideration.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve as submitted.

Regular Governing Board Meeting

(Unadopted) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Public Session: Thursday, January 19, 2023 • 6:00 PM | Closed Session: After Public Session
Cunha Intermediate School • 600 Church Street, Half Moon Bay, California 94019

1. OPENING BUSINESS

a. Call Public Session to Order - 6:00 PM

b. Roll Call / Quorum

Board Members Present:	Sophia Layne, President Kimberly Hines, Vice President Carmen Daniel, Clerk to the Governing Board (arrived at 6:05 PM) Lizet Cortes, Member (arrived at 6:15 PM) Mary Beth Alexander, Member
Student Board Member Present:	Catalina Gonzalez Johnston
Administrators Present:	Sean McPhetridge, Ed.D., Superintendent J Jesús Contreras, Chief Business Officer Leticia Bhatia, Ed.D., Assistant Superintendent

c. Pledge of Allegiance

Student Board Member Catalina Gonzalez Johnston led the Pledge of Allegiance.

2. APPROVAL OF AGENDA

Member Kimberly Hines made a motion to approve the agenda as presented. Motion seconded by Member Mary Beth Alexander.

(M-01) Passed 3-0 with Student Board Member voting aye

3. COMMUNICATIONS

a. Public Comments

Kendra Holland, CUSD parent, addressed the Board on democracy and effective participation. Holland said it is important to gather the opinions of all stakeholders when making consequential decisions and asked the district to return Board meetings to a format that allows remote participation.

Thomas Walrod, Half Moon Bay High School teacher, spoke to the Board about teacher retainment and salaries. Walrod added that the community needs strong and dependable teachers because of the new roles in education and that teachers' roles are not only to educate but to ensure student's safety.

b. Employee Organizations Report

CUTA Representatives

Co-President Claudia Lunstroth started her comments by asking questions about the district's contract and Ed. Code compliance. Co-President Lunstroth also spoke about the district finances and said that the district should use these dollars for students, stating that evidence shows of the need for qualified teachers. Co-President Lunstroth ended her comments by reading comments from other CUTA members.

Bargaining Chair Kathleen Wall provided comments on the district's budget and the First Interim report presented at the December Board meeting. Wall spoke too about the bonus staff received from the COVID Relief Fund at the start of the 2021-22 school year and said that to attract and retain qualified instructors, the district needs to increase salaries to be competitive with other local districts.

CSEA Representatives

CSEA President Diane Paoli reported that CSEA maintenance and custodial staff have been repairing storm damages.

c. Board Members Report

Member Mary Beth Alexander started thanking staff who have been working hard. Member Alexander said she is excited about this year and seeing many projects in which staff has worked for a long time, such as the new School Information System. Member Alexander thanked people who sent emails with comments on items coming up in the Board meeting, referenced Dr. Bhatia's examples of the pantry, and said that now things are getting in order and that the changes can be seen happening for good.

Member Kimberly Hines said she appreciates all comments made tonight and said she recognizes that all stakeholders have their hands on different pieces of information. Member Hines noted that the piece she will continue pursuing is advocating at Senator Becker's Office for better funding. Member Hines explained that with the flip from Basic Aid to LCFF funding, the district expenditures are 15 to 20% less than other districts in the area and that funding across the state is not equitable. Member Hines ended by saying she will pay attention to the budget to understand it better.

Member Lizet Cortes said that she hopes things start to clean up after the storm that hit the Coastside and get back to some normalcy. Member Cortes said she will continue studying and learning more about the budget and thanked Chief Business Officer Contreras for being helpful and understanding with that.

Member Carmen Daniel said she was happy to be here and expressed her thankfulness for all the public comments. Member Daniel noted that it is important to hear everybody's perspectives.

President Sophia Layne thanked Member Cortes for mentioning the devastation Coastside families are experiencing over the last weeks, thanked CSEA President Paoli for referencing the hard work staff are doing, and acknowledged all the efforts consequent of the storm. President Layne continued reporting her attendance at the CSBA briefing on Governor Newsom's school budget proposal and said she is looking forward to working with CSBA and the Legislative Committee to have a preliminary conversation with Governor Newsom’s staff. President Layne noted that in terms of equity, it is important to put the money where it is needed and to think about the students that need extra support. She also explained that San Mateo County is unique compared to other areas because of the high cost of living.

d. Student Board Member Report

Student Board Member Catalina Gonzalez Johnston provided the Board and the public with an update on El Granada Elementary, Farallone View Elementary, Kings Mountain Elementary, Cunha Intermediate, Half Moon Bay High, and Pilarcitos High School's latest events and activities.

e. Superintendent Report

Superintendent Dr. Sean McPhetridge started by recognizing the struggle to return to schools after the winter break because of the inclement weather, and he thanked staff and community for their flexibility and resilience during this time. Dr. McPhetridge thanked CSEA and CUTA leaders for talking to him before he announced school closures on Thursday, January 5, 2023. Dr. McPhetridge also specifically thanked

Maintenance Supervisor Jaime Rico and CBO Jesús Contreras for their work to get generators provided to Farallone View and Kings Mountain Elementary Schools during power outages on those campuses.

Regarding the budget presented last month, Dr. McPhetridge said that Governor Newsom released a new update four days ago, but the district will really have to wait until June when the budget is finalized to know what the funding actually will be. Dr. McPhetridge also provided an overview of the items placed on the consent agenda, including a proclamation adopting February of 2023 as African American History Month, a Future Farmers of America field trip, the Ethnic Studies course adoption, the School Accountability Report Cards, and the Audit report.

Dr. McPhetridge expressed his appreciation to Cunha Principal Jeff Clinton for the work done at Cunha this year, and he thanked Technology Director Stig Lynne and Data Coordinator Yiannis Ouranitsas for their work on the new student information system. Dr. McPhetridge ended his report by expressing gratitude for the community's resilience, strength, flexibility, patience, understanding, and kindness.

4. CONSENT AGENDA

a. Adoption of Proclamation Declaring February 2023 as African American History Month
b. Approval of Half Moon Bay High Future Farmers of America Field Trip to Chico, California – February 10-11, 2023
c. Approval of Ethnic Studies Course and Text Adoption Beginning the 2023-24 School Year
d. Approval of School Accountability Report Cards (SARC)
e. Approval of Certificated Personnel Report
f. Approval of Classified Personnel Report
g. Approve Increases to Non-Bargaining Unit Salary Schedule
h. Approval of Warrant Register Report
i. Approve Audit Report for Year Ending June 30, 2022
j. Approval of Quarterly Report on Williams Uniform Complaints
k. Approval of Regular Governing Board Meetings Minutes

Member Mary Beth Alexander made a motion to approve the Consent Agenda. Motion seconded by Member Kimberly Hines.

ROLLCALL
Sophia Layne, President – aye
Kimberly Hines, Vice President – aye
Carmen Daniel, Clerk to the Governing Board – aye
Lizet Cortes, Member – aye
Mary Beth Alexander, Member – aye

(M-02) Passed 5-0 with Student Board Member voting aye

5. GENERAL BUSINESS

a. Cunha Intermediate School Presentation

Cunha Intermediate School principal Jeffrey Clinton provided an overview of site data and site-based programs and services.

b. Approval of Student Information System Replacement

Technology Director Stig Lynne and Data Coordinator Yiannis Ouranitsas presented on the process taken with staff and parent/guardian representatives to review student information systems. They also discussed the rationale for selection of a new student information system that is more efficient for practitioner and parent/guardian use. The presentation included a discussion of cost savings over time of implementation as well as the streamlining capability available to staff and families with the adoption of a new system to replace the outdated and fragmented accretion of legacy software. Member Lizet Cortes motioned to approve Student Information System Replacement. Motion seconded by Member Kimberly Hines.

(M-03) Passed 5-0

7. CLOSED SESSION

a. Public Comments on Closed Session Topics

None.

b. Adjourn to Closed Session – 7:59 PM

Board Members met privately for Closed Session. Actions taken during Closed Session are reported under "Closed Session Action Report" if applicable.

1. **Matters Related to Students: Student Expulsion (Government Code §48912)**

   Student identification number: 230119-A

2. **Public Employee Performance Evaluation (Government Code §54957)**

   Title: Superintendent

c. Reconvene to Open Session – 9:08 PM

1. Closed Session Action Report: President Mary Beth Alexander reported that the Board met in Closed Session from 8:05 to 8:40 PM and considered the expulsion recommendation for student 230119-A.

   Member Mary Beth Alexander motioned to approve the student expulsion as stipulated; the student will be expelled for the remainder of the 2022-23 academic year and will be eligible for readmission to CUSD in the fall of 2023 semester, contingent on the successful completion of the rehabilitation plan. Motion seconded by Member Kimberly Hines.

ROLLCALL
Sophia Layne, President – aye
Kimberly Hines, Vice President – aye
Carmen Daniel, Clerk to the Governing Board – aye
Lizet Cortes, Member – aye
Mary Beth Alexander, Member – aye

(M-04) Passed 5-0

8. ADJOURNMENT OF THE MEETING

The motion to adjourn the meeting was made by Member Kimberly Hines and seconded by Member Carmen Daniel.

(M-05) Passed 5-0

The meeting was adjourned at 9:11 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:

_____ _____
Carmen Daniel Date
Clerk to the Governing Board

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Sean McPhetridge, Ed.D.

GOVERNING BOARD
Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
Andrew Boysen, Principal, Half Moon Bay High School
Deanna Tower, Assistant Principal, Half Moon Bay High School
Jennifer Shuen, Assistant Principal, Half Moon Bay High School
David Jones, Student Success Advisor, Half Moon Bay High School
CATEGORY: Presentation
ITEM TITLE: Half Moon Bay High School Presentation

BACKGROUND INFORMATION

Half Moon Bay High School's principal, Mr. Andrew Boysen, and his team 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!

Half Moon Bay High School Presentation Update

Andrew Boysen
Half Moon Bay High School Principal
Governing Board Meeting
February 9, 2023

AGENDA

I. School Overview
II. Demographic Data by Subgroup
III. Components of HMBHS Education
IV. SPSA Goal Analysis
V. Gratitude
VI. Photographs of Students in Action

HMBHS: Vision & Mission

Vision: Our vision is to provide a strong, comprehensive education for all of our students in order to prepare for and value citizenship, employment, and further education.

Mission: Half Moon Bay High School is committed to providing a physically, emotionally, and socially safe environment, and to maintaining an atmosphere in which students develop the desire to learn by working in partnership with parents, staff, and community. We strive to cultivate participation, enthusiasm, and success, all of which prepare our students to function in a rapidly changing world.

HMBHS: Student Learner Outcomes

Academic Achievement

- College and career readiness
- Self-directed learning
- Standards-based focus

Citizenship

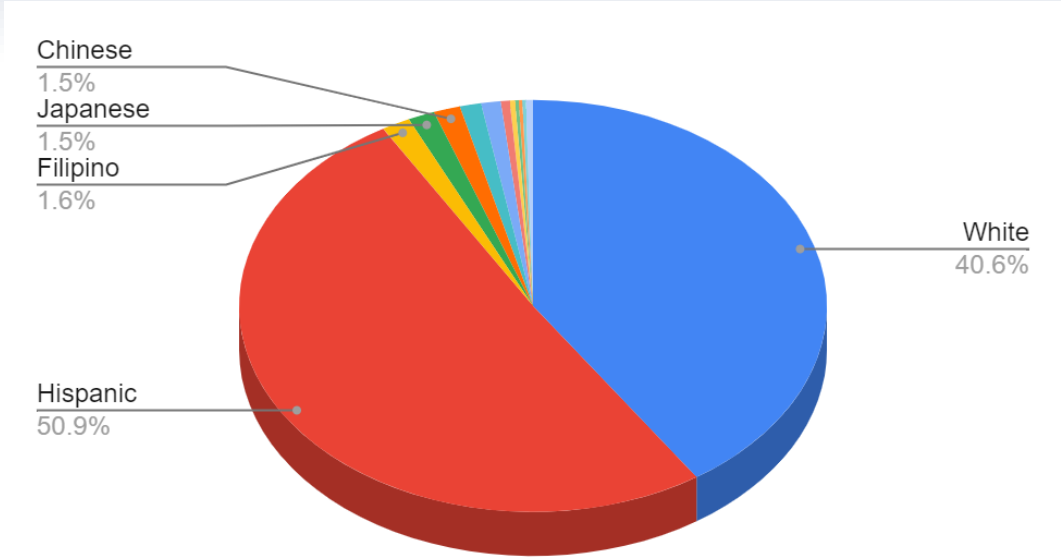
- Personal responsibility
- Respect for diversity
- Community service

Excellence in Communication

- Listening, Speaking, Writing
- Visual
- Technological

HMBHS: Demographic Information & Data

Total Enrollment 2022-23	1022
White	415
Hispanic	520
Filipino	16
Japanese	15
Chinese	15
Black	12
Other Asian	11
Korean	5
American Indian	3
Vietnamese	2
Asian Indian	2
Other	2
Decline to State	4



General Academics

- Provide courses to fulfill CDE graduation requirements as well as UC/CSU A-G requirements
- Provide rigorous and meaningful curriculum and instruction focusing on college and career readiness
- Teach Common Core English and ELD Standards across the site
- Provide a broad program of study, including twenty-seven (27) Advanced Placement and Honors courses
- Career Technical Education (CTE) program
- Dual and concurrent enrollment opportunities
- Four-year AVID program
- Academic Personal Learning Plans

Recent Initiatives

- Career Technology Coordinator - Lisa Longaker
- Student Success Advisor - David Jones
- Real Life Learning Coordinator - Karen Hoffman
- EL Assessment & Data Coordinator - Holli Deval
- Wellness Coordinator - Tara Abrams

Social Emotional Learning and Climate

- **P:** Perseverance
- **R:** Respect
- **I:** Integrity
- **D:** Diversity
- **E:** Engagement

Cougar PRIDE

Social Emotional Learning and Climate

- Social Emotional Learning Personal Learning Plans
- Wellness Center
- Safe Space
- PBIS - 2022, year one
- Alternatives to suspension
- Post-suspension counseling
- Restorative practices

Future: New A-G Courses

A-G Course Approvals

- A (Social Studies) - Ethnic Studies
- B (English) - ELD 2
- B (English) - ELD 1
- C (Science) - Agri Earth Science
- C (Mathematics) - AP Computer Science A
- D (Science) - AP Computers: Principles
- E (Language) - Spanish 4 Honors
- F (Arts) - Digital Art II
- F (Arts) - Beginning Metal Sculpture
- F (Arts) - Advanced Metal Sculpture
- G (Elective) - Agri Communication and Leadership

Future: Programs and Relationships

- CTE pathway expansion: Digital Art and Computer Science
- Visual and Performing Arts Master Plan: Integration with content areas
- Expansion of dual enrollment opportunities
- PBIS restart (year two 2023-2024)
- Link Crew
- Community on Campus

Athletics





- 593 Student-Athletes
  - Female - 282
  - Male - 310
  - Non-binary - 1
- 27 Varsity Athletics teams offered for students of various backgrounds, needs, and abilities
- Positive Coaching Alliance (PCA) Partner School
- Extensive off-season conditioning, weight training, health focus

SPSA 2022-2023 Overview

#4: Positive School Climate: Safe and Supported Schools

- **Increase the number of services available to students, including Social/Emotional Health Services, student positive behavior education, and continued PBIS and MTSS to support a positive climate on our campus.**
  - Greater access to School Link Services counseling, District-led PD centered around MTSS and supporting Social Emotional Learning through Tier I interventions in the classroom, and Personal Learning Plans focusing on Maslow's first four tiers (physiological, safety, belonging, esteem).

- COST or Cougar Talk
- Student Placement Team
- Social-Emotional Learning
- Wellness Program
- Safe Space Program
- Restorative Practices
- Post-suspension SLS counseling
- Alternative to Suspension Counseling for Controlled Substance Use
- PBIS

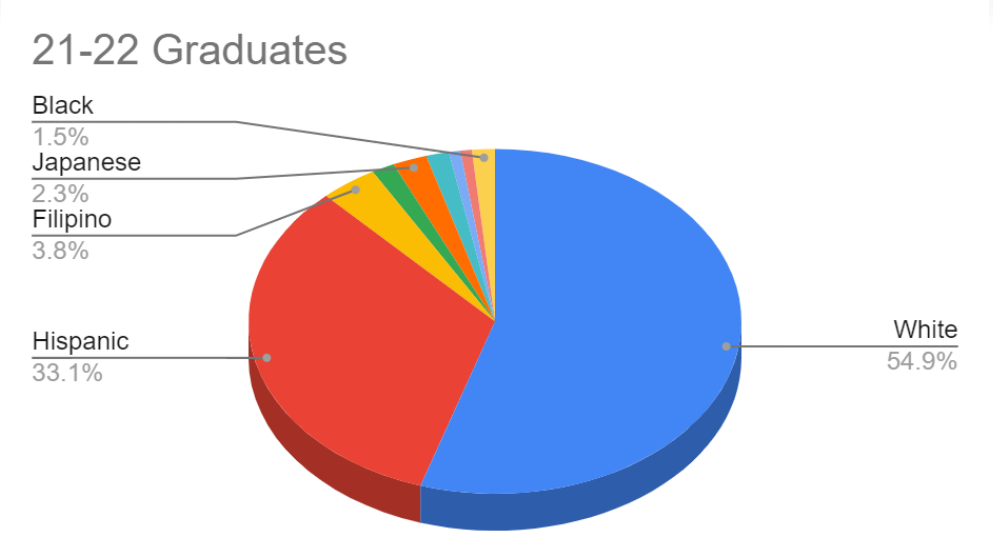
SPSA 2022-2023 Overview

#2: College and Career Readiness
Reduce the barriers which can prevent all students from accessing Honors, Advanced Placement, Dual Enrollment, and AVID Courses. Maintain access to technology devices (Chromebook) for 100% of our students.

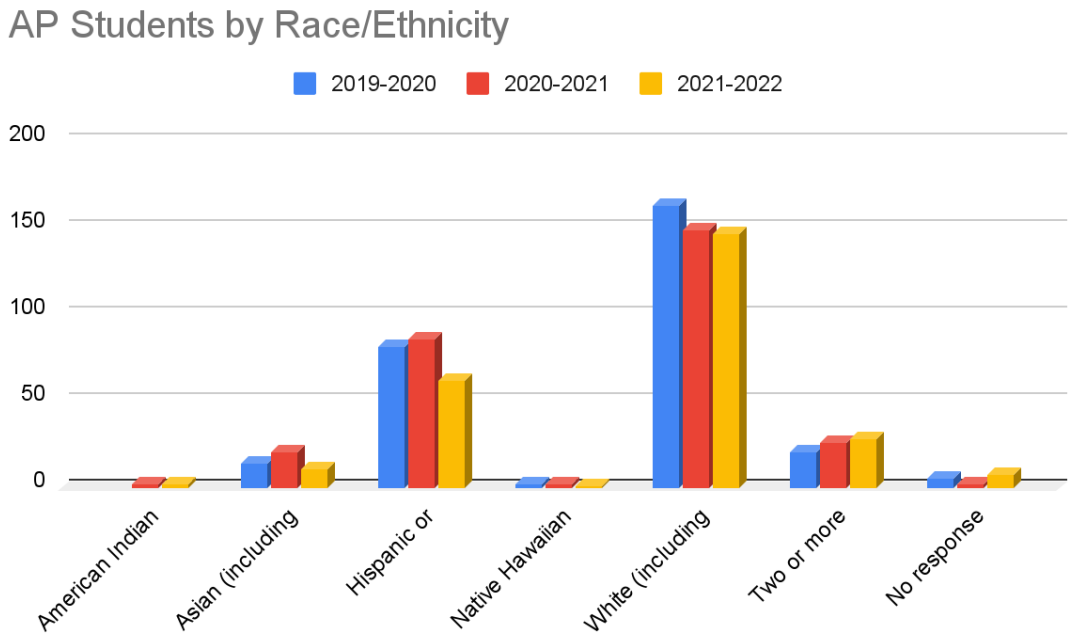
- Prerequisites have been changed to be recommended and not required for students who pass feeder courses for graduation requirements and honors/AP courses
- Looking to expand A-G Designation for ELD 2
- Two Dual Enrollment courses are offered for the 2022-2023 school year, and one more will be added for 2023-2024
- Concurrent enrollment has been expanded so students have more opportunities to earn both community college and graduation credits
- CTE Expansion
- AVID Students 2021-2022: 45
- Chromebooks still 1-to-1

HMBHS: 2022 A-G Readiness

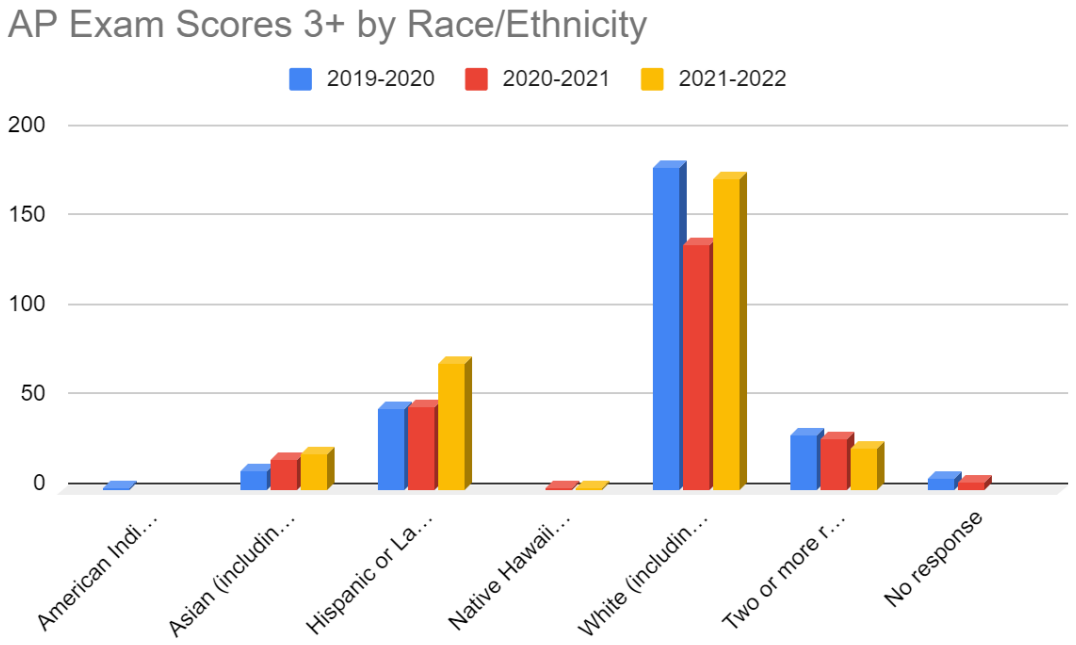
242 Graduates (Graduation Rate 97%)	
A-G	133
White	73
Hispanic	44
Filipino	5
American Indian	2
Japanese	3
Chinese	2
Other Asian	1
Asian Indian	1
Black	2
SPED Graduates	31
SPED A-G	3
EL A-G	0



AP Data Slide: AP Students by Race/Ethnicity



AP Data Slide: AP Students by Race/Ethnicity and Score of 3+



SPSA 2022-2023 Overview

#1 Academic Achievement: Literacy and Reclassification

By June 2023, increase the overall academic success of all students

ELA CAASPP Proficiency (Meet or Exceed Standard) Rates will increase by at least 1%

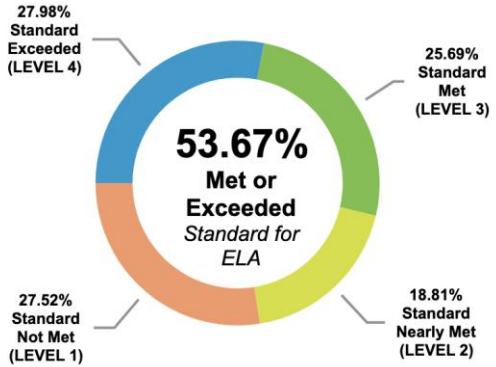
2022

- All students: 53.67%
  - Hispanic-LatinX: 36.28%
  - White: 71.11%
  - SED: 31.92%
  - ELL: 6.67%

ELA

Percent of students within each achievement level

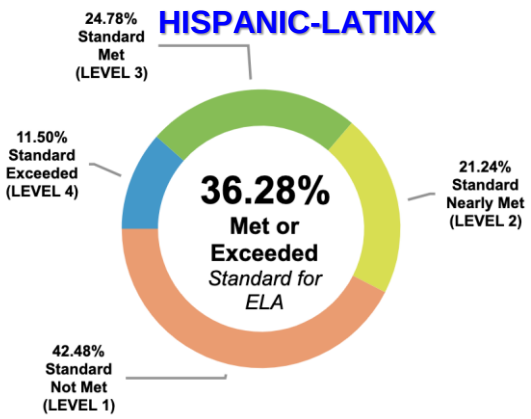
ALL



ELA

Percent of students within each achievement level

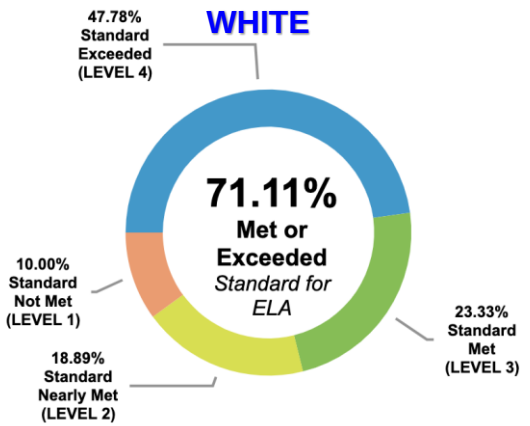
HISPANIC-LATINX



ELA

Percent of students within each achievement level

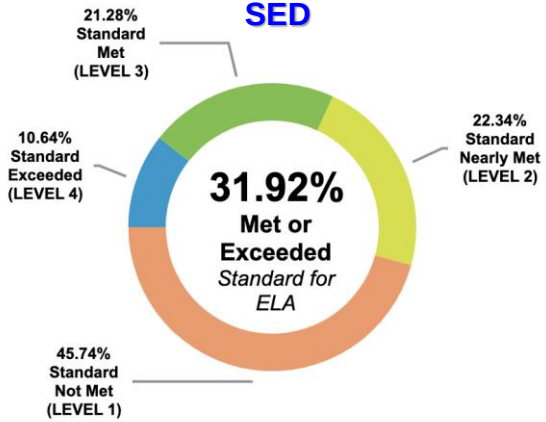
WHITE



ELA

Percent of students within each achievement level

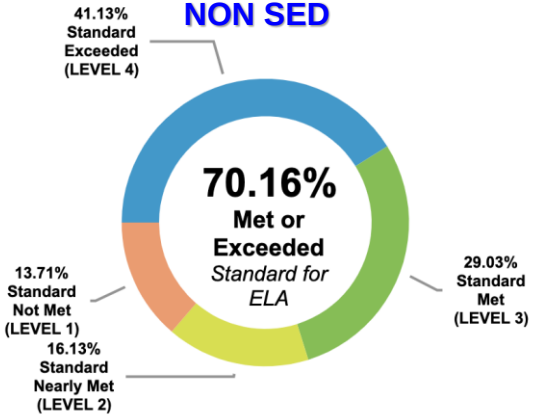
SED



ELA

Percent of students within each achievement level

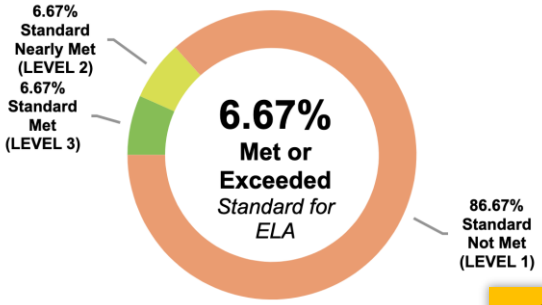
NON SED



ELA

Percent of students within each achievement level

ENGLISH LEARNER



SPSA 2022-2023 Overview

#1 Academic Achievement: Literacy and Reclassification

By June 2023, increase the overall academic success of all students

Increasing focus on English Language Arts, and placing special emphasis upon students within the statistically under-performing subgroup of English Language Learners and our students receiving special education services

- There has been consistent PD promoting Integrated ELD instructional strategies such as differentiation, collaborative learning, and scaffolding strategies
- We hired an EL Assessment and Data Coordinator
- We continue to have a co-taught model with our SPED Department

SPSA 2022-2023 Overview

#1 Academic Achievement: Literacy and Reclassification

By June 2023, increase the overall academic success of all students

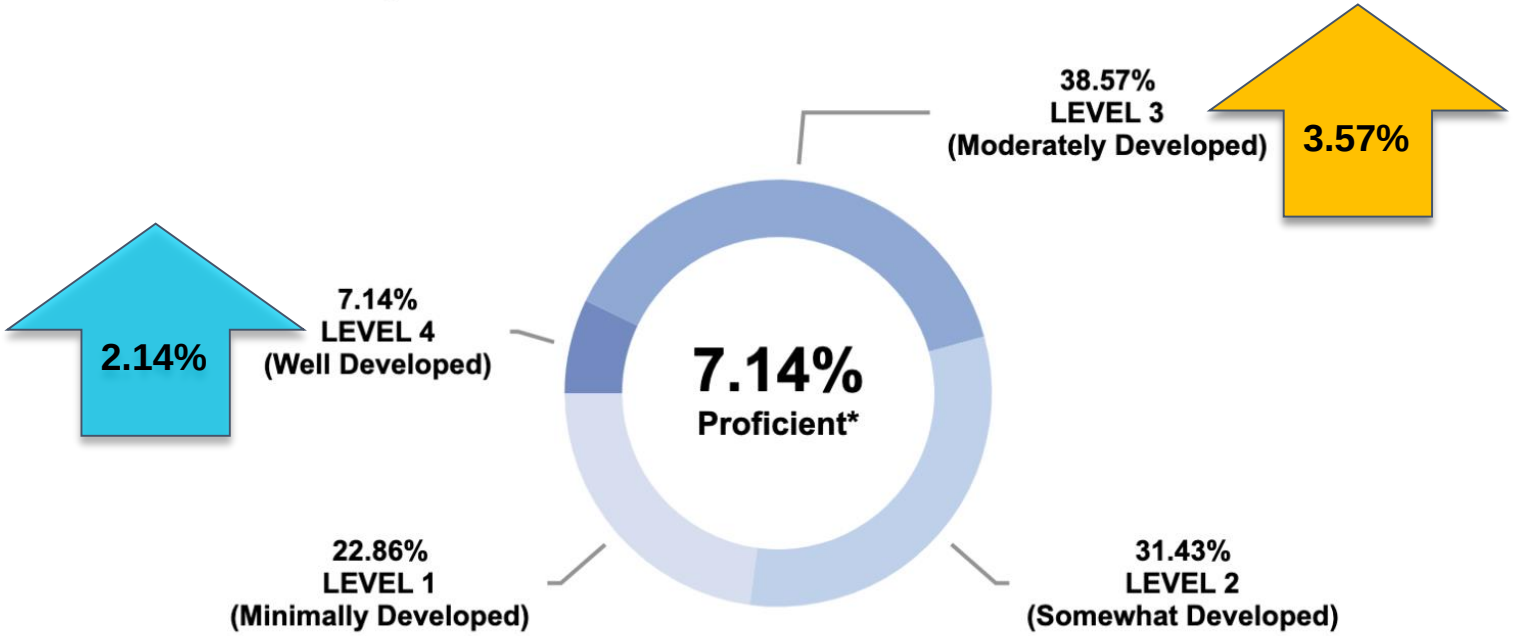
- **Using lessons based on Common Core State Standards and increased AVID strategies used in all classrooms. There has been consistent PD promoting College and Career Readiness literacy standards and WICOR (Writing, Inquiry, Collaboration, Organization, Reading)**
    - There has been consistent PD promoting College and Career Readiness literacy standards and WICOR Strategies (Writing, Inquiry, Collaboration, Organization, Reading)

*HMBHS PD Journal 2020-2023

2021-2022 ELPAC

English Language Proficiency for Summative ELPAC

Percent of students within each performance level



*The State Board of Education approved the use of the ELPAC Overall Performance Level 4 as one of the proficiency criteria for reclassification.

VIEW DETAILED TEST RESULTS

Appreciation

- Parent Teacher Organization (PTO)
- Cougar Boosters
- Cabrillo Education Foundation (CEF)
- Friends of Cougars in Concert
- Ag Boosters
- Building and Construction Trades Advisory


HMB


COUGAR PARK










STOP
GO












HOME OF THE
COUGARS







HALF MOON BAY
COUGARS



Questions?

Thank you!

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
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Leticia Bhatia, Ed.D., Assistant Superintendent, Curriculum and Instruction
CATEGORY: Presentation / Information
ITEM TITLE: Local Control Accountability Plan (LCAP Update) and CA Dashboard Presentation

BACKGROUND INFORMATION

Annually, the California Department of Education provides data through the California School Dashboard that goes beyond test scores alone and gives a complete picture of how school districts are meeting the needs of all students. The Dashboard data is shared in this report to provide the Board of Education, our staff, and the community with meaningful information on individual school and district progress, so we continue to make informed decisions about how to improve student learning for all. Currently, these goals and improvement measures are anchored in our Local Control and Accountability Plan (LCAP), our School Wide Plans for Student Achievement, and in our professional learning activities that have been planned throughout the year.

The Dashboard reflects data in several priority areas, including academic performance, English learner progress, chronic absenteeism, graduation rates, suspension rates, and college and career readiness, all of which can be analyzed through the filter of the district, school, and student group performance. The Dashboard also includes local measures, such as basic services and conditions, family engagement, access to a broad course of study, and school climate, that reflect data provided by districts.

The indicators on the Dashboard show current progress and change over time, giving every district the opportunity to explore areas where they can improve outcomes for their students. Progress and growth are summarized on gauges according to five levels ranging from Red, the lowest performance level (low status/change), to Blue, the highest performance level (high status/change).

The purpose of this report to the CUSD Governing Board is to highlight our problems of practice, reflecting flat performance over time. The proposed systems, using the continuous improvement framework, will illustrate how the District is positioned to change the trajectory for our students through strategic planning and an informed and consistent data inquiry cycle at site and district levels. In using our data, we can pinpoint specific areas for improvement and make needed adjustments to our LCAP, site plans, and professional learning focus to support the implementation of promising practices for all. This data, along with the current outcomes of our Equity Audit and Strategic Planning process, will support our district in determining specific programs and supports that will support student groups that demonstrate having the largest academic and social achievement gap.

As part of the release of the California Data Dashboard, the CDE identified school districts that are eligible for differentiated assistance. Districts qualify for this targeted assistance when at least one student group lands in the red - or lowest category - for two different priority areas. Cabrillo Unified has qualified for differentiated assistance this year in the areas of:

1. Students who qualify as low socioeconomic in two categories, achievement, and engagement
2. Students who are English Learners
3. Students with Disabilities
4. Students identified as Homeless

This identification of Differentiated Assistance will provide the opportunity for the District to partner with SMCOE on building strategic initiatives to address our student performance and build stronger systems of support for all. Through the ongoing work of the District's Multi-Tiered Systems of Support, this report will share key highlights of the work for 2022-2023 and our guiding principles as we plan for our work to improve student achievement moving forward. The District will work collaboratively across departments to ensure that the instructional work is aligned with goals and that appropriate resources can be identified and allocated as needed. The report will spotlight the data, its effects, and the District's imperative to align systems of support for all students and build stronger foundational instruction through:

- Equity Audit and Strategic Plan Process
- Inclusive Early Childhood Education expansion
- Expanded Learning Opportunities
- Restorative Practices
- Implementation of CUSD's English Language Development Master Plan
- Implementation of CUSD's Visual Arts and Performing Arts Master Plan
- Implementation of improved literacy instruction through early identification of students with reading difficulties for targeted intervention
- Full day kindergarten and transitional kindergarten
- Designated professional learning
- Expansion of our understanding of equity in building welcoming environments, so all students thrive.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for information only as per Board Policy.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

LCAP Update & CA Dashboard Presentation

Leticia Bhatia

Assistant Superintendent of Curriculum and Instruction

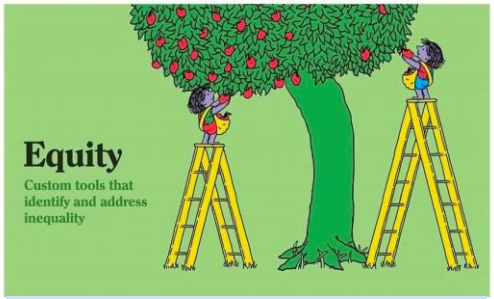
Governing Board Meeting

February 9, 2023

AGENDA

1. CUSD Goals
2. LCAP Overview
3. CA Dashboard Overview
4. Differentiated Assistance

UNDER THE MTSS UMBRELLA



FOCUS ON EQUITY

ACADEMIC IMPROVEMENT





SUSTAINABILITY

CUSD GOALS VISUAL

LCAP OVERVIEW

THE LCAP "THROUGH LINE"



33 CUSD LCAP METRICS

- It is important to look at the LCAP as a whole.
- The LCAP is composed of different sections.
- The sections are interrelated. The document is greater than the sum of its parts.

CA Dashboard Overview

California School Dashboard

The state considers these factors in the 8 State Priorities for schools. The California School Dashboard is designed to report on many of these measures for the community and for federal and state accountability.

1 Basic Services
- Rate of teacher misassignments
- Access to standards-aligned materials
- Facilities in good repair

2 Implementation of State Standards
- Academic content
- Performance standards

7 Course Access
- Pupil enrollment in a broad course of study, including core academic subjects, STEM, world languages, the arts, health, career technical education, and physical education

CONDITIONS FOR LEARNING

8 Other Pupil Outcomes
- Pupil outcomes in broad course of study

STATE LCAP PRIORITIES

4 Pupil Achievement
- Standardized test scores
- Advanced placement test pass rates
- English learning proficiency and reclassification rates
- Evidence of college and career readiness

PUPIL OUTCOMES

5 Pupil Engagement
- Attendance rates
- Middle & high school dropout rates
- Graduation rates
- Chronic absenteeism rates

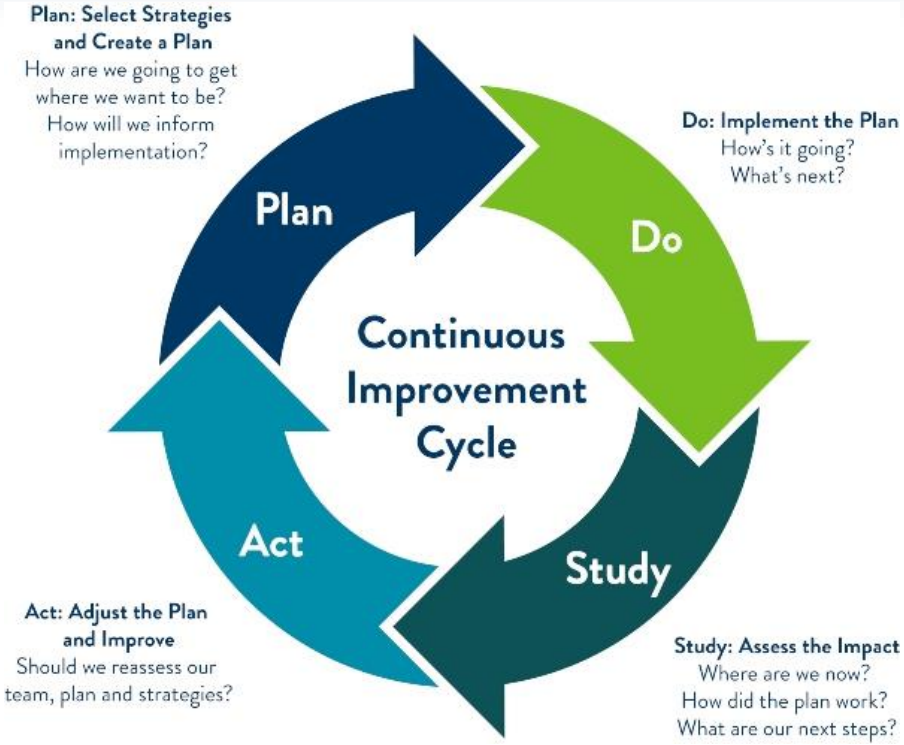
6 School Climate
- Suspension rates
- Expulsion rates
- Sense of safety and connectedness (school climate surveys)

3 Parental Involvement
- Efforts to seek parental input in decision making
- Promotion of parent participation

ENGAGEMENT

Improvement Takes Collective Action

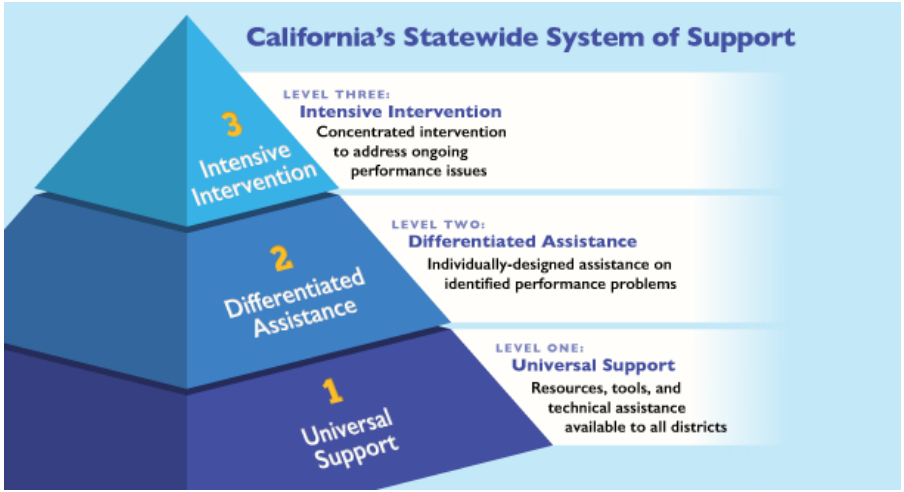
By asking difficult and valuable questions, school communities can work to find root causes and embark on improving the school experience for all students.



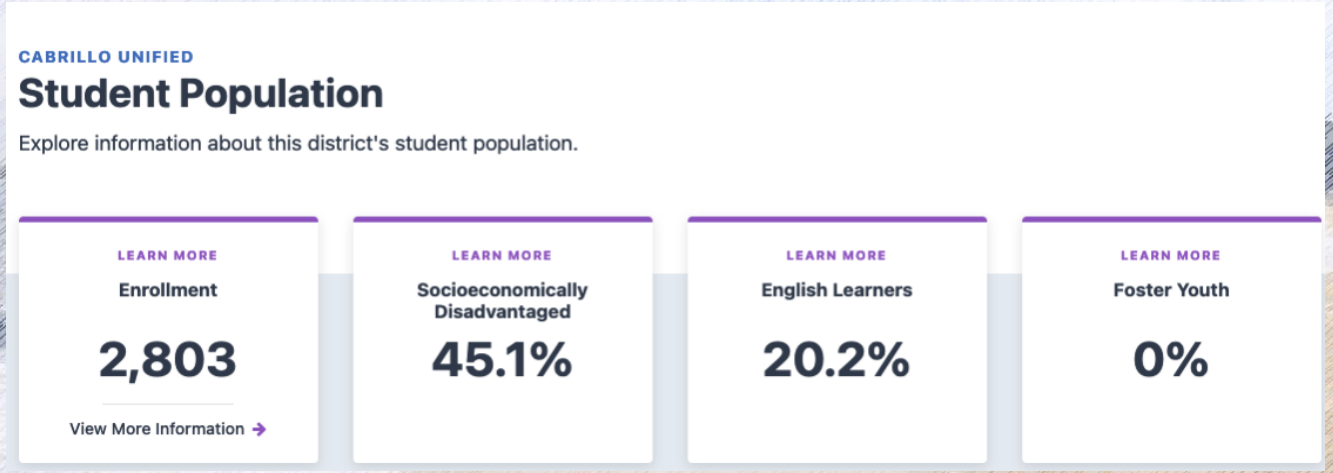
Accountability

Some districts and schools will be identified for targeted support due to low student performance across multiple measures.

This technical support is provided by the San Mateo County Office of Education. It involves dedicating resources to the district and schools to work together on improving systems and conditions.



CA Dashboard
CUSD Data 2021-2022



Mathematics (LCAP Priority 4)

2021-2022 Data

All Students

All Students | State



Low

65.4 points below standard

Number of Students: 1,338

Student Group Details

All Student Groups by Performance Level

7 Total Student Groups



Very Low

English Learners
Hispanic
Homeless
Socioeconomically Disadvantaged
Students with Disabilities



Low

No Students



Medium

Two or More Races
White



High

No Students



Very High

No Students

No Performance Level

African American
Asian
Filipino
Pacific Islander

Mathematics (LCAP Priority 4)

2021-2022 Data

Name	Status Level	CURRENT STATUS Average distance from Standard	Current year number of valid students	School or district is held to the high school cut points	LOSS Penalty - The number of LOSS scores added to the DFS due to the participation rate being below 95%
Cabrillo Unified	Low	-65.4	1,338	N	2
Pilarcitos Alternative High (Continuation)	*	*	9	Y	8
Half Moon Bay High	Low	-101.4	236	Y	15
Alvin S. Hatch Elementary	Low	-58.5	249	N	--
El Granada Elementary	Low	-44.4	146	N	--
Farallone View Elementary	High	15.3	92	N	--
Kings Mountain Elementary	Very High	36.2	34	N	--
Manuel F. Cunha Intermediate	Low	-80.6	587	N	--

Farallone View and Kings Mountain Elementary Schools are performing at High or Above status levels. All other schools are performing at the Low status level.

English Language Arts (LCAP Priority 4)

2021-2022 Data

All Students

All Students | State



Low

21.5 points below standard

Number of Students: 1,344

Student Group Details

All Student Groups by Performance Level

7 Total Student Groups

Very Low	Low	Medium
English Learners	Hispanic	No Students
Homeless		
Socioeconomically Disadvantaged		
Students with Disabilities		

High	Very High	No Performance Level
Two or More Races	No Students	African American
White		Asian
		Filipino
		Pacific Islander

English Language Arts (LCAP Priority 4)

2021-2022 Data

Name	Status Level	CURRENT STATUS Average distance from Standard	Current year number of valid students	School or district is held to the high school cut points	LOSS Penalty - The number of LOSS scores added to the DFS due to the participation rate being below 95%
Cabrillo Unified	Low	-21.5	1,344	N	--
Pilarcitos Alternative High (Continuation)	*	*	10	Y	8
Half Moon Bay High	Low	-14.4	236	Y	8
Alvin S. Hatch Elementary	Low	-49.4	251	N	--
El Granada Elementary	Low	-29.7	146	N	--
Farallone View Elementary	High	27.9	91	N	--
Kings Mountain Elementary	Very High	45.5	34	N	1
Manuel F. Cunha Intermediate	Low	-25.7	588	N	--

Farallone View and Kings Mountain Elementary Schools are performing at High or Above status levels. All other schools are performing at the Low status level.

English Learner Progress (LCAP Priority 4)

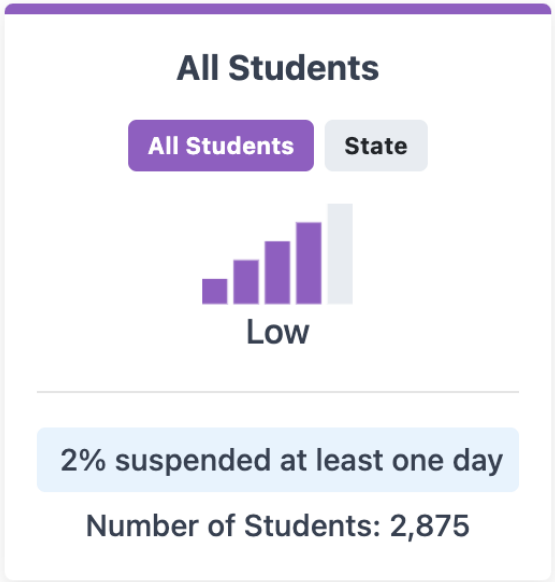
2021-2022 Data

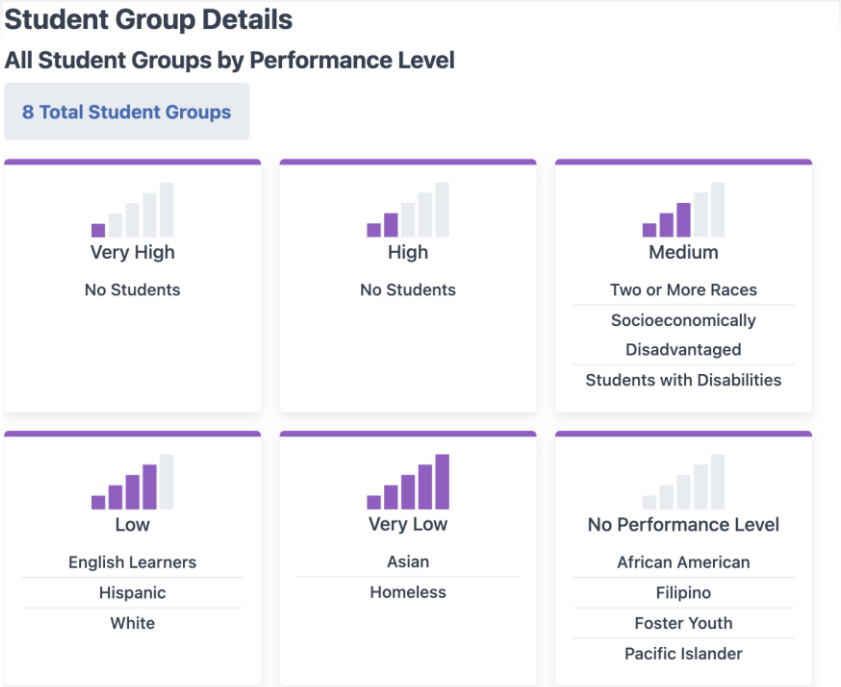
Name	Status Level	Current Status	Numerator	Denominator	Tested Less than 95% on ELPAC Summative
Cabrillo Unified	Medium	51.10%	187	366	N
Pilarcitos Alternative High (Continuation)	No Performance Level	*	*	3	N
Half Moon Bay High	Low	41.20%	21	51	Y
Alvin S. Hatch Elementary	Medium	50.70%	73	144	N
El Granada Elementary	Medium	47.40%	27	57	N
Farallone View Elementary	No Performance Level	*	*	10	N
Kings Mountain Elementary	No Performance Level	*	*	3	N
Manuel F. Cunha Intermediate	Low	56.10%	55	98	Y

We have made improvement at our Title I Elementary schools (Medium status level), but we know there is much more to do. 50% of ELs are still not showing progress, and our secondary sites are at a Low Status Level.

Suspension (LCAP Priority 6)

2021-2022 Data

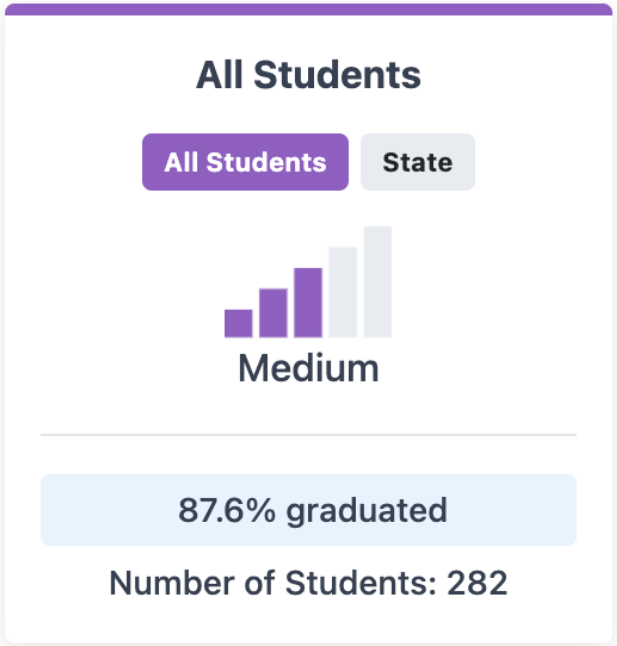


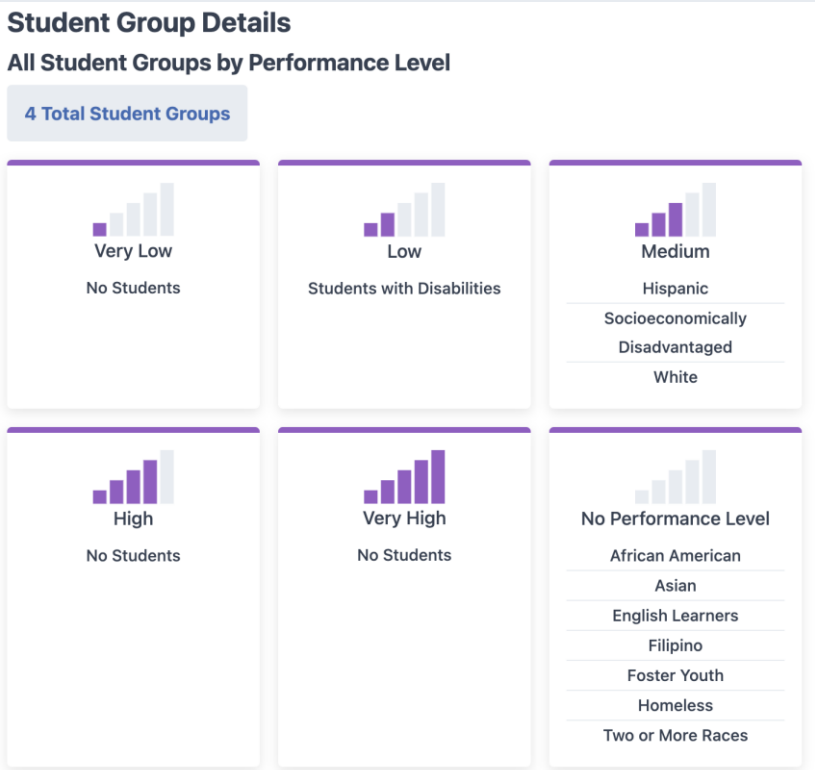


English Learners, Hispanic students, and White students are performing at Low Suspension status level. Students with Disabilities, Socioeconomically Disadvantaged, and Two or More Races are suspended at a higher rate. We have to continue to strengthen our Social Emotional Learning programs and supports to reduce suspensions.

Graduation (LCAP Priority 5)

2021-2022 Data

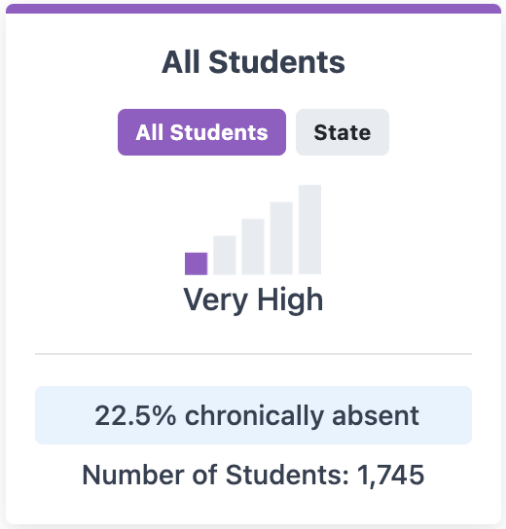


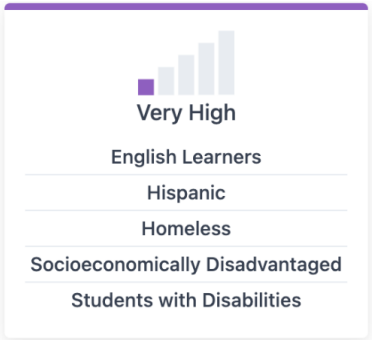


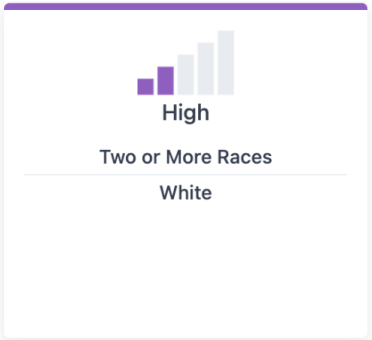
Our overall graduation rate for Hispanic, Socioeconomically Disadvantaged, and White students are at the Medium status level. Students with Disabilities are at Low status level. Overall, our goal must be to increase graduation rates for all student subgroups.

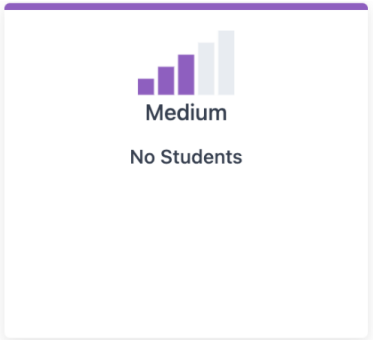
Chronic Absenteeism (LCAP Priority 5)

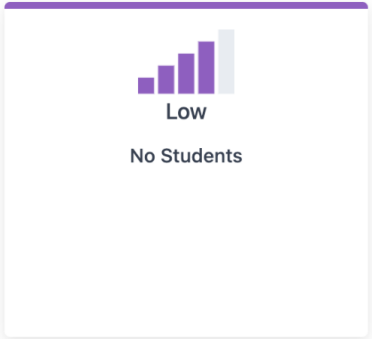
2021-2022 Data

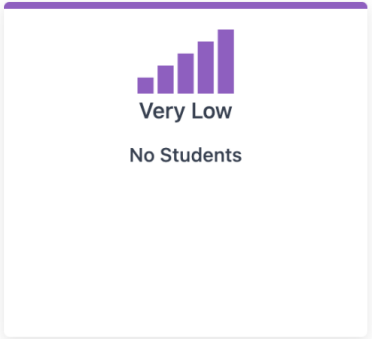


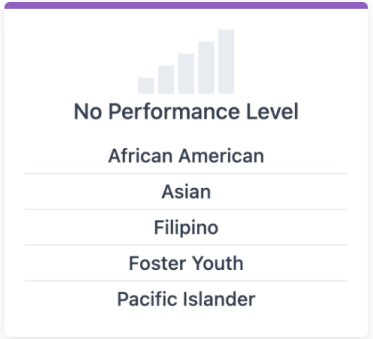












Chronic Absenteeism (LCAP Priority 5)

2021-2022 Data

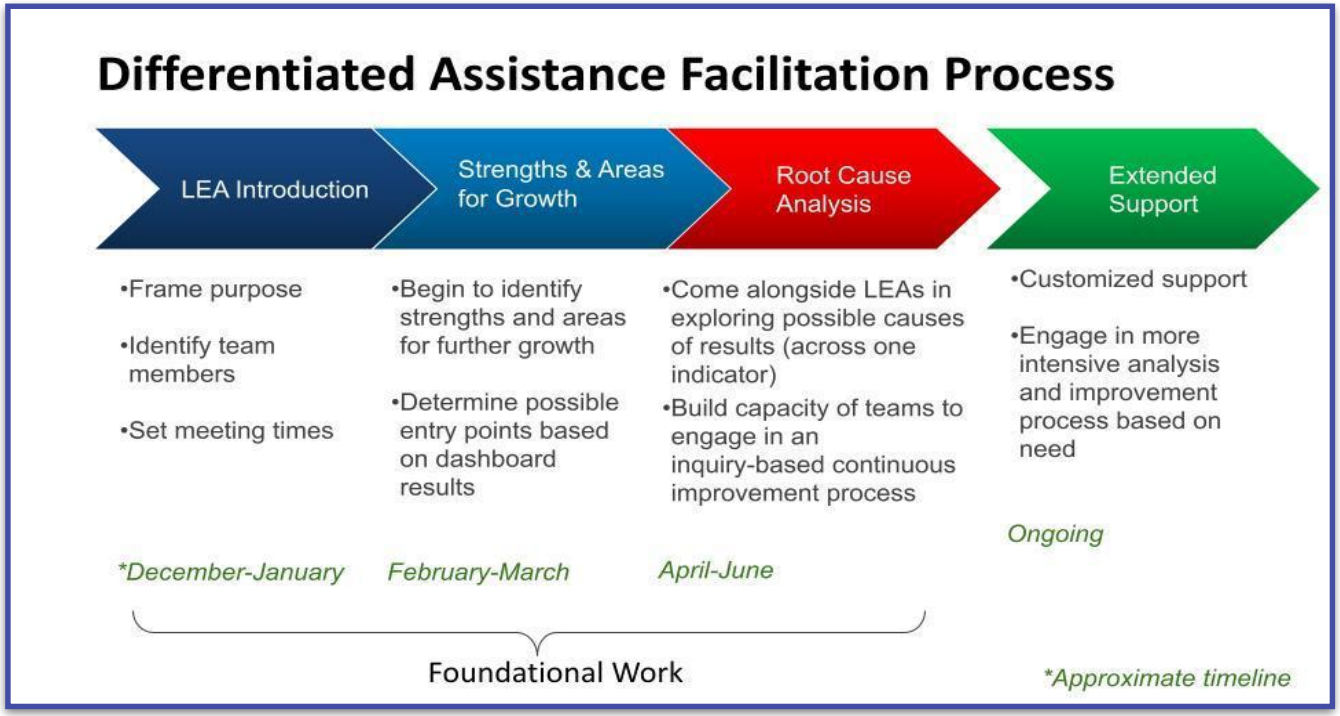
Name	Status Level	Current chronic absenteeism rate	Current number of students chronically absent	Current number of eligible students	Assigned auto-orange due to unverified data
Cabrillo Unified	Very High	22.50%	392	1,745	N
Alvin S. Hatch Elementary	Very High	23.80%	130	546	N
El Granada Elementary	Very High	25.80%	82	318	N
Farallone View Elementary	High	14.50%	25	172	N
Kings Mountain Elementary	High	16.40%	10	61	N
Manuel F. Cunha Intermediate	Very High	22.40%	146	651	N

All schools have a High or Very High Status of Chronic Absenteeism with at-promise subgroup data having a higher level of absenteeism. Cycles of Inquiry will be conducted and goals developed to reduce our absenteeism rates.

DIFFERENTIATED ASSISTANCE

Differentiated Assistance

SMCOE DA Supports:



Differentiated Assistance

DA Identification in San Mateo County:

- **14 out of 23 districts identified**
  - New Identifications
  - Continued identification
  - Additional Identifications
- **Top areas of identification include:**
  - Students with Disabilities
    - student achievement (ELA, math)
    - pupil engagement (chronic absenteeism, graduation rates)
  - African American Students (various indicators)
  - English Learners
    - student achievement (ELA, math)
    - pupil engagement (chronic absenteeism, graduation rates)

Differentiated Assistance at Cabrillo Unified

California Department of Education (CDE) has determined that **Cabrillo Unified School District is identified for Differentiated Assistance for 2023.**

The district was identified under four distinct student groups

- Students who qualify as low socioeconomic in two categories, achievement and engagement
- Students who are English Learners
- Students with Disabilities
- Students identified as Homeless

NEXT STEPS

Next Steps

- ★ Engage in Equity Audit
- ★ Develop Strategic Plan
- ★ Prioritize areas of GROWTH
  - ○ ELA/ELD/MATH Academic Interventions
    - ■ English Learners
    - ■ Socio-Economically Disadvantaged
    - ■ Hispanic/Latino/Latinx
    - ■ Students with Special Needs
  - ○ Chronic Absenteeism
- ★ Analyze local data and benchmarks by school site
- ★ Engage in Cycles of Inquiry both at the district and at school sites
- ★ Analyze and Redefine Intervention Programs to support areas of need
- ★ Create an abbreviated local dashboard
- ★ LCAP Presentation April - June
- ★ Engage in successful implementation of CORE Curriculum Adoptions

Questions?

Thank you!

APPENDIX & RESOURCES

Community Resources

Flyers for Parents (and Those New to the Dashboard)

- Getting to Know the 2022 California School Dashboard(PDF)
- Getting to Know the 2022 Dashboard State Measures(PDF)
- Reporting Current Year Data Only on the 2022 Dashboard(PDF)
- How to View Performance of a School or District on the 2022 Dashboard(PDF)
- Exploring the Equity Report(PDF)
- **How to Compare Schools on the 2022 Dashboard** (Coming in December 2022)
- Getting to Know the Local Measures(PDF)
- Information on Local Measures for Parents(PDF)

Translated flyers are available on the Translations Tab of the Dashboard Resources web page.

Additional Resources

School Dashboard Additional Reports and Data

State Indicator Flyers

- What Data Will Be Used for the 2022 Dashboard?(PDF) – This flyer identifies the data used to calculate the state indicators for the 2022 Dashboard.
- Academic Indicators(PDF)
    - English Learner Students in the Academic Indicators(PDF)
    - Information on the Participation Rate(PDF)
        - Translated Versions of Information on the Participation Rate Flyer
- Chronic Absenteeism Rate(PDF)
- College/Career Indicator(PDF)
- English Learner Progress Indicator(PDF)
    - English Language Proficiency Assessments for California (ELPAC) Participation Rate(PDF)
- Suspension Rate(PDF)

Academic Performance



Academic Performance contains two measures: English language arts/ literacy and mathematics. These measures show how well students are meeting grade-level standards. They are based on student performance on the Smarter Balanced Summative Assessments and the California Alternate Assessments, which are taken each spring by students in grades three through eight and grade eleven.

What:	When:	Who:
ELA and Mathematics Achievement	CAASPP and CAA Spring 2022 Administration	Grades 3-8 and 11

Chronic Absenteeism



The Chronic Absenteeism measure shows how many students were absent for 10 percent or more of the instructional days they were enrolled to attend. For example, if a student was enrolled to attend 180 instructional days and is absent 18 or more of those days, the student would be considered chronically absent. Students who are chronically absent miss out on important classroom instruction. Capturing this information in the Dashboard allows parents and educators to see if chronic absenteeism is a problem at a school or across a district.

What:

Students who are marked absent for any reason for 10% of the time enrolled.

When:

Any portion enrolled in the 2021-22 school year.

Who:

Grades 3-8

English Learner Progress



Proficiency in the English language is a first step for students to do well in other subject areas such as reading, writing, mathematics, and science. The English Learner Progress measure looks at the progress that English learner students are making toward achieving English proficiency. Each spring, English learner students take the English Language Proficiency Assessments for California, or ELPAC, which measures how well they know and understand English. Results from the ELPAC are used to calculate the English Learner Progress measure.

What:	When:	Who:
Multilingual student progress on the English proficiency test.	ELPAC 2021-22 level compared to 2020-21 level.	Grades 1-12

Graduation Rate



Regardless of whether students go on to college, a high school diploma is the minimum requirement for most entry-level jobs in today's economy. It represents mastery of foundational skills in mathematics, reading, writing, and the completion of a course of study. The Graduation Rate measure shows the number of students who received a diploma at the end of grade twelve.

What:	When:	Who:
Percentage of students who are graduating with their cohort.	Class of 2022 and Class of 2021 graduates in 2022.	Grade 12

Suspension Rate



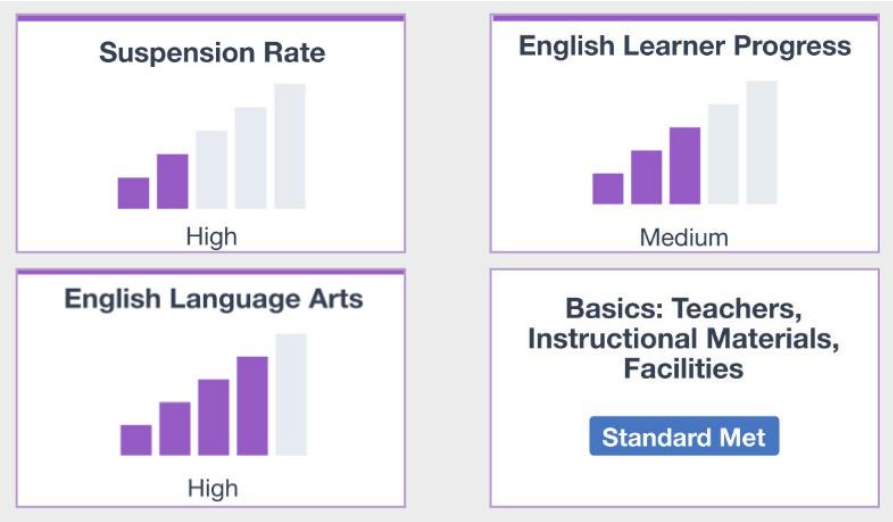
The Suspension Rate measure shows the percentage of students who were suspended for at least one full day during the school year. Students who are suspended from school miss out on important classroom instruction. Capturing this information in the Dashboard allows parents and educators to see if there is a suspension problem at a school or across a district and whether certain student groups are suspended more than others.

Note: A student is counted as suspended in the suspension rate only once regardless of multiple suspensions or multiple days of suspension.

What:	When:	Who:
Students who have at least one suspension.	Any portion enrolled in 2021-22 school year.	Grades K-12

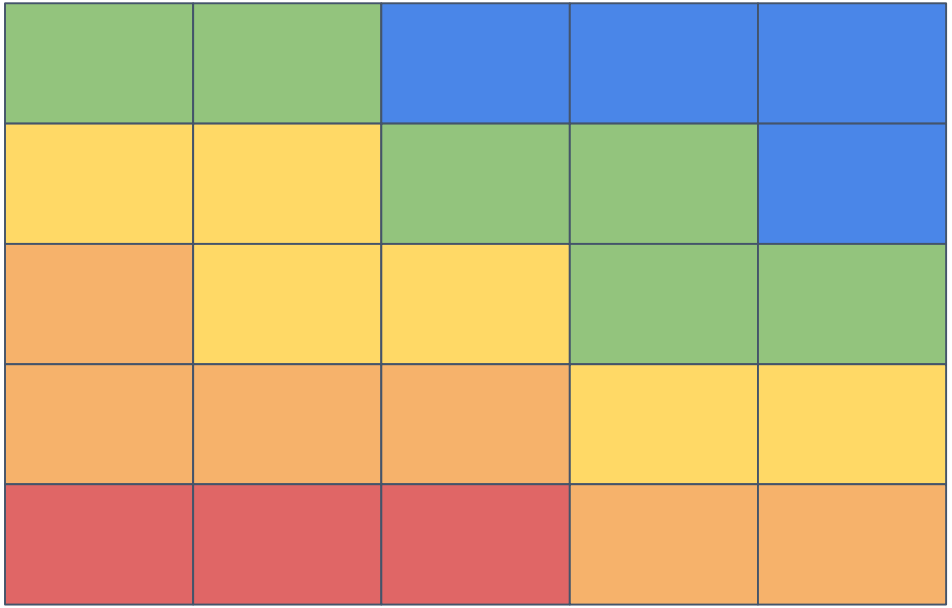
2022 Dashboard

Because of pandemic related disruptions to the school environment, the 2022 dashboard is a “fresh start” and will only represent status–the level of performance in the 2021-22 school year.



Achievement and Progress

California also recognizes that it is important to both report high overall performance, but also recognize the progress being made. Typically colors would be assigned capturing both “status” from the reporting year and “change” from the year prior.



How to use the Dashboard

Large scale summative data is best used to generate questions to drive inquiry.

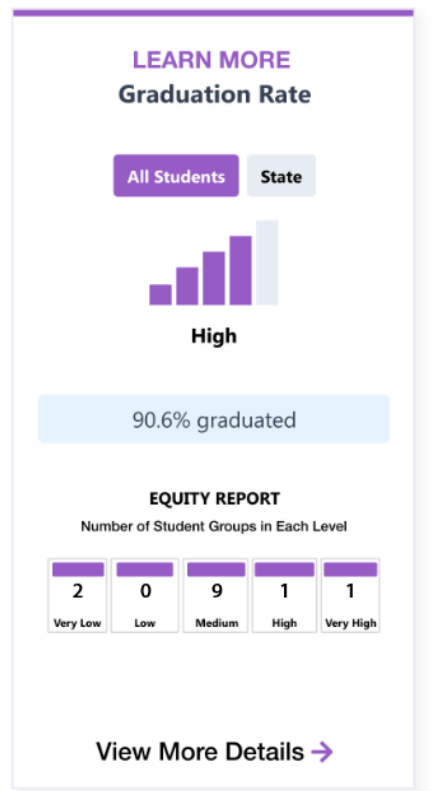
“I wonder what might be causing our math proficiency rate to be lower than ELA?”



How to use the Dashboard

It is valuable to look at who is being well served by schools, and who is not having their needs met.

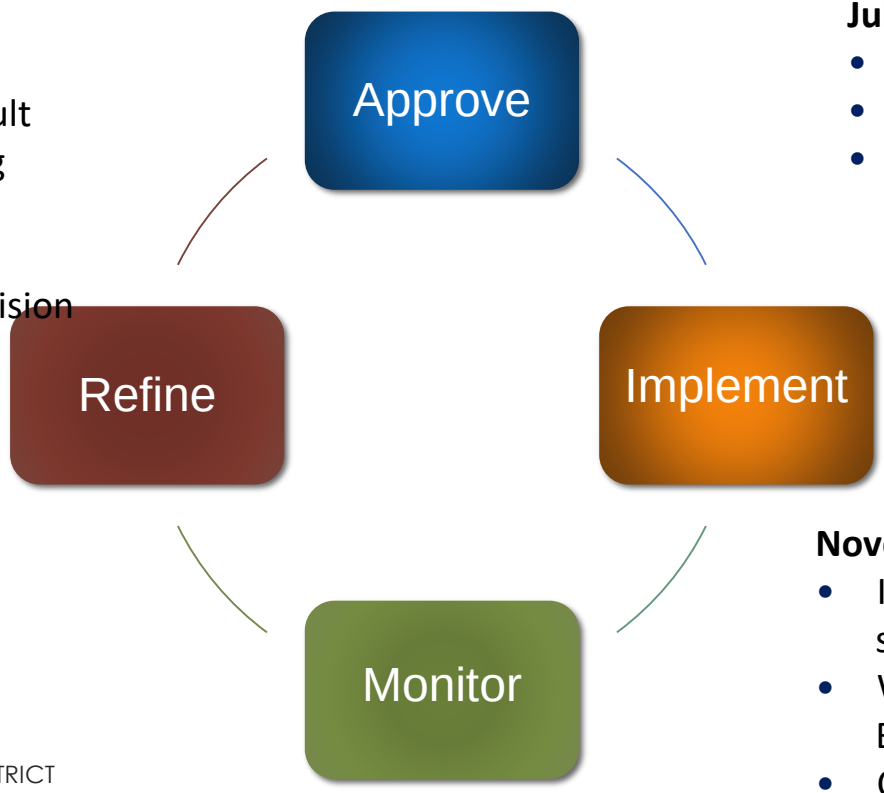
“What might be different about the way the two student groups with very low graduation rates experience school?”



LCAP Stakeholder / Interesados del LCAP Engagement Timeline/Calendario de Compromiso

April – June

- Review progress and consult stakeholders in completing annual update and making needed revisions
- Finalize following May Revision
- Hold public hearing
- Adopt and implement



July - October

- Evaluate Progress
- Conduct needs assessment
- Consult stakeholders

February-March

- Draft plan
- Present to advisory groups
- Respond to comments
- Adjust and Reflect

November-January

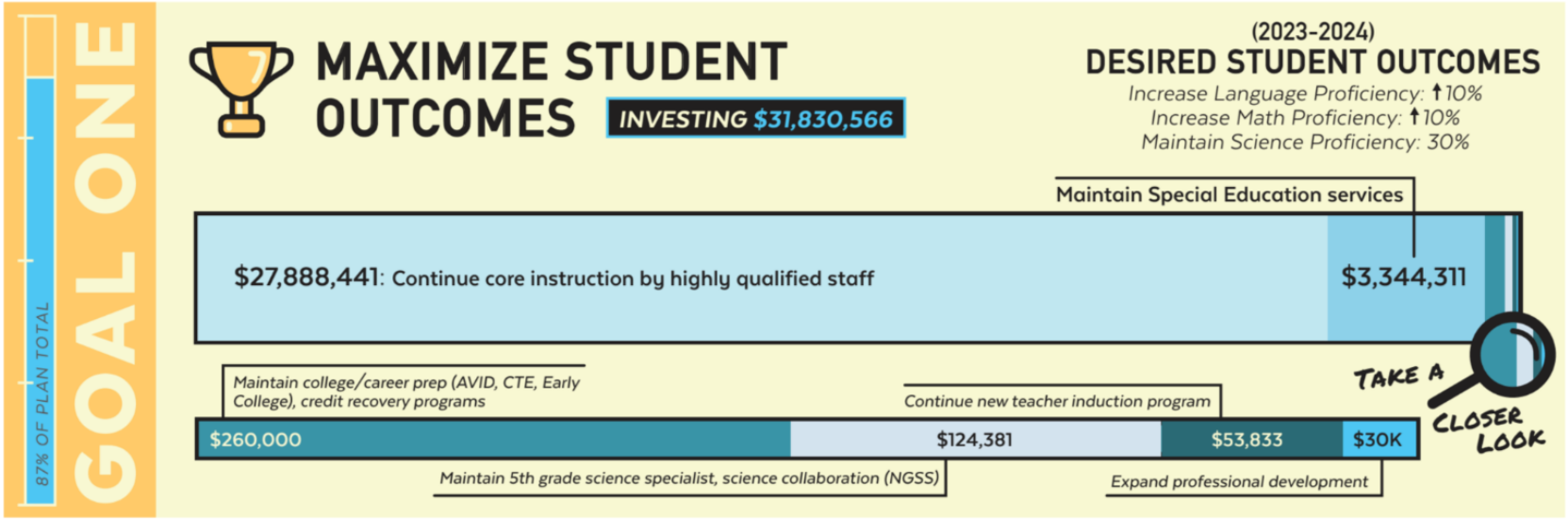
- Identify goals, actions and services
- With Governor's January Budget, align resources
- Consult stakeholders

CUSD CABRILLO UNIFIED SCHOOL DISTRICT
Every Student, Every Day!

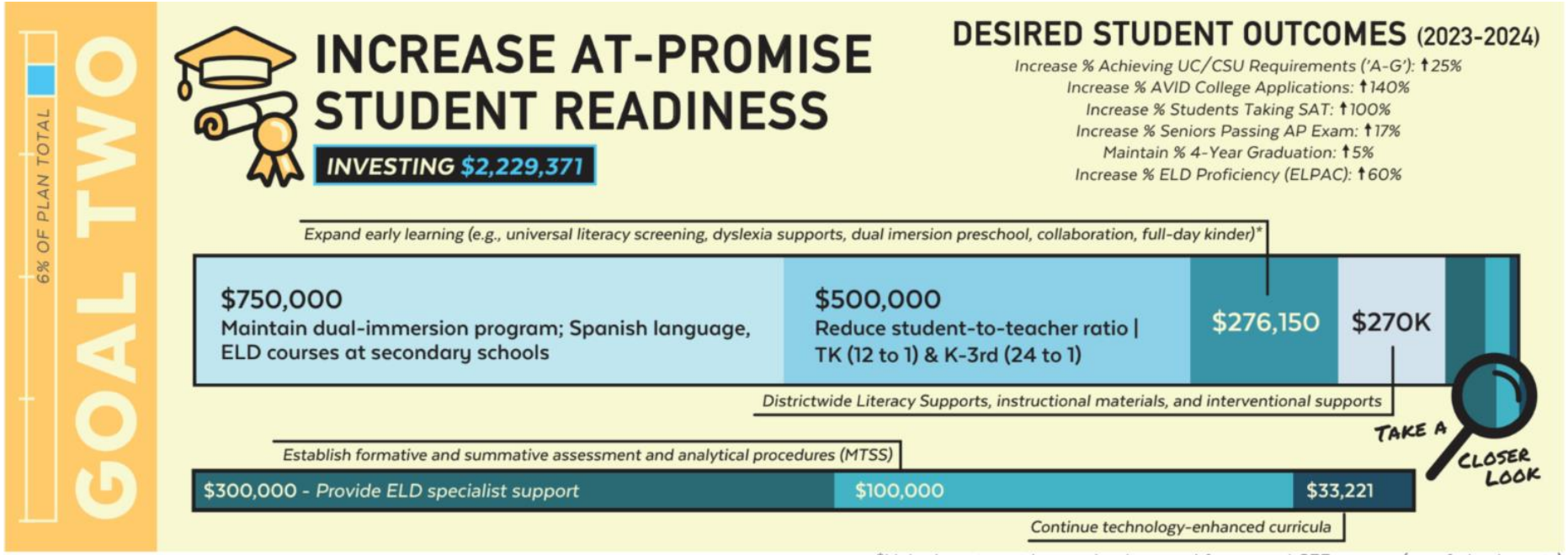
CUSD LCAP GOAL #1

Our LCFF Investment* $36,456,183

This investment is focused on five key goals.



CUSD LCAP GOAL #2



CUSD LCAP GOAL #3,4,5

1% OF PLAN TOTAL

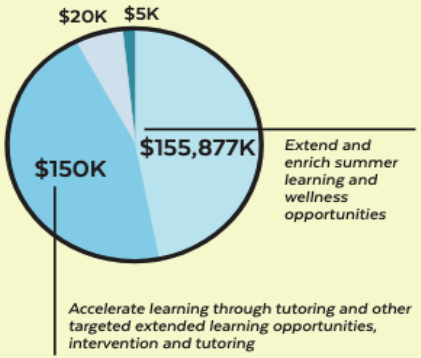
GOAL THREE

IMPROVE STUDENT & FAMILY ENGAGEMENT

INVESTING $330,877

DESIRED STUDENT & FAMILY OUTCOMES (2023-2024)

Increase Family/Committee Meeting Participation: ↑15%
Increase Parent Annual Survey Participation: ↑10%
Increase Tutoring Participation: ↑200%
Increase Summer School Participation: ↑25%
Expand Migrant Student Case Management to ELs: 100%



- **$20K**: *Community parent engagement commitees*
- **$5K**: *Family and student case management*

4% OF PLAN TOTAL

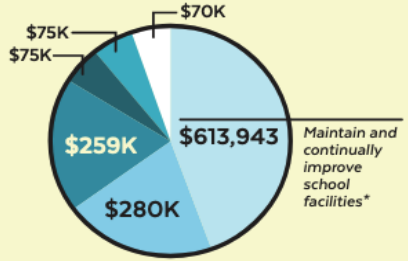
GOAL FOUR

IMPROVE SOCIAL & EMOTIONAL WELL-BEING

INVESTING $1,372,943

DESIRED COMMUNITY OUTCOMES (2023-2024)

Increase District-Wide Family Engagement Events: ↑50%
Increase Site-Specific Family Engagement Events: ↑150%
Increase Community Liaison Trainings: ↑150%
Implement Translation & Interpretation Trainings: 3 events/year
Increase Site Facilities Good+ Fit Rating: ↑100%



- **$70K**: *Continue focused counseling services for at-promise students*
- **$75K**: *Continue written translation and oral interpretation services*
- **$75K**: *Multi tiered systems of support. Expand social-emotional curricula, employee and student/family wellness supports and events, and enhanced student support team management (COST/SST)*
- **$259K**: *Continue counseling services at secondary schools*
- **$280K**: *Expand community liaison and other family engagement supports for at-risk students*

2% OF PLAN TOTAL

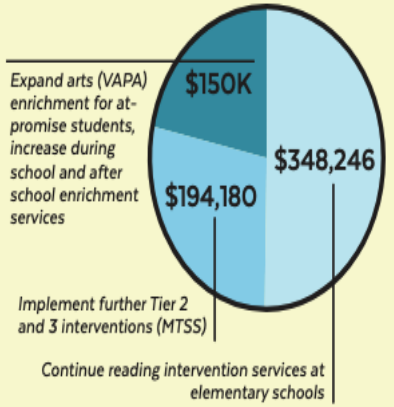
GOAL FIVE

FOCUS ON IMPROVING ELA/ELD & MATH, REDUCING SUSPENSIONS

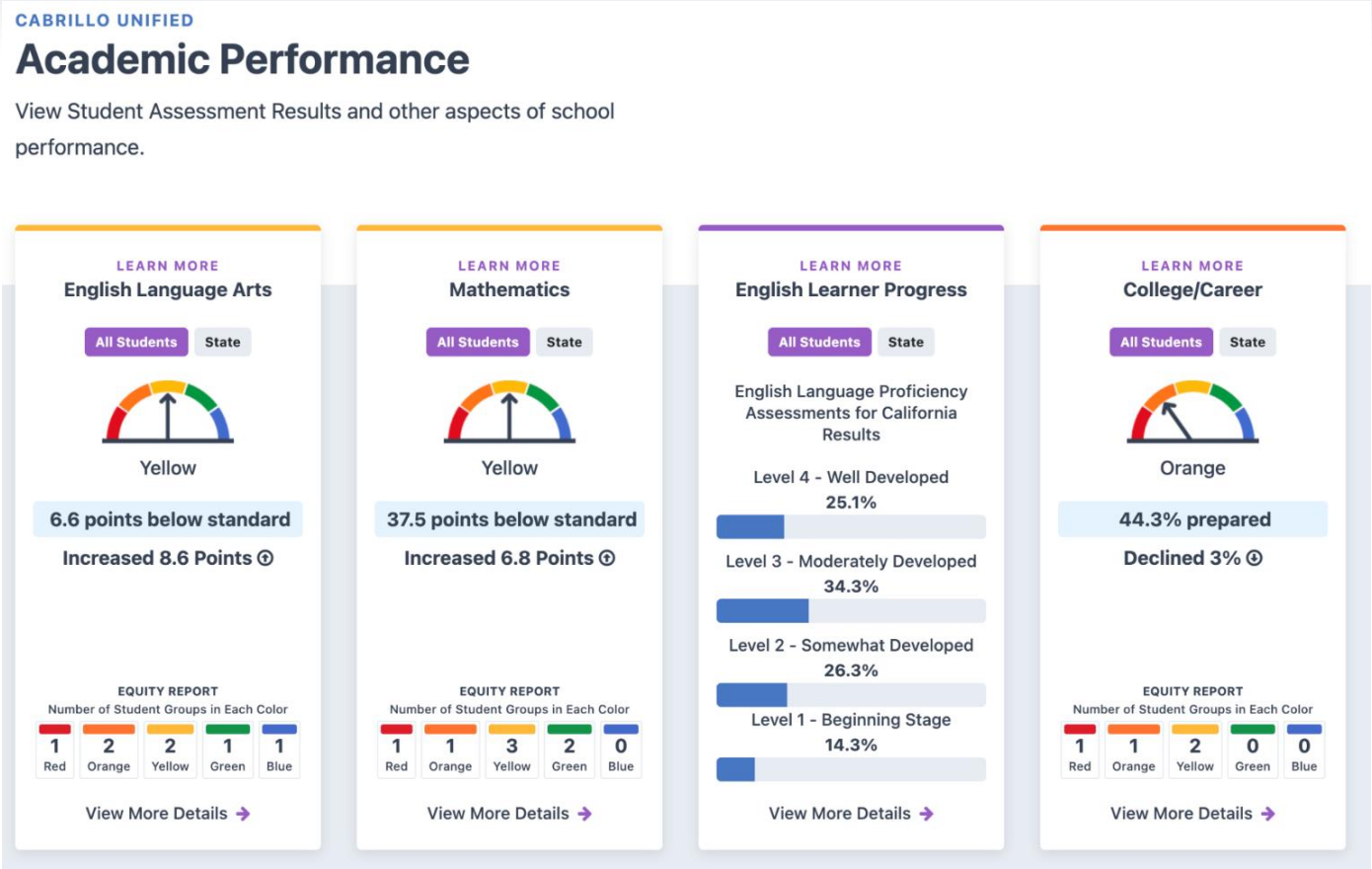
INVESTING $692,426

DESIRED STUDENT OUTCOMES (2023-2024)

Increase % Students ELA-Proficient (LEXIA, ELPAC): ↑10%



CA Dashboard | Academic Performance



CA Dashboard | Academic Engagement & Conditions & Climate

CABRILLO UNIFIED

Academic Engagement

See information that shows how well schools are engaging students in their learning.

LEARN MORE

Chronic Absenteeism

All Students | State



Yellow

7.7% chronically absent

Maintained 0%

EQUITY REPORT

Number of Student Groups in Each Color

0	4	2	2	0
Blue	Green	Yellow	Orange	Red

View More Details →

LEARN MORE

Graduation Rate

All Students | State



Green

93.4% graduated

Increased 1.7%

EQUITY REPORT

Number of Student Groups in Each Color

0	1	0	3	0
Red	Orange	Yellow	Green	Blue

View More Details →

CABRILLO UNIFIED

Conditions & Climate

View data related to how well schools are providing a healthy, safe and welcoming environment.

LEARN MORE

Suspension Rate

All Students | State



Green

2.2% suspended at least once

Declined 0.4%

EQUITY REPORT

Number of Student Groups in Each Color

2	3	3	1	0
Blue	Green	Yellow	Orange	Red

View More Details →

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
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Martha Ladd, Director of Educational Support Services
Caroline Morton, Specialized Program Coordinator Mental Health
CATEGORY: Presentation/Information
ITEM TITLE: Update on CUSD's Mental Health Response to Community Shooting Tragedy

BACKGROUND INFORMATION

Cabrillo Unified School District's Governing Board will receive a status report on the district's response to the recent tragic shooting in Half Moon Bay. The details of the events of January 23, 2023 have been well documented locally and nationally. San Mateo County, the City of Half Moon Bay, San Mateo County Office of Education, Cabrillo Unified School District, and local community partners (ALAS, Coastside Hope, StarVista, and others) have marshaled resources to assist families directly affected by this tragedy and to proactively support them and the greater community in processing this terrible event to help begin our healing after these events. Tonight, the Educational Support Services Department presents both our crisis support response as well as an overview of the ongoing support we will provide for our students, their families, and our staff.

FISCAL ANALYSIS

There is no additional fiscal impact. Our mental health and social-emotional learning programs are supported by the general fund and state and federal grants.

RECOMMENDATION

This item is presented for information.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

CUSD's Mental Health Response To Community Tragedy

Martha Ladd, Director of Educational Support Services
Caroline Morton, Specialized Program Coordinator Mental Health

Governing Board Meeting
February 9, 2023

Needs Assessment and Partners



- Allocation of Support Services
  - Various community partners addressed different needs with the affected families and Coastside.
- Contact Trees to Allow Flow of Information
  - We charted our needs assessment and designated a support process.
- SLS Team Immediate Response
  - We identified school-based supports to address immediate needs and areas where community partner support is/was needed.
- District Needs Assessment
  - We reviewed current structures to allow for ongoing long-term assessment of school-based needs.

Development of a Support Grid



Allowed us to assess support needs and determine where community partnerships were needed:

- Direct School Linked Services (SLS) counseling support
- Ongoing connection with families directly affected by the shooting
- Teacher/staff support
- Family engagement outreach
- Coordination with after-school programs for wellbeing support
- Parent communication and providing resources (Care Solace, digital, etc.)

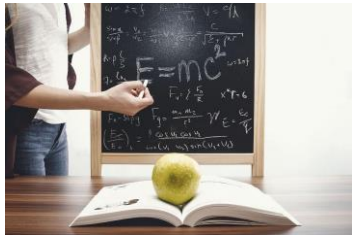
School Based Counseling & Family Support

- **SLS School-Based:** counseling and drop-in services for all students in need
  - Cunha, Half Moon Bay High School, and Pilarcitos High School utilized the current support of counselors, wellness counselors, SLS counselors, and that was sufficient to address needs.
- **After School Programs:** counseling for parents/guardians offered as needed
- **Resources:** talking points for teachers/families regarding tragedy provided
- **Community Partners:** additional counseling resources for student/families/staff
  - StarVista, SMUHSD, OneLife
  - Drop-ins at EG, Hatch, and Cunha
  - Weekly Staff Support Group
- **PTO Support:** PTO partners have supported families and staff
  - Families: with clothing and other necessities as needed
  - Staff: snacks and wellness treats/luncheon planned as support also



Staff Support

- Invitation to participate in Support Circles (zoom) led by a community partner
- PTOs supporting teachers with appreciation events
- Staff have been provided with resources (Care Solace, Support Circles, De-Briefings)
- Regular check-ins by school leadership
- Utilizing current MTSS structures to assess ongoing needs (COST)



Reflections and Gratitude



Questions?

Thank you!

CABRILLO UNIFIED SCHOOL DISTRICT

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Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A. Ed., Director of Personnel and Pupil Service
CATEGORY: Action
ITEM TITLE: Approval of the 2023-2024 Student/Teacher Calendar

BACKGROUND INFORMATION

The Cabrillo Unified Teachers' Association (CUTA), in conjunction with the California School Employees Association (CSEA), have jointly negotiated the 2023-2024 Student/Teacher calendar. The association's leadership has ratified the enclosed calendar, and members are in the process of voting to approve the calendar.

The enclosed calendar will be reviewed in detail during the board meeting, highlighting agreed-upon changes. Pending approval of the calendar, all staff, parents, and community members will be notified accordingly.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Approve the 2023-2024 Student/Teacher Calendar.

CABRILLO UNIFIED SCHOOL DISTRICT

STUDENT/TEACHER CALENDAR

2023-2024

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4 H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023 — 11 days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 SD	15 W	16 W	17 ★	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023 — 20 days

S	M	T	W	T	F	S
					1	2
3	4 H	5	6	7	8	9
10	11	12	13	14	15 SD	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023 — 21 days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 X	10	11	12	13 ■	14
15	16	17	18	19	20 SD	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023 — 16 days

S	M	T	W	T	F	S
			1	2	3 ▲	4
5	6	7	8	9	10 H	11
12	13	14	15	16	17	18
19	20 X	21 X	22 X	23 H	24 H	25
26	27	28	29	30		

DECEMBER 2023 — 16 days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 ■	23
24	25 H	26 X	27 X	28 X	29 H	30
31						

★ First Day for All Students ..... Aug. 17
★ Last Day of 1st Semester -Minimum Day.... Dec. 22
★ Last Day for Students -Minimum Day ..... June 6

Please note: Elementary schools that have minimum days will only observe 1 minimum day per week except for conference weeks.

Elementary Schools Trimesters:
▲ End of First Trimester (55 days)..... Nov. 3
▲ End of Second Trimester (62days)..... Mar. 1
★ End of Third Trimester (63 days) ..... June 6

Cunha Intermediate School/HMBHS/Pilarcitos HS:
■ End of First Quarter (40 days)..... Oct. 13
■ End of Second Quarter (44 days)..... Dec. 22
■ End of Third Quarter (43 days) ..... Mar. 15
★ End of Fourth Quarter (53 days).....June 6

Total Student Days..... 180 days
Total Teacher Days..... 185 days

LEGAL HOLIDAYS: H (Actual) = Non-School Days
Labor Day..... Sept. 4
Veterans Day Observed..... Nov. 10
Thanksgiving Day ..... Nov. 23
Day after Thanksgiving..... Nov. 24
Federal Holiday Observed ..... Dec. 25 and Dec. 29
New Year's Day ..... Jan. 1
Martin Luther King Day ..... Jan. 15
President Days Observed* ..... Feb. 19 & 23
Friday of Spring Vacation* ..... Apr. 19
Memorial Day ..... May 27
Juneteenth Day** ..... June 19
Independence Day ..... July 4

* Board Adopted Holidays
** Limited to employees who work that day

BOARD ADOPTED SCHOOL RECESSES/NON-SCHOOL DAYS: X = Non-School Days
October Non-School Day.....October 9
Thanksgiving Recess..... Nov. 20 to Nov. 24
Winter Recess ..... Dec.25 to Jan. 8
Presidents' Week ..... Feb. 19 to Feb. 23
Spring Recess ..... Apr. 15-19

PARENT CONFERENCE / REPORT CARDS
Elementary Schools:
Conferences - Minimum Days..... Sept. 25 to Sept. 29
Conferences - Minimum Days..... Mar. 4 to Mar. 8
Cunha Intermediate School:
Conferences - Minimum Days..... Oct. 31 to Nov. 3

STAFF DEVELOPMENT: SD = Minimum Day for Students * TENTATIVE DATES

Aug. 14 (Non-school for students)

Sept. 15	Oct. 20	Jan. 26
Feb. 9	Mar. 8	Apr. 26

TEACHER WORK DAYS: W = Non-School Days for Students

Aug. 15 & 16	Jan. 8	June 7

JANUARY 2024 — 16 days

S	M	T	W	T	F	S
	1 H	2 X	3 X	4 X	5 X	6
7	8 W	9	10	11	12	13
14	15 H	16	17	18	19	20
21	22	23	24	25	26 SD	27
28	29	30	31			

FEBRUARY 2024 — 16 days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9 SD	10
11	12	13	14	15	16	17
18	19 H	20 X	21 X	22 X	23 H	24
25	26	27	28	29		

MARCH 2024 — 21 days

S	M	T	W	T	F	S
					1 ▲	2
3	4	5	6	7	8 SD	9
10	11	12	13	14	15 ■	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024 — 17 days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 X	16 X	17 X	18 X	19 H	20
21	22	23	24	25	26 SD	27
28	29	30				

MAY 2024 — 22 days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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JUNE 2024 — 4 days

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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
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM: J Jesús Contreras, Chief Business Officer
CATEGORY: Presentation
ITEM TITLE: Update on Cabrillo USD Bond Program

BACKGROUND INFORMATION

Cabrillo Unified School District was granted authorization by District voters as follows:

Measure S – June 5, 2012, for $81,000,000; Measure M – June 5, 2018, for $99,000,000.

This presentation will provide the Board with an update on current authorizations, Bond projects, and balances in funds 21 and 40.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

Receive information presentation for CUSD Bond Program update.

CABRILLO UNIFIED SCHOOL DISTRICT

Every Student, Every Day!

Bond Program Update
Measure S and M

J Jesús Contreras
Chief Business Officer
Governing Board Meeting
February 9, 2023

2012 Measure S (June 2012) & Measure M (June 2018)

On June 5, 2012, Cabrillo USD (CUSD) voters approved **Measure S**, an **$81,000,000** bond authorization for the acquisition, construction, improvement, furnishing, and equipping of School Facilities.

On June 5, 2018, CUSD voters approved **Measure M**, a **$99,000,000** bond authorization, for updating of classrooms and science labs, essential safety repairs, fixing leaky roofs, equipping classrooms with technology, replacing/repairing heating and plumbing, and constructing and equipping classrooms.

History of Authorizations

District has received three separate bond authorizations

Cabrillo Unified School District

Bond Election Date	Authorized Amount	% Support	Issued Amount	Remaining Authorization
June 4, 1996 Measure K	$35,000,000	75.3% (66.7% required)	$34,996,263	$0*
June 5, 2012 Measure S	$81,000,000	56.5% (55.0% required)	$58,000,000	$23,000,000
June 5, 2018 Measure M	$99,000,000	55.1% (55.0% required)	$75,000,000	$24,000,000
Total	**$215,000,000**		**$167,996,263**	**$47,000,000**

*Technically $3,736.75 remains under the Measure K authorization, but it is not accessible since it is less than a single bond denomination.

- The District plans to issue the remaining authorization in the next few years.

Bond Funds: January 31, 2023

1/31/2023	Authorized Amount	Issued Amount	Remaining Authorization	Fund 21
Measure S - 2012	$ 81,000,000.00	$ 58,000,000.00	$ 23,000,000.00	
Measure M -2018	$ 99,000,000.00	$ 75,000,000.00	$ 24,000,000.00	
Fund 21				$ 30,260,052.00
Totals	$ 180,000,000.00	$ 133,000,000.00	$ 47,000,000.00	$ 30,260,052.00
Available for ALL Bond Projects: EGE, FV, HMBHS, and Others			$	77,260,052.00

Anticipated CUSD Projects Budget

PROJECTS	Farallone View	El Granada	Other CUSD Projects	Totals
Phase 1 & Phase 2	$ 23,408,750.00			
Phase 1 (7 Classrooms)		$ 25,871,931.00		
Modernization (Phase 2)		$ 20,062,589.00		
Roofs, HMBHS, Maint.			$ 7,916,782.00	
Totals	**$ 23,408,750.00**	**$ 45,934,520.00**	**$ 7,916,782.00**	**$ 77,260,052.00**
Available for ALL Bond Projects: EGE, FV, HMBHS, and Others			$	77,260,052.00

Measure S Bond Sale – Spring 2023

Voters approved **Measure S**, an **$81,000,000** bond authorization for the acquisition, construction, improvement, furnishing, and equipping of School Facilities.

On October 25, 2012, CUSD issued Series A for $18,000,000.

On January 14, 2015, CUSD issued Series B for $20,000,000.

On January 18, 2017, CUSD issued Series C for $20,000,000.

Spring 2023 – Seek Board Authorization for Bond Sale of $23,000,000.

Fund 40: Capital Outlay Projects

- The proceeds from the Cunha Building C Settlement are in the CUSD Fund 40.
- The current funds in Fund 40 equals $12,000,000.
- Funds will be used to support district-wide capital outlay initiatives and to supplement the CUSD Bond program projects to account for inflation, change orders, and other contingencies.

CUSD Bond Program Legal Authority

- Governing Board: Approves Project Designs and Cost
- Superintendent: Ensures/Facilitates that CUSD Staff Executes Projects
- Citizens Oversight Committee: Ensures that Bond Proceeds are spent only on projects listed in the *Bond Project List*
- Independent Annual Financial Audit: Ensures that Bond Proceeds are spent on authorized projects

Questions?

Thank you!

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
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GOVERNING BOARD
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Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: February 9, 2023
TO: Members of the Governing Board
FROM J Jesús Contreras, Chief Business Officer
CATEGORY: Action
ITEM TITLE: Adoption of Resolution No. 01-2023 Adopting Best Value Procedures for the Farallone View Elementary Modernization Project – Lease-Leaseback (Education Code 17406)

BACKGROUND INFORMATION

Pursuant to Education Code section 17406, the District must award Lease-Leaseback (LLB) Projects based on a competitive solicitation process to the proposer providing the best value to the District. Before awarding a Facilities Lease and Site Lease for the Project, the Cabrillo Unified School District (CUSD) Governing Board must adopt and publish required procedures and guidelines ("Best Value Procedures") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner.

FISCAL ANALYSIS

There is no financial impact to the General Fund. The Farallone View project will be financed with Bond funds.

RECOMMENDATION

Staff recommends that the Governing Board adopts Resolution No. 01 -2023.

RESOLUTION NO. 01-2023
BEFORE THE GOVERNING BOARD
OF THE CABRILLO UNIFIED SCHOOL DISTRICT
SAN MATEO COUNTY, CALIFORNIA

ADOPTING BEST VALUE PROCEDURES AND GUIDELINES
PURSUANT TO EDUCATION CODE SECTION 17406

WHEREAS, the Cabrillo Unified School District ("District") desires to undertake lease-leaseback projects ("LLB Projects") in accordance with applicable law; and

WHEREAS, pursuant to Education Code section 17406, the District must award LLB Projects based on a competitive solicitation process to the proposer providing the best value to the District, taking into consideration the proposer's demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

WHEREAS, before awarding a Facilities Lease and Site Lease for the LLB Project, the District's Governing Board ("Board") must adopt and publish required procedures and guidelines ("Best Value Procedures") for evaluating the qualifications of proposers that ensure the best value selections by the District are conducted in a fair and impartial manner; and

WHEREAS, on March 9, 2017, the Board adopted Resolution No. 06-17, adopting, and publishing a Best Value Methodology for evaluating the qualifications of proposers; and

WHEREAS, the District desires to adopt and publish revised Best Value Procedures, which are attached hereto as **EXHIBIT A**, still incorporating the required procedures of Education Code section 17406; and

WHEREAS, the revised Best Value Procedures shall be mandatory when awarding LLB Projects.

NOW, THEREFORE, the Governing Board of the Cabrillo Unified School District hereby finds, determines, declares, orders, and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That it is in the best interest of the school district to authorize lease-leaseback project procurement for the construction of District projects pursuant to Education Code section 17406.

Section 3. That the revised Best Value Procedures are adopted and published pursuant to Education Code section 17406.

Section 4. That the District's Superintendent, or designee, is authorized to implement the Best Value Procedures when evaluating the qualifications of proposers when awarding contracts for its LLB Projects and to take any action which is necessary to carry out, give effect to, and comply with the terms and intent of this Resolution.

APPROVED, PASSED, AND ADOPTED by Governing Board of the Cabrillo Unified School District on this 9th day of February 2023, by the following vote:

Mary Beth Alexander:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Lizet Cortes:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Carmen Daniel:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Kimberly Hines:	_____	Aye	_____	No	_____	Abstain	_____ Absent
Sophia Layne:	_____	Aye	_____	No	_____	Abstain	_____ Absent

Certified by:

_____
Sophia Layne
President, Governing Board of the
Cabrillo Unified School District

Attest by:

_____
Carmen Daniel
Clerk, Governing Board of the
Cabrillo Unified School District

EXHIBIT A

BEST VALUE PROCEDURES FOR DISTRICT'S LEASE-LEASEBACK PROJECTS PURSUANT TO EDUCATION CODE SECTION 17406

1. Procedure for Soliciting Proposals

a. The District shall prepare a request for sealed proposals ("RFP") from qualified proposers. The District shall include in the RFP:

i. an estimate of the price of the Project;

ii. a clear, precise description of any preconstruction services that may be required, and the facilities to be constructed;

iii. the key elements of the instrument to be awarded;

iv. a description of the format that proposals must follow, including the elements they must contain;

v. the standards the District will use in evaluating proposals;

vi. the date upon which proposals are due; and

vii. the timetable the District will following in reviewing and evaluating proposals.

b. The District shall give notice of the RFP by publishing the notice:

i. in accordance with the requirements of Public Contract Code section 20112, by publishing notice in a newspaper of general circulation published in the District, or if there is no such paper, then in some newspaper of general circulation circulated in the county; and

ii. in a trade paper of general circulation at least once a week for two weeks.

c. In order to submit a proposal, a proposer shall be prequalified in accordance with subdivisions (b) to (m), inclusive, of Public Contract Code section 20111.6.

d. If electrical, mechanical, and plumbing subcontractors are used, they shall be subject to the same prequalification requirements for prospective bidders described in subdivisions (b) to (m), inclusive, of Public Contract Code section 20111.6, including the requirement for completion and submission of a standardized prequalification questionnaire and financial statement that is verified under oath and is not a public record.

2. Contents of Requests for Proposals

a. The RFP shall identify all criteria that the District will consider in evaluating the proposals and qualifications of the proposers, by considering, relevant experience, safety record, price proposal, and other factors specified in the RFP.

b. The price proposal shall include, at the District's discretion, either a lump-sum price for the Project or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the District.

c. The RFP shall specify whether each criterion will be evaluated pass-fail, or will be scored as a best value score, and whether proposers must achieve any minimum qualification score for award of the contract.

d. For each scored criterion, the school district shall identify the methodology and rating or weighting system that will be used by the school district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

3. Evaluation and Award

Proposals shall be evaluated and the Project awarded in the following manner:

a. All proposals received shall be reviewed to determine those that meet the format requirements and the standards specified in RFP.

b. District shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the RFP, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the District.

c. The District's Governing Board shall award the Project to the responsive proposer whose proposal is determined, in writing by the Governing Board, to be the best value to the District.

d. If the selected proposer refuses or fails to execute the tendered proposed contract, the Governing Board may award the contract to the proposer with the second highest best value score if it deems it to be for the best interest of the District. If the second selected proposer refuses or fails to execute the tendered instrument, the Governing Board may award the instrument to the proposer with the third highest best value score if it deems it to be for the best interest of the District.

e. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's contract award and the contract file shall provide sufficient information to satisfy an external audit.

4. Discretion to Reject Proposals

The District's Governing Board, at its sole discretion, may reject all proposals and request new proposals.

[END OF BEST VALUE PROCEDURES]