## Regular Governing Board Meeting

# CABRILLO UNIFIED SCHOOL DISTRICT

Published on Friday, May 9, 2025 | Revised on Monday, May 12, 2025

**Date and Time**

Thursday, May 15, 2025

**Closed Session: 5:00 PM** (Open session at 5:00 p.m. for the sole purpose of opening the meeting and receiving public comments on Closed Session items)

**Public Session: 6:00 PM**

**Location**

Cunha Intermediate School Library Room, 600 Church Street, Half Moon Bay, California 94019

**Broadcast Live** on PacificCoast.TV

**Recordings** will be made accessible to the public on the days following the meeting on YouTube at: https://www.youtube.com/playlist?list=PLFUunuheJ0ZVRqCNQQy7IC-5fv3KEKlPr.

**Spanish Translation:** https://drive.google.com/file/d/1pQbfAIstGUF-YcHvmJsLFGk6rjhRqCi7/view

**In compliance with the Americans with Disabilities Act**, individuals requiring special accommodations, such as accessible seating or documentation in an accessible format, should contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us or (650) 240-3146. Please notify the District at least 48 hours before the meeting to arrange reasonable accommodations, auxiliary aids, or services.

**The District provides Spanish interpretation upon request**. To request this service, please contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us or (650) 240-3146.

Documents provided to a majority of the Governing Board regarding any open session item on the agenda will be available for public inspection at the District Office, located at 498 Kelly Avenue, Half Moon Bay, California, during regular business hours. These documents are also accessible on the District's website at cabrillo.k12.ca.us.

**PUBLIC COMMENTS GUIDELINES**

Members of the public are encouraged to participate in Board meetings and share their views on agenda items or matters within the Board's jurisdiction. Public comments can be provided in two ways:

**Submission of Written Comments in Advance**: Written comments can be submitted using the Google Public Comments form at cusd.info/comments. Comments are accepted from the posting of the agenda until **3:00 p.m. on the day of the meeting**. Comments should not exceed 300 words. While longer comments may not be shared publicly during the meeting, all comments received by the deadline will be made available to Board members and included in the meeting minutes.

**Provision of In-Person Comments During the Meeting**: To address the Board during the meeting, members of the public must submit a "Request to Address the Board" slip to the Administrative Assistant to the Superintendent **before the agenda item is introduced**. Slips are available on the handout table. When recognized by the Board President, speakers should proceed to the podium and keep their comments brief.

The Board limits total public input to **20 minutes per item**. The Board President may adjust time limits as necessary to accommodate diverse viewpoints. In exceptional cases requiring extended public input, the Board President, with Board consent, may adjust the time allotted per speaker or for overall public input. Members of the public with similar viewpoints may be asked to designate representatives to speak on their behalf. The Administrative Assistant will monitor time and notify speakers when 30 seconds remain and when time is up.

- **Nonagenda and Consent Items** may be addressed under "Public Comments on Nonagenda or Consent Items."
- **Agenda Items** may be addressed after the staff presentation.
- **Closed Session Items** may be addressed under "Public Comments on Closed Session Topics."

**IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS**

The CUSD Governing Board does not act upon nonagendized matters except under limited circumstances as permitted by law. Matters raised during public comments will be referred to staff for further examination and action where appropriate.

## 1. OPENING ITEMS - 5:00 PM

a. Call Public Session to Order

b. Roll Call / Quorum

c. Pledge of Allegiance

d. Approval of the Agenda

## 2. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion

b. Public Comments on Closed Session Items

c. Adjourn to Closed Session

1. **PUBLIC EMPLOYEE APPOINTMENT** (Government Code §54957)
   **Title:** Superintendent
2. **CONFERENCE WITH LABOR NEGOTIATORS** (Government Code §54957.6)
   **District-Designated Representatives:** Bianca Forrester, Associate Superintendent of Human Resources and Student Services, and Jennifer Marsh, Chief Business Officer
   **Unrepresented Employee:** Superintendent

d. Adjourn Closed Session and Reconvene Open Session

e. Report Action Taken in Closed Session

## 3. SPOTLIGHT THE COASTSIDE WAY! - 6:00 PM

a. Celebrating Our Success

1. **Community Engagement**
   a. Honoring Farallone View PTO
2. **Farallone View Elementary School**
   a. Recognizing Family Engagement Night Student Volunteer

b. Farallone View Presentation 9 - 27

**Supporting Documents/Attachments:**

1. Farallone View Presentation 05.15.2025.pdf

c. Student Board Members Report

1. Half Moon Bay High School Student Board Member
2. Pilarcito High School Student Board Member

## 4. GENERAL BUSINESS

a. Quattrocchi Kwok Architects (QKA) Facilities Master Plan Update (Presentation) 28 - 39

**Supporting Documents/Attachments:**

1. Facilities Master Plan HMBHS Update Slide Presentation 05.15.2025.pdf

b. Approval of the Cabrillo Unified School District Updated Certificated, Classified, and Management/Unrepresented Employee Salary Schedules (Action) 40 - 45

**Supporting Documents/Attachments:**

1. 2024-25 Certificated Salary Schedule with 5%.pdf
2. 2024-25 Classified Salary Schedule 5% increase.pdf
3. 2024-25 Management-Unrepresented Salary Schedule_May 15 .pdf

c. Cabrillo USD Fiscal Year 2024-25 Disclosure Collective Bargaining (Action) 46 - 73

**Supporting Documents/Attachments:**

1. 2425 CUTA Disclosure - Collective Bargaining
2. 2425 CSEA Disclosure - Collective Bargaining
3. 2425 Management Disclosure - Collective Bargaining

d. Adoption of Resolution 17-2025, Non-Reemployment of Classified Employees (Action) 74 - 80

**Supporting Documents/Attachments:**

Resolution 17-2025, Non-reemployment of Classified Employees.pdf

e. Approval of Resolution 18-2025, Amending Bylaws for the Bond & Parcel Tax Citizens' Oversight Committee (Action) 81 - 92

**Supporting Documents/Attachments:**

1. Resolution 18-2025, Amending Bylaws for the Bond & Parcel Tax Citizens' Oversight Committee

2. Cabrillo USD Citizens' Oversight Committee Bylaws

f. Approval of El Granada Elementary Phase 2 Guaranteed Maximum Price (GMP) (Action) 93 - 94

**Supporting Documents/Attachments:**

1. El Granada Phase 2 GMP Pricing

g. Approval of Superintendent Contract (Action) 95 - 106

**Supporting Documents/Attachments:**

1. 2025-28 Superintendent Contract Miramontes.pdf

## 5. COMMUNICATIONS

a. Public Comments on Nonagenda or Consent Items

b. Employee Organizations Report

1. Cabrillo Unified Teachers Association (CUTA) Representatives

2. California School Employee Association (CSEA) Representatives

## 6. CONSENT AGENDA

Items listed under the Consent Agenda are of a routine nature and are not anticipated for Board discussion. The Superintendent recommends their approval. If any Board member requests the removal of an item from the consent agenda, it shall be taken off and individually considered as a regular agenda item. The Consent Agenda requires a motion, a second, and approval by a roll call vote. Each item approved by the Governing Board on the Consent Agenda is considered in full and adopted as recommended.

a. Ratification of Half Moon Bay High Future Farmers of America to San Luis Obispo, California, May 1-3, 2025 107

b. Approval of Certificated Personnel Report 108 - 109

c. Approval of Classified Personnel Report - Revised 110 - 111

d. Approval of the Tentative Agreement between the Cabrillo Unified School District and the Cabrillo Unified Teachers Association 112 - 136

**Supporting Documents/Attachments:**

1. CUSD and CUTA Tentative Agreement April 9, 2025.pdf

e. CUTA Initial Proposals for Reopener Negotiations 2025-26 137 - 138

**Supporting Documents/Attachments:**

1. May 2025 CUTA Sunshine Letter.pdf

f. Enrollment Report — 139 - 140

**Supporting Documents/Attachments:**

1. 2024-25 Enrollment Report Period 9.pdf

g. Approval of Donations to Cabrillo Unified School District — 141 - 142

**Supporting Documents/Attachments:**

1. Summary Site Donations 05.15.2025

h. Information on Warrant Register Report Processed — 143 - 167

**Supporting Documents/Attachments:**

1. 040125-043025 Warrant Register

i. Renewal of the Ricoh Copier Lease Agreement — 168 - 184

**Supporting Documents/Attachments:**

1. Renewal Lease Agreement with Ricoh

j. Approval of Vanir Contract for Field Turf Replacement Projects — 185 - 187

**Supporting Documents/Attachments:**

1. Vanir PM Services for Sports Field Replacement Projects

k. Approval of Contract with AstroTurf for Cunha Middle School Soccer Field & HMBHS Baseball Field Turf Replacement Project — 188 - 193

**Supporting Documents/Attachments:**

1. AstroTurf Cunha and HMBHS Synth. Turf Replacements Sourewell Proposal
2. Contract (Attachment will be uploaded by Monday, May 12, 2025, or made available at the meeting.)

l. Authorization to Liquidate Surplus Furniture at Farallone View Elementary and El Granada Elementary School, Phase 2 — 194 - 195

m. Approval of Bond & Parcel Tax Oversight Committee Members — 196

n. Approval of El Granada Elementary Phase 2 DSA Inspector of Record (IOR) Services — 197 - 210

**Supporting Document/Attachments:**

1. CIS, Inc. El Granada Modernization PH2 Inspection Proposal

2. DSA School Insp Phase 2 of EG Campus Modernization Proposal

o. Approval of Governing Board Policy Updates as Recommended by the California School Boards Association and CUSD Staff 211 - 268

**Supporting Documents/Attachments:**

Policy Guidesheet.pdf

1. 0460 BP Local Control And Accountability Plan_1222_1223_DRAFT.pdf
2. 0470 BP COVID-19 Mitigation Plan 220310_DELETE.pdf
3. 0520 BP Intervention In Underperforming Schools_1223_DRAFT.pdf
4. 1113 BP District And School Websites_0623_DRAFT.pdf
5. 1312.2 BP Complaints Concerning Instructional Materials_1023_DRAFT.pdf
6. 5126 BP Awards For Achievement_0324_DRAFT.pdf
7. 5141.21 BP Administering Medication And Monitoring Health Conditions_0324_DRAFT.pdf
8. 5141.5 BP Mental Health_0623_DRAFT.pdf
9. 5141.6 BP School Health Services_0623_DRAFT.pdf
10. 6120 BP Response To Instruction And Intervention 0921_NEW.pdf
11. 6141.2 BP Recognition Of Religious Beliefs And Customs_0324_DRAFT.pdf
12. 6142.5 BP Environmental Education_0621_DRAFT.pdf
13. 6142.8 BP Comprehensive Health Education_1223_DRAFT.pdf
14. 6143 BP Courses Of Study_1221_1023_DRAFT.pdf
15. 6146.1 BP High School Graduation Requirements_1022_1223_DRAFT.pdf
16. 6146.4 BP Differential Graduation And Competency Standards For Students With Disabilities_1223_DRAFT.pdf
17. 6159.2 BP Nonpublic Nonsectarian School And Agency Services For Special Education_0623_DRAFT.pdf
18. 6161.1 BP Selection And Evaluation Of Instructional Materials_1023_DRAFT.pdf
19. 6161.11 BP Supplementary Instructional Materials_1023_DRAFT.pdf
20. 6162.5 BP Student Assessment_0923_DRAFT.pdf

21. 6163.1 BP Library Media Centers_1023_DRAFT.pdf
22. 6173.4 BP Education For American Indian Students_0623_NEW.pdf
23. 6174 BP Education For English Learners_06263_DRAFT.pdf
24. 6177 BP Summer Learning Programs_0323_DRAFT.pdf
25. 6178 BP Career Technical Education_1022_DRAFT.pdf

## 7. GOVERNING BOARD REPORTS

a. Board Members

b. Superintendent Report

## 8. CLOSING ITEMS

a. Adjournment of the Meeting

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Leticia Bhatia, Ed.D., Deputy Superintendent of Educational Services
Amy McVicker, Principal, Farallone View Elementary
**CATEGORY:** Presentation
**ITEM TITLE:** Farallone View Elementary Presentation

## BACKGROUND INFORMATION

Tonight, Farallone View Elementary School principal, Amy McVicker, will provide an overview of the school's unique site-based programs and services.

## FISCAL ANALYSIS

This item does not create an impact the General Fund.

## RECOMMENDATION

This item is presented for information only.

***Prepared by:*** *Josefina Infanzon*

CABRILLO UNIFIED SCHOOL DISTRICT

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# FARALLONE VIEW ELEMENTARY

CUSD Governing Board Meeting

May 15, 2025

FARALLONE VIEW
ELEMENTARY SCHOOL

# AGENDA

1. School Overview
2. Data Overview
3. Enrichment Learning Opportunities
4. Glows & Grows
5. PBIS Recognition
6. Modernization
7. School Travel Fellowship
8. Glimpses of 2024-2025 at FV
9. Continent Day 2024
10. Questions



# School Overview

Farallone View Elementary School is a Montara neighborhood school with a current enrollment of 175 students. Projected enrollment for the 2025-2026 school year is 213 students.* We provide a Transitional Kindergarten through fifth grade education with an environmental literacy and sustainability focus.




*As of 4/28/25

# 2023-2024 School Enrollment

## Enrollment

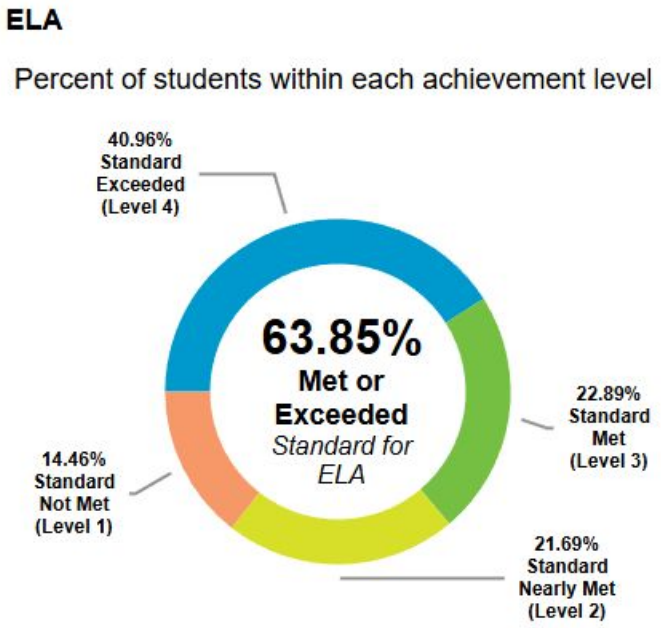
### School Demographics on Census Day

| Student Group | Total | Percentage |
|---|---|---|
| English Learners | 8 | 5.1% |
| Socioeconomically Disadvantaged | 17 | 10.9% |
| Students with Disabilities | 13 | 8.3% |

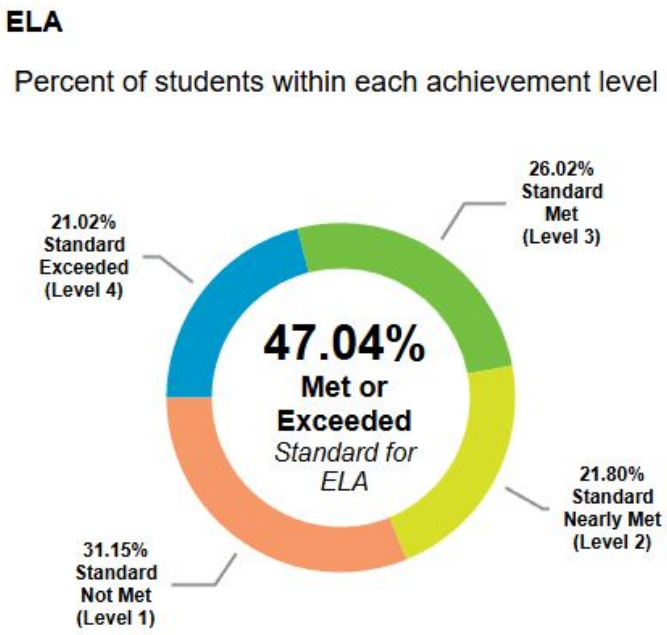
| Race/Ethnicity | Total | Percentage |
|---|---|---|
| Asian | 1 | 0.6% |
| Hispanic | 24 | 15.4% |
| Two or More Races | 18 | 11.5% |
| White | 113 | 72.4% |

# Data Overview - 2024 CAASPP ELA

## Farallone View Elementary

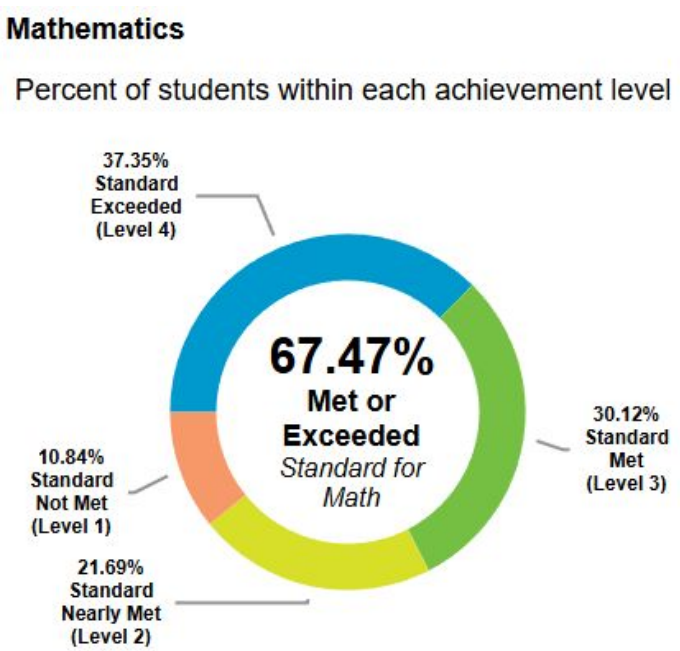



## State of California

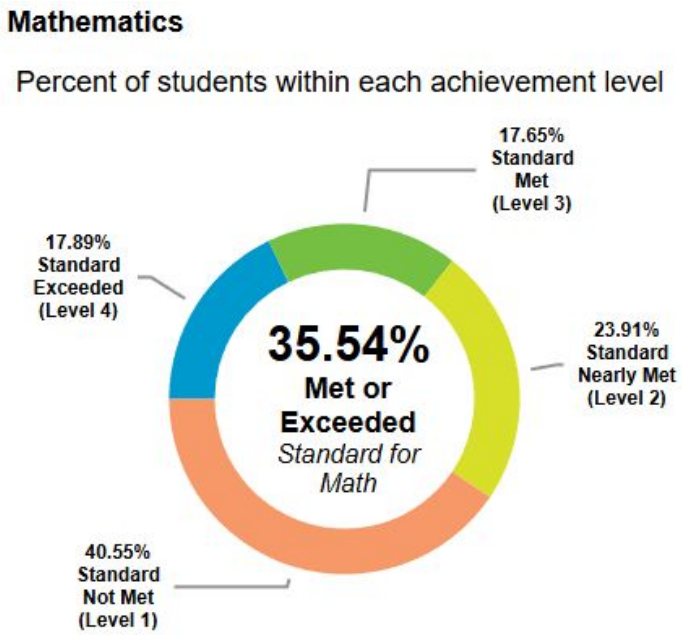


# Data Overview - 2024 CAASPP MATH

## Farallone View Elementary




## State of California

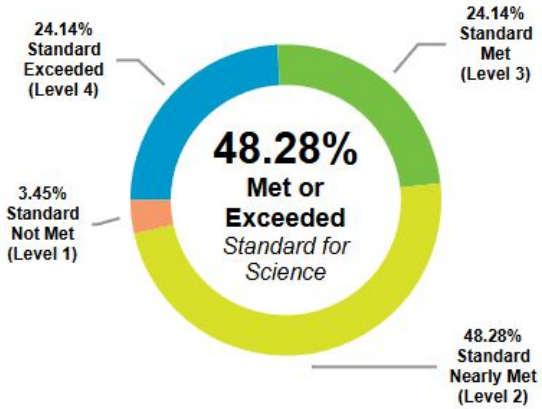


# Data Overview - 2024 CAST (Science)

Farallone View Elementary

**Science**

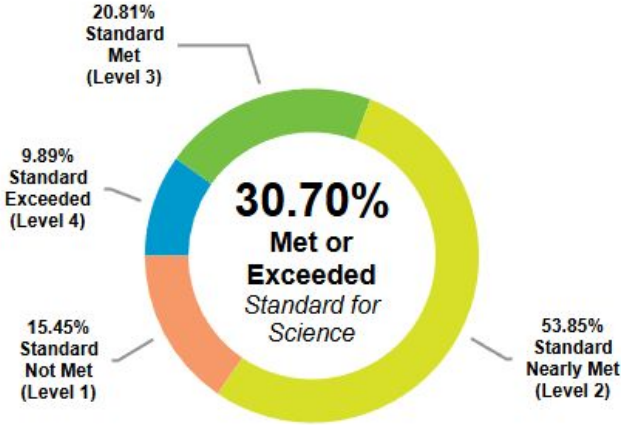
Percent of students within each achievement level




State of California

**Science**

Percent of students within each achievement level

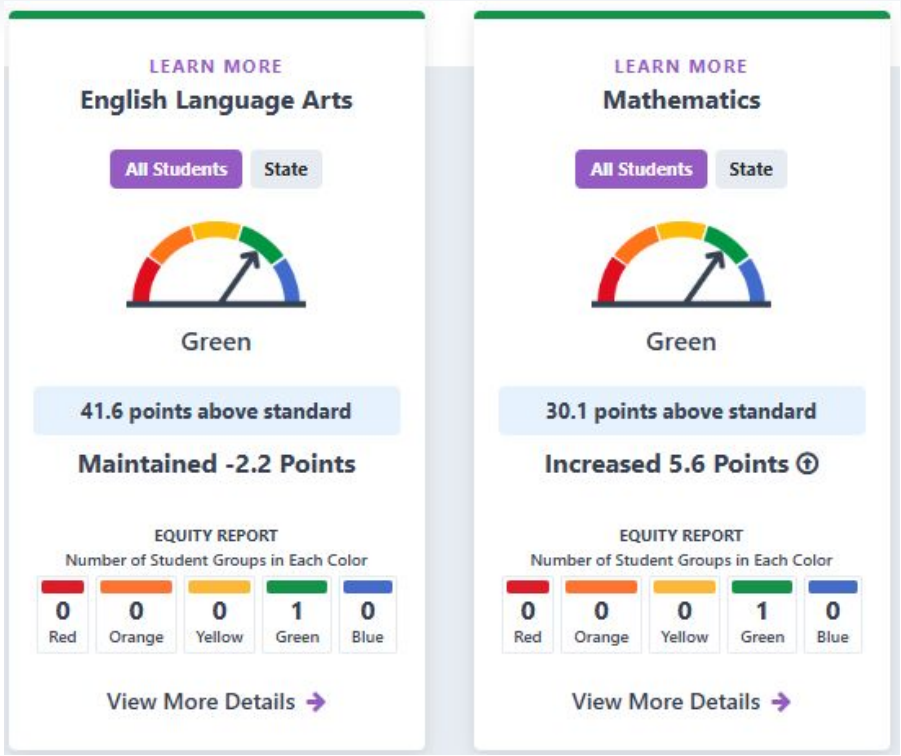





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# Data Overview - CA DASHBOARD 2024

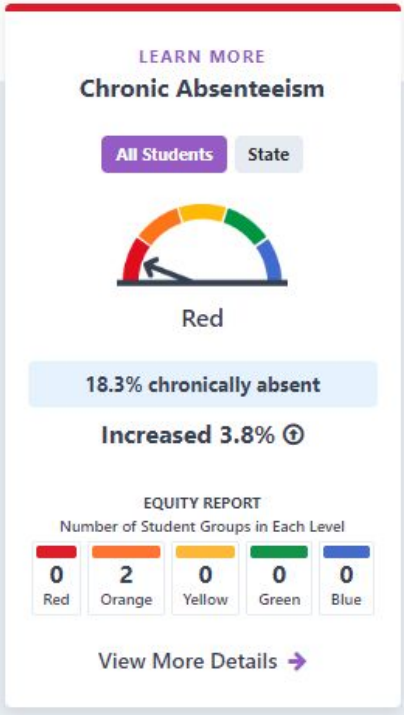
Academic Achievement



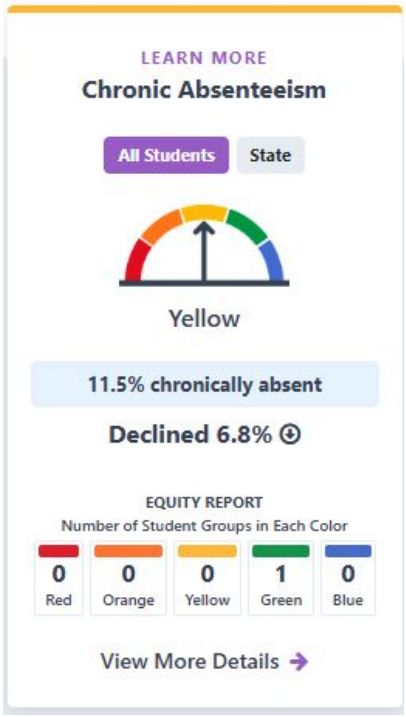
# Data Overview - CA DASHBOARD

Farallone View

2022-2023

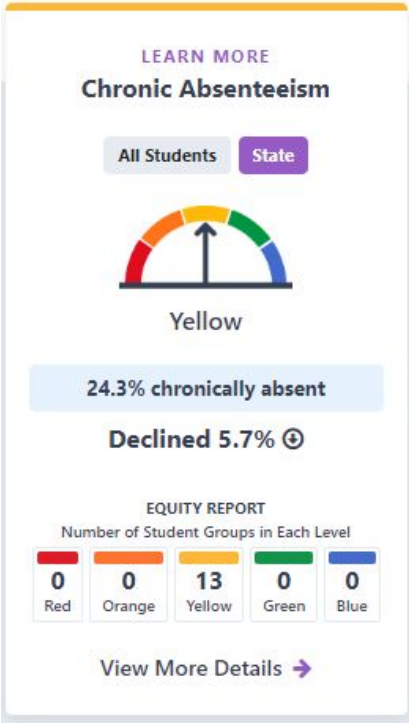



2023-2024

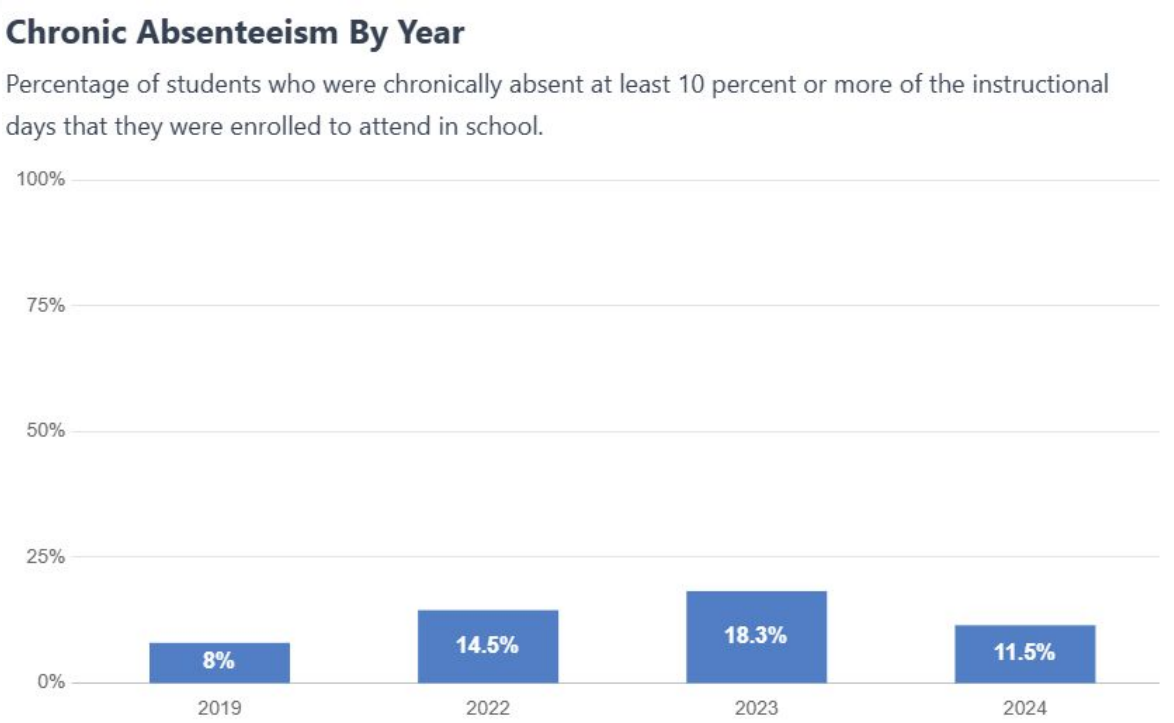



State of California

2023-2024



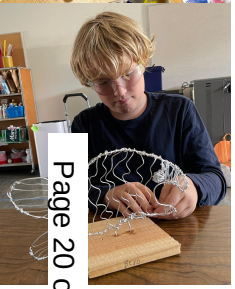
# Data Overview - CA DASHBOARD



# Enrichment Learning Opportunities













NEW THIS YEAR

- Chelsea Dumas - **Community School of Music & Arts - Music** classes for TK-5
- Allie Schulz - **VAPA** classes for TK-5 @ FV & EG (Proposition 28 funds)
- Julia Thollaug - **Drama** classes for TK-5 (7 sessions paid by PTO)

CONTINUED ENRICHMENT OPPORTUNITIES

- Kaia Lindberg - **Science/STEM enrichment classes** for TK-4 students (paid by PTO)
- Bryan Felts - **Science/STEM instruction** for 5th Grade (paid by CEF)
- PTO parents - **Art in Action** for TK-5
- Joanna Durand - HEAL Project - **Agricultural education classes** for 2nd & 3rd Grades
- Coastside Land Trust - **Junior Land Stewards Program** for 4th grade
- Lisa Race - FV **Art & Science Enrichment Clubs** for at-promise students, English Learners, and students in need of social-emotional support in grades 1-5
- Opera Together - Grades 3-5 (paid by PTO)
- Spelling Bee - Grades 1-5 (paid by PTO)

# Glows & Grows








**3 Glows**

- Chronic absenteeism declined
- Farallone View PTO's first fall festival
- Reflex Math for grades 2-5

**1 Grow**

- Family engagement night attendance

# California PBIS Recognized Schools

Three CUSD elementary schools were recognized in 2024 for successful Positive Behavioral Interventions and Supports implementation at the bronze or silver level within the CA PBIS Recognition System.









# Phase 2 of FV Modernization











# School Travel Fellowship











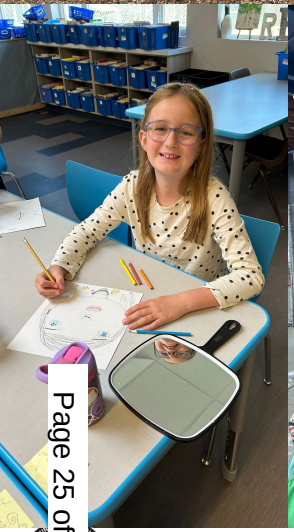
CUSD CABRILLO UNIFIED SCHOOL DISTRICT
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SAN MATEO COUNTY OFFICE OF EDUCATION
Safe Routes to School

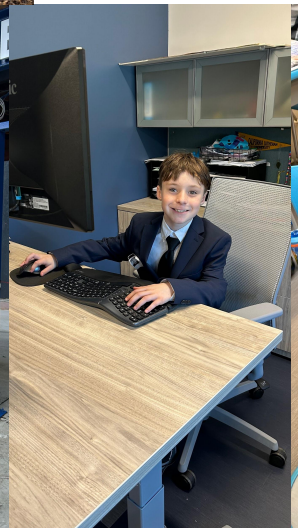
# Glimpses of 2024-2025 at FV



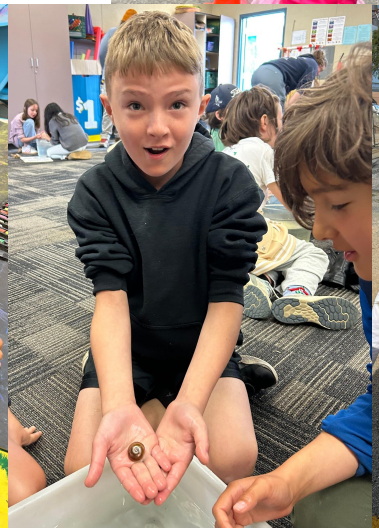














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# Continent Day 2024


















# Questions?

*Thank you!*



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# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
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Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Information/Presentation
**ITEM TITLE:** Quattrocchi Kwok Architects (QKA) Facilities Master Plan Update

## BACKGROUND INFORMATION

CUSD has partnered with QKA to assess, plan, and develop the improvement of Half Moon Bay High School. QKA will present an update on the next steps in the Facilities Master Plan.

## REPORT/PROPOSAL

Facilities Master Plan Update Presentation

## FISCAL ANALYSIS

There is no financial impact on the General Fund. Bond funds are used for Facilities Master Plan work.

## RECOMMENDATION

Receive Quattrocchi Kwok Architects Presentation.

***Prepared by:*** *Holly Lynne*

# HALF MOON BAY HIGH SCHOOL FACILITIES MASTER PLAN

BOARD MEETING UPDATE

## AGENDA:

- Master Planning Process Overview
- Review of Meetings and work completed to date
- Overview of major facilities needs identified to date
- Review of schedule for FMP Review and Completion
- Next steps

## WHY ARE WE DOING THIS?

The quality of facilities matters

HMBHS facilities need improvement

We want to maximize the impact of the funding that the District has now *and* may get in the future

Every school has unique needs

School and community input is important

**We need your help**

## FACILITIES PLANNING GOALS

Identify long term facilities needs for existing buildings

Identify opportunities to support existing and proposed educational programs

Address facilities needs for community programs

Help prioritize use of available Measure _ Funds

Address safety and security concerns

Enhance flexibility to support future educational programs

Enhance Student experience and support social-emotional health

Maximize the impact of facilities funding on education

# PROJECT DEVELOPMENT PROCESS

CONTINUOUS EDUCATIONAL PARTNER ENGAGEMENT

## MASTER PLANNING




- **General scope of projects**
- **Big picture budget**
- **Prioritization**

## PROGRAMMING




- Specific needs for each program
- Relationships between spaces

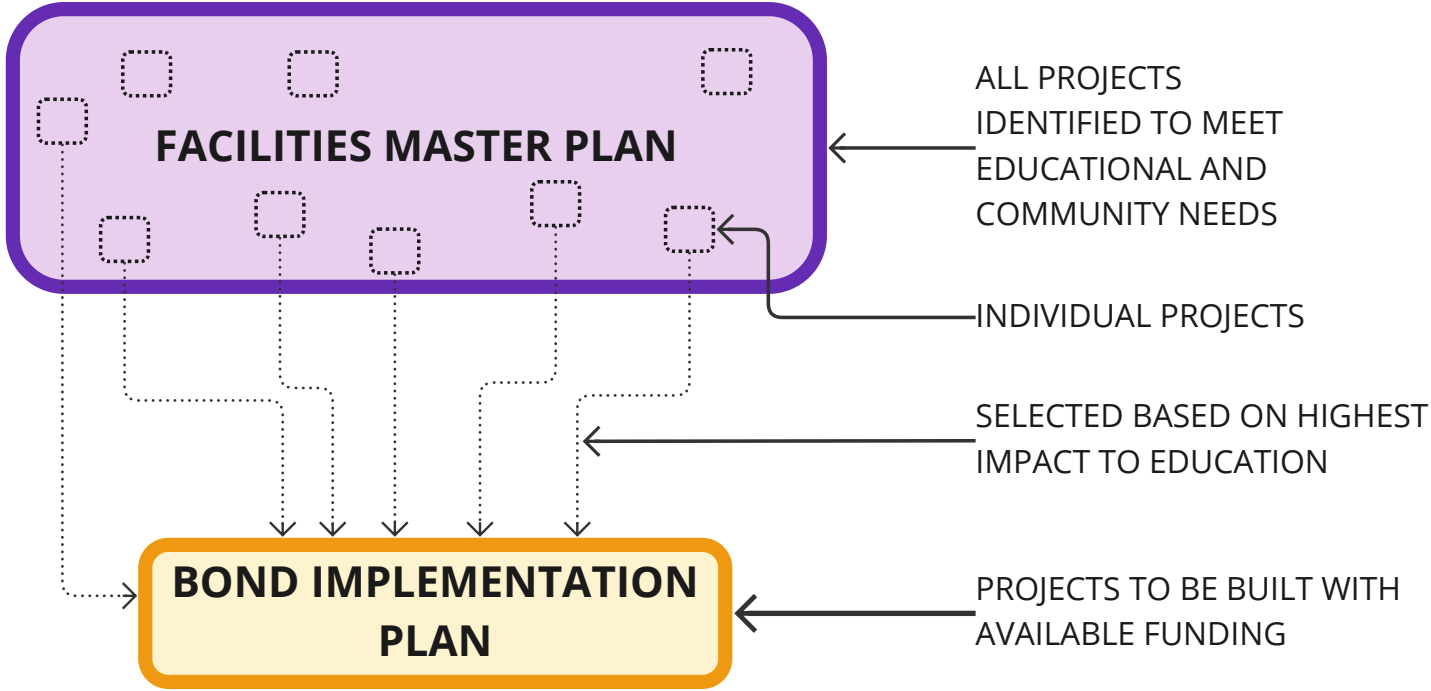
## DESIGN



- Design and layout of buildings
- Landscape design
- Architecture and materials

LEVEL OF DETAIL

## PROJECT SELECTION



## FACILITIES PLANNING SCHEDULE (PRELIMINARY)

| FEBRUARY -MARCH 2025 | |
|---|---|
| Information gathering | Site Assessments<br>Begin Site Committee Input on Needs |
| **APRIL- MAY 2025** | |
| Planning and Design | Site Committee and Focus Group Input on Needs<br>Analyze input and information<br>Develop Draft Site Plans<br>Review preliminary plans with Site Committee |
| **MAY - JUNE 2025** | |
| Review and Finalize | Community Presentations<br>Cost Estimating and Project Prioritization<br>Board of Education Review and Input<br>Development of Final Facility Planning Documents |
| **COMPLETION: JUNE 2025** | |

# STAKEHOLDER ENGAGEMENT

**SITE COMMITTEE**

Includes Teachers, Staff, Admin, Students, Parents

Meeting #1: 03.27
Reviewed FMP Process
Discussed Facilities Needs

Meeting #2: 04.22
Reviewed preliminary FMP Ideas
Talked about traffic, safety, small classrooms and other issues

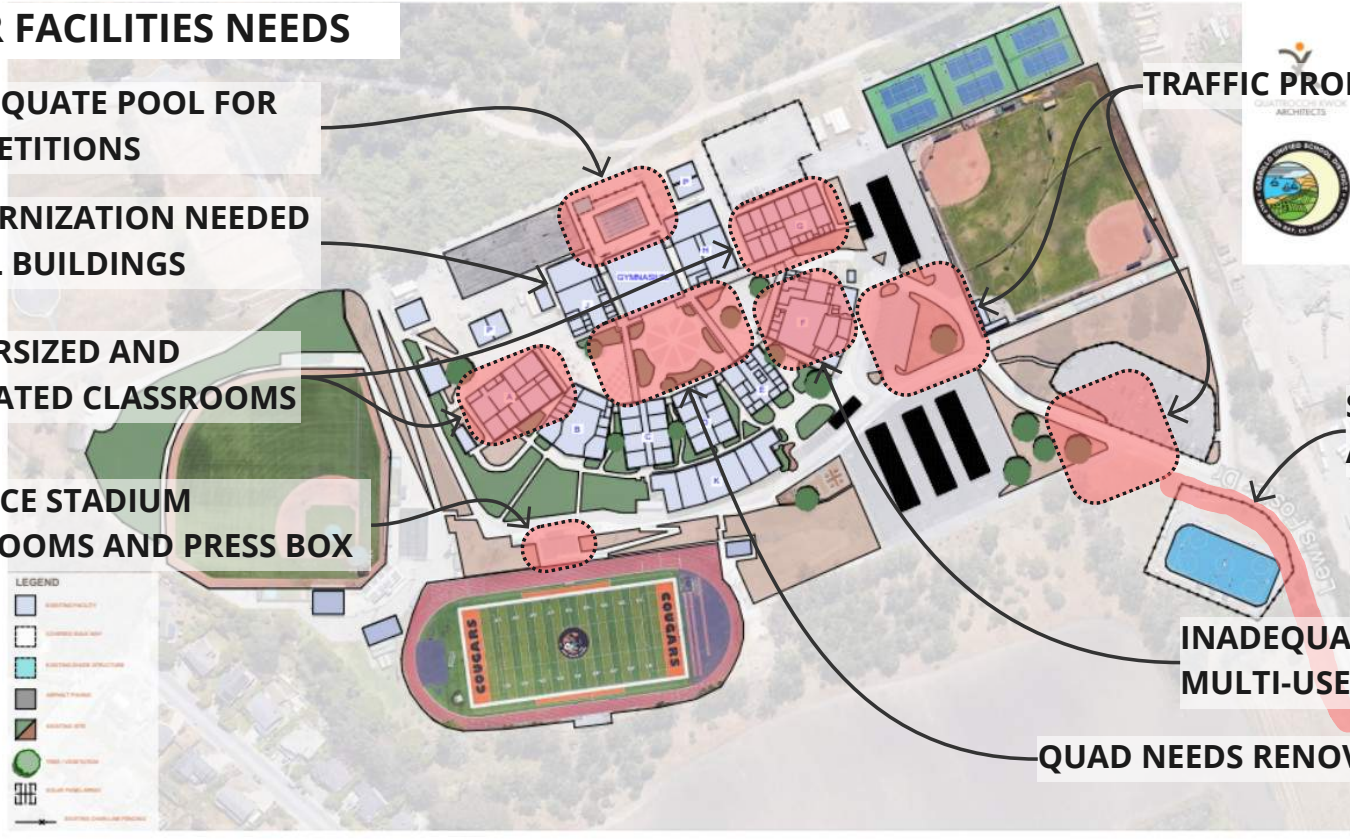
**TEACHER FOCUS GROUP**
Includes HMBHS Teachers

Meeting #1: 05.15
Will discuss educational facilities needs
Review Capacity Analysis and discussed planned number of classrooms

**STUDENT FOCUS GROUPS**

Meeting #1&2: 05.01
Met with Leadership Class and Ad Hoc group at Lunch
Discussed spaces they liked and needed improvements and what they wanted to see in campus.

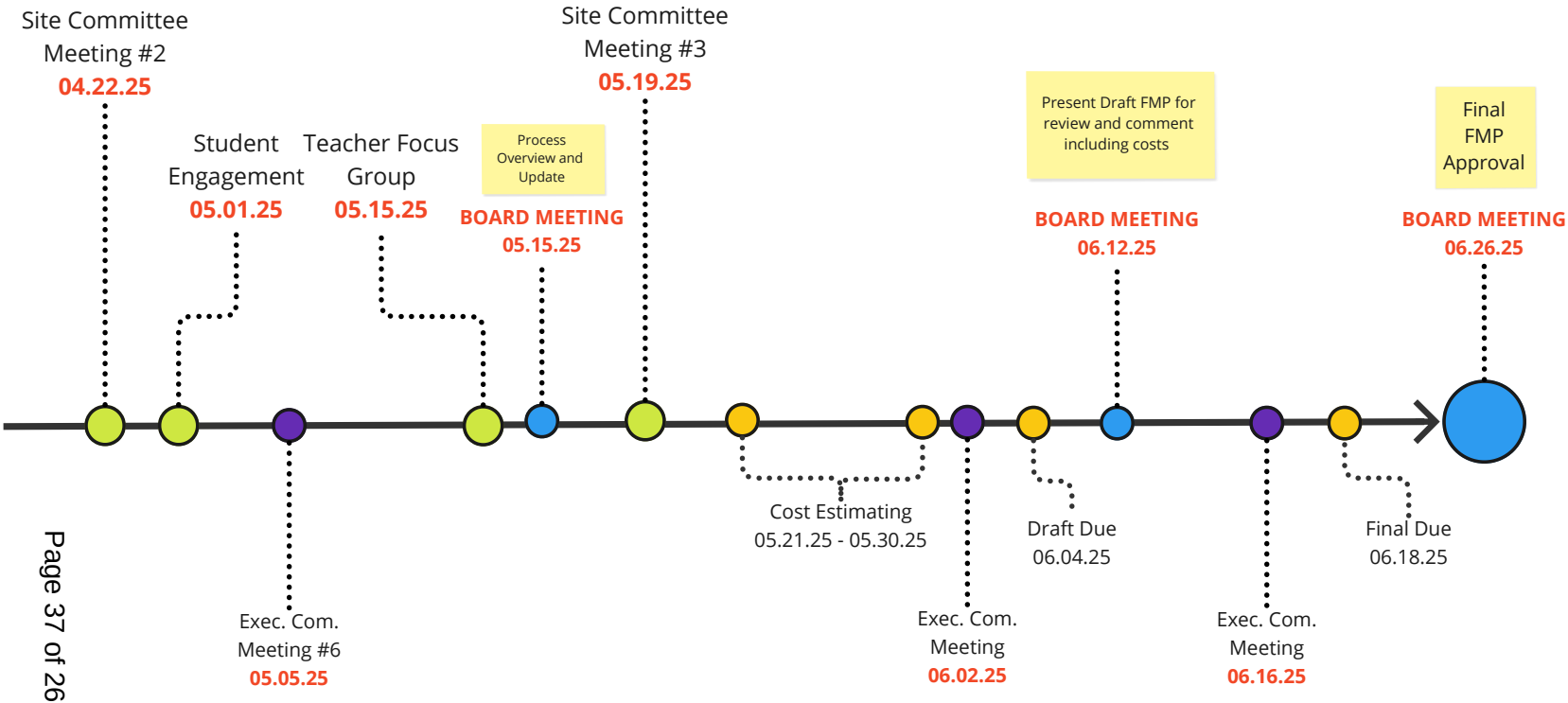
# MAJOR FACILITIES NEEDS



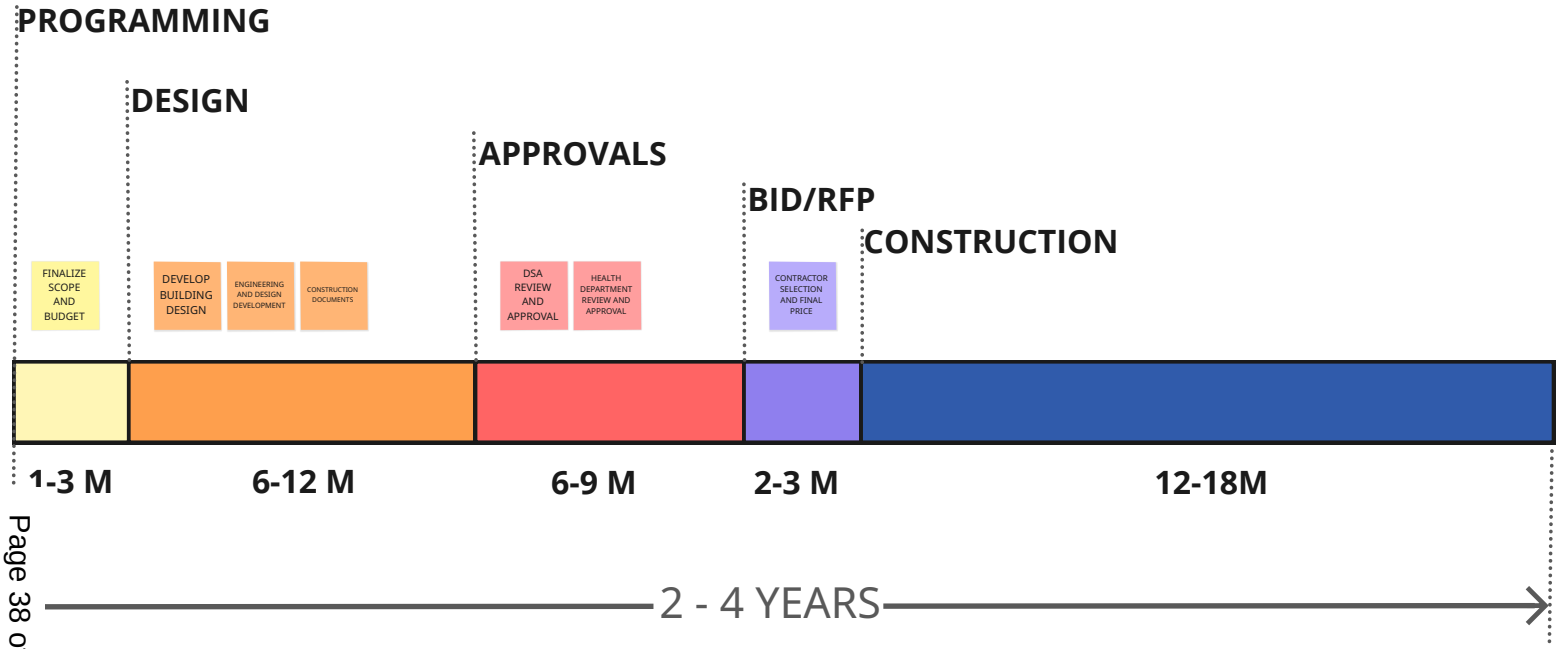

> HALF MOON BAY HIGH SCHOOL

> CABRILLO UNIFIED SCHOOL DISTRICT | MARCH 31, 2025 | FACILITIES PLANNING | 2438.00

# FMP TIMELINE



# TYPICAL PROJECT TIMELINE



# HALF MOON BAY HIGH SCHOOL FACILITIES MASTER PLAN

BOARD MEETING UPDATE

## NEXT STEPS:

- Review updated DRAFT FMP at Site Committee Meeting #3 on 05.19
- Update FMP and perform cost estimates
- Present DRAFT FMP to Board for review and public comment on 6.12
- Incorporate final comments
- Present final FMP for approval on 06.26

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A.Ed., Associate Superintendent, Human Resources and Student Services
**CATEGORY:** Action
**ITEM TITLE:** Approval of the Cabrillo Unified School District Updated Certificated, Classified, and Management/Unrepresented Employee Salary Schedules

## BACKGROUND INFORMATION

On or about April 9, 2025, the Cabrillo Unified School District (District) and the Cabrillo Unified Teachers Association (CUTA) met and negotiated in good faith, a Tentative Agreement (TA) on Article 2, Compensation, and Article 3, Health and Welfare Benefits, was reached. Subject to Governing Board approval of the Tentative Agreement with CUTA, the Certificated Employee Salary Schedule requires revision in order to effectuate the provisions of the CUTA Tentative Agreement, dated April 9, 2025.

On or about May 5, 2025, the Cabrillo Unified School District, and the California School Employees Association (CSEA) Chapter 485 reached a Tentative Agreement on Article 6, Salary and Article 8, Health and Welfare Benefits. Subject to Governing Board approval of the Tentative Agreement with CSEA, the Classified Employee Salary Schedules require revision in order to effectuate the provisions of the CSEA Tentative Agreement, dated May 5, 2025.

The current Management/Unrepresented Employee Salary Schedule requires revision in order to effectuate the Governing Board's directive to increase the Management/Unrepresented Salary Schedule by a 5% increase across all positions, consistent with negotiated agreements between the District and its Association partners, CUTA and CSEA.

## FISCAL ANALYSIS

The financial impact is detailed in the District's AB1200 Cabrillo USD Fiscal Year 2024-25 Disclosure Collective Bargaining Business Department memo to the Governing Board.

## RECOMMENDATION

Staff recommends approval of the updated Certificated, Classified, and Management/Unrepresented Employee Salary Schedules.

***Prepared by:*** *Jackie Sullivan & Bianca Forrester*

# 2024-25 CERTIFICATED SALARY SCHEDULE

| Years | A<br>MA or<br>BA + 0 to 59 | B<br>MA+15 or<br>BA+60 | C<br>MA+30 or<br>BA+75 | D<br>MA+45 or<br>BA+90 |
|---|---|---|---|---|
| Step 1 | 65,897 | 65,897 | 67,355 | 69,612 |
| Step 2 | 65,897 | 67,957 | 70,516 | 72,762 |
| Step 3 | 67,957 | 71,118 | 73,665 | 75,911 |
| Step 4 | 71,118 | 74,267 | 76,814 | 79,062 |
| Step 5 | 74,267 | 77,418 | 79,964 | 82,210 |
| Step 6 | 77,418 | 80,568 | 83,114 | 85,359 |
| Step 7 | 80,568 | 83,714 | 86,263 | 88,509 |
| Step 8 | 83,714 | 86,864 | 89,413 | 91,434 |
| Step 9 | 86,864 | 90,014 | 92,338 | 94,807 |
| Step 10 | 90,014 | 92,942 | 95,710 | 97,957 |
| Step 11 | 92,942 | 96,312 | 98,861 | 101,107 |
| Step 12 | 96,312 | 99,462 | 102,010 | 103,197 |
| **LONGEVITY** | | | | |
| Step 15 | | 104,197 | 106,412 | 107,029 |
| Step 18 | | 108,290 | 110,388 | 111,760 |
| Step 21 | | | 114,364 | 116,492 |
| Step 24 | | | 116,492 | 121,226 |
| Step 27 | | | 121,249 | 126,116 |

**CALCULATIONS**

| | | |
|---|---|---|
| 1 | The 2024-25 salary schedule increased by 2% effective January 1, 2025 and will increase an additional 5% effective January 1, 2025 pending Board approval. | |
| 2 | An annual stipend will be paid to each teacher for an earned Master's Degree. | $2,690 |
| 3 | An annual stipend will be paid to each teacher for an earned Doctoral Degree. | $2,690 |
| 4 | Beginning in the 2005-06 school year, an annual stipend will be paid to each teacher who receives National Board Certification. | $2,690 |
| 5 | Number of paid days per school year: | 185 |
| 6 | Teachers with valid California teaching credentials will initially be placed on Column A unless additional units are verified for higher placement. | |
| 7 | A maximum of eleven (11) years prior credentialed experience shall be allowed for initial salary placement. | |
| | | |

CABRILLO UNIFIED SCHOOL DISTRICT
2024-25 CLASSIFIED EMPLOYEE SALARY SCHEDULE

**A= Employee Paid CalPERS (PERS member after 1/1/2013)**

**B= Employer Paid CalPERS (PERS member prior to 1/1/2013)**

| | | | A | B | C | D | E |
|---|---|---|---|---|---|---|---|
| POSITION | RANGE | COLUMN | HOURLY | HOURLY | HOURLY | HOURLY | HOURLY |
| Food Service Assistant I | 7 | A | $ 17.27 | $ 18.30 | $ 19.40 | $ 20.57 | $ 21.80 |
| | | B | $ 16.28 | $ 17.26 | $ 18.29 | $ 19.39 | $ 20.55 |
| | 8 | A | $ 17.70 | $ 18.76 | $ 19.89 | $ 21.08 | $ 22.34 |
| | | B | $ 16.70 | $ 17.70 | $ 18.76 | $ 19.89 | $ 21.08 |
| Clerical Assistant I | 9 | A | $ 18.14 | $ 19.23 | $ 20.38 | $ 21.61 | $ 22.90 |
| | | B | $ 17.11 | $ 18.13 | $ 19.22 | $ 20.38 | $ 21.60 |
| | 10 | A | $ 18.60 | $ 19.71 | $ 20.89 | $ 22.15 | $ 23.48 |
| | | B | $ 17.55 | $ 18.60 | $ 19.72 | $ 20.90 | $ 22.16 |
| Paraprofessional<br>Utility Worker | 11 | A | $ 19.06 | $ 20.20 | $ 21.42 | $ 22.70 | $ 24.06 |
| | | B | $ 17.97 | $ 19.05 | $ 20.19 | $ 21.40 | $ 22.69 |
| Paraprofessional-Bilingual<br>Paraprofessional-Migrant Ed<br>Yard Duty Supervisor | 12 | A | $ 19.53 | $ 20.70 | $ 21.94 | $ 23.26 | $ 24.65 |
| | | B | $ 18.43 | $ 19.53 | $ 20.70 | $ 21.94 | $ 23.26 |
| Food Service Assistant II<br>Paraprofessional Special Ed I<br>Paraprofessional Special Ed-Spanish Bilingual | 13 | A | $ 20.03 | $ 21.23 | $ 22.50 | $ 23.85 | $ 25.28 |
| | | B | $ 18.89 | $ 20.02 | $ 21.23 | $ 22.50 | $ 23.85 |
| Food Service Assistant III<br>Clerical Assistant II<br>Custodian I | 14 | A | $ 20.53 | $ 21.76 | $ 23.06 | $ 24.45 | $ 25.91 |
| | | B | $ 19.36 | $ 20.52 | $ 21.75 | $ 23.05 | $ 24.44 |
| | 15 | A | $ 21.04 | $ 22.30 | $ 23.64 | $ 25.05 | $ 26.56 |
| | | B | $ 19.84 | $ 21.04 | $ 22.30 | $ 23.63 | $ 25.05 |
| Migrant Education Program Advocate<br>School/Community Relations Assistant | 16 | A | $ 21.56 | $ 22.85 | $ 24.22 | $ 25.68 | $ 27.22 |
| | | B | $ 20.34 | $ 21.56 | $ 22.86 | $ 24.23 | $ 25.68 |
| Paraprofessional Special Ed II<br>Clerical Assistant III<br>Computer Lab Assistant<br>Duplications Center Operator<br>Expanded Learning Professional<br>Campus Security Assistant | 17 | A | $ 22.10 | $ 23.43 | $ 24.84 | $ 26.33 | $ 27.91 |
| | | B | $ 20.84 | $ 22.09 | $ 23.42 | $ 24.82 | $ 26.31 |
| | 18 | A | $ 22.65 | $ 24.01 | $ 25.45 | $ 26.97 | $ 28.59 |
| | | B | $ 21.37 | $ 22.65 | $ 24.01 | $ 25.45 | $ 26.97 |
| Behavior Aide<br>Health Aide<br>Migrant Services Specialist<br>Custodian II<br>Student Transporation Van Driver<br>Registrar-Intermediate School | 19 | A | $ 23.23 | $ 24.62 | $ 26.10 | $ 27.66 | $ 29.32 |
| | | B | $ 21.91 | $ 23.23 | $ 24.62 | $ 26.10 | $ 27.66 |
| ASB Accounting Technician<br>Library Technician | 20 | A | $ 23.80 | $ 25.22 | $ 26.74 | $ 28.34 | $ 30.04 |
| | | B | $ 22.44 | $ 23.79 | $ 25.22 | $ 26.73 | $ 28.34 |
| Family Services Specialist<br>Grounds Maintenance Worker<br>Delivery Driver<br>High School To Career Technician<br>Registrar-High School | 21 | A | $ 24.40 | $ 25.86 | $ 27.41 | $ 29.06 | $ 30.80 |
| | | B | $ 23.01 | $ 24.39 | $ 25.86 | $ 27.41 | $ 29.05 |
| Food Service Accounting Technician<br>Accounting Technician I<br>Maintenance Custodian | 22 | A | $ 25.01 | $ 26.51 | $ 28.10 | $ 29.79 | $ 31.57 |
| | | B | $ 23.58 | $ 24.99 | $ 26.49 | $ 28.08 | $ 29.77 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Administrative Assistant I**<br>**Administrative Assistant II** | **23** | **A** | $ 25.63 | $ 27.17 | $ 28.80 | $ 30.53 | $ 32.36 |
| | | **B** | $ 24.17 | $ 25.62 | $ 27.16 | $ 28.79 | $ 30.51 |
| **Health Technician**<br>**Administrative Assistant III**<br>**Lead Custodian II** | **24** | **A** | $ 26.27 | $ 27.85 | $ 29.52 | $ 31.29 | $ 33.17 |
| | | **B** | $ 24.78 | $ 26.27 | $ 27.85 | $ 29.52 | $ 31.29 |
| **Maintenance Worker** | **25** | **A** | $ 26.93 | $ 28.54 | $ 30.26 | $ 32.07 | $ 34.00 |
| | | **B** | $ 25.38 | $ 26.91 | $ 28.52 | $ 30.23 | $ 32.05 |
| **Administrative Assistant IV**<br>**Administrative Assistant- Migrant**<br>**Accounting Technician II**<br>**Office Technician** | **26** | **A** | $ 27.60 | $ 29.25 | $ 31.01 | $ 32.87 | $ 34.84 |
| | | **B** | $ 26.02 | $ 27.58 | $ 29.24 | $ 30.99 | $ 32.85 |
| | **27** | **A** | $ 28.29 | $ 29.99 | $ 31.79 | $ 33.69 | $ 35.72 |
| | | **B** | $ 26.68 | $ 28.28 | $ 29.98 | $ 31.77 | $ 33.68 |
| | **28** | **A** | $ 28.99 | $ 30.73 | $ 32.58 | $ 34.53 | $ 36.60 |
| | | **B** | $ 27.36 | $ 29.00 | $ 30.74 | $ 32.59 | $ 34.54 |
| | **29** | **A** | $ 29.73 | $ 31.52 | $ 33.41 | $ 35.41 | $ 37.54 |
| | | **B** | $ 28.03 | $ 29.71 | $ 31.49 | $ 33.38 | $ 35.39 |
| **District Computer Technician** | **30** | **A** | $ 30.47 | $ 32.30 | $ 34.24 | $ 36.29 | $ 38.47 |
| | | **B** | $ 28.74 | $ 30.47 | $ 32.30 | $ 34.24 | $ 36.29 |
| **Migrant Services Coordinator** | **31** | **A** | $ 31.23 | $ 33.10 | $ 35.09 | $ 37.20 | $ 39.43 |
| | | **B** | $ 29.46 | $ 31.23 | $ 33.10 | $ 35.09 | $ 37.19 |
| **School Age Child Care Coordinator** | **32** | **A** | $ 32.01 | $ 33.94 | $ 35.97 | $ 38.13 | $ 40.42 |
| | | **B** | $ 30.21 | $ 32.02 | $ 33.94 | $ 35.98 | $ 38.14 |
| **Social Services Coordinator**<br>**Youth Development Coordinator** | **33** | **A** | $ 32.81 | $ 34.78 | $ 36.86 | $ 39.08 | $ 41.42 |
| | | **B** | $ 30.96 | $ 32.82 | $ 34.79 | $ 36.87 | $ 39.08 |
| **Social Services Coordinator**<br>**Youth Development Coordinator** | **34** | **A** | $ 33.64 | $ 35.66 | $ 37.80 | $ 40.06 | $ 42.47 |
| | | **B** | $ 31.75 | $ 33.66 | $ 35.68 | $ 37.82 | $ 40.09 |
| **Prekindergarten Educator**<br>**Mechanic** | **35** | **A** | $ 34.48 | $ 36.55 | $ 38.74 | $ 41.06 | $ 43.53 |
| | | **B** | $ 32.53 | $ 34.48 | $ 36.55 | $ 38.74 | $ 41.06 |
| | **36** | **A** | $ 35.33 | $ 37.45 | $ 39.70 | $ 42.08 | $ 44.60 |
| | | **B** | $ 33.35 | $ 35.36 | $ 37.48 | $ 39.73 | $ 42.11 |
| **School Bus Driver**<br>**Administrative Assistant V**<br>**Payroll Technician** | **37** | **A** | $ 36.21 | $ 38.39 | $ 40.69 | $ 43.13 | $ 45.72 |
| | | **B** | $ 34.17 | $ 36.22 | $ 38.39 | $ 40.70 | $ 43.14 |
| **Behavior Specialist Assistant**<br>**Lead District Computer Technician** | **38** | **A** | $ 37.12 | $ 39.35 | $ 41.71 | $ 44.21 | $ 46.87 |
| | | **B** | $ 35.03 | $ 37.14 | $ 39.36 | $ 41.73 | $ 44.23 |
| **System Support Specialist** | **39** | **A** | $ 38.05 | $ 40.34 | $ 42.76 | $ 45.32 | $ 48.04 |
| | | **B** | $ 35.91 | $ 38.06 | $ 40.35 | $ 42.77 | $ 45.33 |
| | **40** | **A** | $ 39.01 | $ 41.35 | $ 43.83 | $ 46.46 | $ 49.25 |
| | | **B** | $ 36.81 | $ 39.01 | $ 41.35 | $ 43.84 | $ 46.47 |
| **Lead Bus Driver** | **41** | **A** | $ 39.98 | $ 42.38 | $ 44.93 | $ 47.62 | $ 50.48 |
| | | **B** | $ 37.02 | $ 39.24 | $ 41.60 | $ 44.09 | $ 46.74 |
| **Transportation Coordinator**<br>**Data Specialist** | **42** | **A** | $ 40.97 | $ 43.43 | $ 46.04 | $ 48.80 | $ 51.73 |
| | | **B** | $ 38.67 | $ 40.99 | $ 43.45 | $ 46.05 | $ 48.82 |
| | **43** | **A** | $ 42.00 | $ 44.52 | $ 47.20 | $ 50.03 | $ 53.03 |
| | | **B** | $ 39.63 | $ 42.01 | $ 44.53 | $ 47.20 | $ 50.03 |
| | **44** | **A** | $ 43.06 | $ 45.64 | $ 48.38 | $ 51.29 | $ 54.36 |
| | | **B** | $ 40.63 | $ 43.07 | $ 45.65 | $ 48.39 | $ 51.30 |
| **Health Technician I**<br>**District Computer and Network Specialist** | **45** | **A** | $ 44.13 | $ 46.78 | $ 49.58 | $ 52.56 | $ 55.71 |
| | | **B** | $ 41.64 | $ 44.14 | $ 46.79 | $ 49.60 | $ 52.57 |
| | **46** | **A** | $ 45.23 | $ 47.94 | $ 50.82 | $ 53.87 | $ 57.10 |
| | | **B** | $ 42.69 | $ 45.25 | $ 47.96 | $ 50.84 | $ 53.89 |
| **Student Data Systems Coordinator** | **47** | **A** | $ 46.36 | $ 49.15 | $ 52.09 | $ 55.22 | $ 58.53 |
| | | **B** | $ 43.75 | $ 46.38 | $ 49.16 | $ 52.11 | $ 55.24 |
| **System Administrator** | **48** | **A** | $ 47.52 | $ 50.37 | $ 53.40 | $ 56.60 | $ 60.00 |
| | | **B** | $ 44.84 | $ 47.53 | $ 50.39 | $ 53.41 | $ 56.61 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | 49 | A | $ 48.71 | $ 51.64 | $ 54.74 | $ 58.02 | $ 61.50 |
| | | B | $ 45.97 | $ 48.72 | $ 51.65 | $ 54.75 | $ 58.03 |
| | 50 | A | $ 49.93 | $ 52.92 | $ 56.10 | $ 59.47 | $ 63.03 |
| | | B | $ 47.12 | $ 49.95 | $ 52.95 | $ 56.13 | $ 59.49 |
| **Health Technician II** | 51 | A | $ 51.19 | $ 54.26 | $ 57.52 | $ 60.97 | $ 64.62 |
| | | B | $ 48.29 | $ 51.19 | $ 54.26 | $ 57.52 | $ 60.97 |
| | 52 | A | $ 52.46 | $ 55.61 | $ 58.94 | $ 62.48 | $ 66.23 |
| | | B | $ 49.50 | $ 52.47 | $ 55.62 | $ 58.95 | $ 62.49 |
| | 53 | A | $ 53.77 | $ 56.99 | $ 60.41 | $ 64.04 | $ 67.88 |
| | | B | $ 50.75 | $ 53.79 | $ 57.02 | $ 60.44 | $ 64.07 |
| | 54 | A | $ 55.12 | $ 58.42 | $ 61.93 | $ 65.65 | $ 69.58 |
| | | B | $ 52.01 | $ 55.13 | $ 58.43 | $ 61.94 | $ 65.66 |
| | 55 | A | $ 56.49 | $ 59.88 | $ 63.47 | $ 67.28 | $ 71.32 |
| | | B | $ 53.31 | $ 56.51 | $ 59.90 | $ 63.50 | $ 67.30 |
| | 56 | A | $ 57.90 | $ 61.37 | $ 65.05 | $ 68.96 | $ 73.10 |
| | | B | $ 54.64 | $ 57.92 | $ 61.39 | $ 65.08 | $ 68.98 |
| | 57 | A | $ 59.35 | $ 62.91 | $ 66.69 | $ 70.69 | $ 74.93 |
| | | B | $ 56.00 | $ 59.36 | $ 62.92 | $ 66.70 | $ 70.70 |
| | 58 | A | $ 60.83 | $ 64.48 | $ 68.35 | $ 72.45 | $ 76.79 |
| | | B | $ 57.41 | $ 60.85 | $ 64.51 | $ 68.38 | $ 72.48 |
| | 59 | A | $ 62.36 | $ 66.10 | $ 70.07 | $ 74.27 | $ 78.73 |
| | | B | $ 58.84 | $ 62.37 | $ 66.11 | $ 70.08 | $ 74.28 |
| | 60 | A | $ 63.92 | $ 67.75 | $ 71.82 | $ 76.12 | $ 80.69 |
| | | B | $ 60.32 | $ 63.94 | $ 67.77 | $ 71.84 | $ 76.15 |
| | 61 | A | $ 65.52 | $ 69.45 | $ 73.61 | $ 78.03 | $ 82.71 |
| | | B | $ 61.83 | $ 65.54 | $ 69.47 | $ 73.64 | $ 78.05 |
| | 62 | A | $ 67.15 | $ 71.18 | $ 75.45 | $ 79.98 | $ 84.78 |
| | | B | $ 63.36 | $ 67.16 | $ 71.19 | $ 75.46 | $ 79.99 |
| | 63 | A | $ 68.83 | $ 72.96 | $ 77.34 | $ 81.98 | $ 86.90 |
| | | B | $ 64.95 | $ 68.85 | $ 72.98 | $ 77.35 | $ 82.00 |
| | 64 | A | $ 70.55 | $ 74.78 | $ 79.26 | $ 84.02 | $ 89.06 |
| | | B | $ 66.58 | $ 70.58 | $ 74.81 | $ 79.30 | $ 84.06 |
| | 65 | A | $ 72.32 | $ 76.66 | $ 81.25 | $ 86.13 | $ 91.30 |
| | | B | $ 68.24 | $ 72.33 | $ 76.68 | $ 81.28 | $ 86.15 |
| | 66 | A | $ 74.12 | $ 78.57 | $ 83.28 | $ 88.28 | $ 93.58 |
| | | B | $ 69.94 | $ 74.14 | $ 78.59 | $ 83.30 | $ 88.30 |
| **Occupational Therapist*** | 67 | A | $ 63.95 | $ 67.79 | $ 71.85 | $ 76.16 | $ 80.73 |
| | | B | $ 60.33 | $ 63.95 | $ 67.78 | $ 71.85 | $ 76.16 |

5% increase pending Board Approval

# CABRILLO UNIFIED SCHOOL DISTRICT

## 2024-25 MANAGEMENT/UNREPRESENTED SALARY SCHEDULES

| CERTIFICATED ADMINISTRATORS | WORK DAYS | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 |
|---|---|---|---|---|---|---|---|---|
| **Dean of Students** | 207 | $118,000 | $120,360 | $122,767 | $125,223 | $127,727 | $130,282 | $132,887 |
| **Elementary Assistant Principal** | 207 | $118,000 | $120,360 | $122,767 | $125,223 | $127,727 | $130,282 | $132,887 |
| **Middle School Assistant Principal** | 210 | $128,461 | $131,031 | $133,651 | $136,324 | $139,051 | $141,832 | $144,668 |
| **High School Assistant Principal** | 215 | $148,220 | $151,184 | $154,208 | $157,292 | $160,438 | $163,646 | $166,919 |
| **Elementary Principal** (enrollment of less than 300 students ) | 207 | $140,077 | $142,879 | $145,737 | $148,651 | $151,624 | $154,657 | $157,750 |
| **Elementary Principal** (enrollment of 300 or more students) | 207 | $153,531 | $156,602 | $159,734 | $162,929 | $166,187 | $169,511 | $172,901 |
| **Middle School Principal** | 210 | $160,208 | $163,412 | $166,680 | $170,014 | $173,414 | $176,882 | $180,420 |
| **High School Principal** | 220 | $172,483 | $175,933 | $179,452 | $183,041 | $186,702 | $190,436 | $194,244 |
| **Director:**<br>*Student Support Services<br>*Alternative Programs<br>*Educational Support Services | 220 | $174,331 | $177,817 | $181,373 | $185,001 | $188,701 | $192,475 | $196,324 |
| **Assistant/Associate/Deputy Superintendent** | 220 | $175,932 | $179,451 | $183,040 | $186,701 | $190,435 | $194,244 | $198,128 |
| | | | | | | | | |
| **CLASSIFIED ADMINISTRATORS** | **WORK DAYS** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **YEAR 4** | **YEAR 5** | **YEAR 6** | **YEAR 7** |
| **Behavior Intervention Specialist** | 200 | $72,749 | $74,204 | $75,688 | $77,201 | $78,745 | $80,320 | $81,927 |
| **Behavior Intervention Coordinator** | 242 | $126,450 | $128,979 | $131,558 | $134,190 | $136,873 | $139,611 | $142,403 |
| **Custodial Coordinator** | 242 | $72,749 | $74,204 | $75,688 | $77,201 | $78,745 | $80,320 | $81,927 |
| **Early Childhood Education Supervisor** | 242 | $82,016 | $83,656 | $85,329 | $87,036 | $88,776 | $90,552 | $92,363 |
| **Expanded Learning Supervisor** | 242 | $82,016 | $83,656 | $85,329 | $87,036 | $88,776 | $90,552 | $92,363 |
| **Classified Coordinator:**<br>*Fiscal<br>*Food Services | 242 | $82,016 | $83,656 | $85,329 | $87,036 | $88,776 | $90,552 | $92,363 |
| **MOT Supervisor** | 242 | $96,278 | $98,204 | $100,168 | $102,171 | $104,214 | $106,299 | $108,425 |
| **Director Maintenance and Operations** | 225 | $130,949 | $133,568 | $136,239 | $138,964 | $141,743 | $144,578 | $147,470 |
| **Construction Supervisor** | 242 | $130,949 | $133,568 | $136,239 | $138,964 | $141,743 | $144,578 | $147,470 |
| **Director:**<br>*Fiscal Services<br>*Technology | 242 | $135,563 | $138,274 | $141,039 | $143,860 | $146,737 | $149,672 | $152,665 |
| **Community Engagement, Early Childhood, and Special Programs Coordinator** | 242 | $141,758 | $144,593 | $147,485 | $150,434 | $153,443 | $156,512 | $159,642 |
| **Director:**<br>*Facilities Development, Planning, and Construction | 242 | $145,234 | $148,138 | $151,101 | $154,123 | $157,206 | $160,350 | $163,557 |
| **Chief Business Officer** | 220 | $177,355 | $180,902 | $184,520 | $188,210 | $191,975 | $195,814 | $199,730 |

| UNREPRESENTED CERTIFICATED EMPLOYEES | WORK DAYS | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 |
|---|---|---|---|---|---|---|---|---|
| **Psychologist** | 200 | $113,008 | $115,268 | $117,574 | $119,925 | $122,324 | $124,770 | $127,266 |
| **Specialized Programs Coordinator:**<br>*Mental Health<br>*Medical Health | 210 | $135,314 | $138,020 | $140,781 | $143,596 | $146,468 | $149,397 | $152,385 |

| CONFIDENTIAL EMPLOYEES | WORK DAYS | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7 |
|---|---|---|---|---|---|---|---|---|
| **Personnel Technician** | 242 | $96,523 | $98,454 | $100,423 | $102,431 | $104,480 | $106,569 | $108,701 |
| **Superintendent Administrative Assistant** | 242 | $100,200 | $102,204 | $104,248 | $106,333 | $108,460 | $110,629 | $112,842 |

| | | |
|---|---|---|
| 1) | An annual stipend will be paid to each administrator for an earned Master's Degree. | $ 2,690.00 |
| 2) | Beginning in the 2005-06 school year, an annual stipend will be paid to each administrator who receives National Board Certification. | $ 2,690.00 |

*On August 8, 2024, the CUSD Governing Board approved a 4.0% salary increase retroactive to July 1, 2023, along with a one-time off-schedule payment of $1,500.*
*On October 10, 2024, the CUSD Governing Board approved a 6.0% salary increase retroactive to July 1, 2023, replacing the previously approved 4.0% increase.*
*On November 14, 2024 the CUSD Governing Board approved a revision of the salary schedule.*
*On December 12, 2024 the CUSD Governing Board approved a 2% salary increase effective January 1, 2025.*
*Pending Board Approval a 5% salary increase retroactive to January 1, 2025*

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Action
**ITEM TITLE:** Cabrillo USD Fiscal Year 2024-25 Disclosure Collective Bargaining

## BACKGROUND INFORMATION

The Cabrillo Unified School District's AB 1200 for Cabrillo Unified Teachers' Association (CUTA) consists of a five percent (5%) increase to the 2024-2025 certificated salary schedule, retroactive to January 1, 2025. This increase shall be in addition to the two percent (2.0%) increase that already went into effect on January 1, 2025, due to the passage of the November 2024 parcel tax and in accordance with the District's Tentative Agreement, dated September 11, 2024.

Effective July 1, 2025, the maximum District contribution for health benefits for employees whose first date of paid service is on or after July 1, 2011, shall be equal to the annual cost of coverage for the employee only of the high plan of the lowest cost provider on a pro-rata basis per FTE. The district shall contribute $200 per month to those unit members whose first date of paid service is on or after July 1, 2011, and who elect the Employee+1 or full family plan.

The five percent (5%) salary schedule increase is reflected on AB 1200 per CSEA's "me-too" clause. Management & Confidential salary schedule has also been increased by an additional 5%.

## REPORT/PROPOSAL

2425 CUTA Disclosure - Collective Bargaining
2425 CSEA Disclosure - Collective Bargaining
2425 Management Disclosure - Collective Bargaining

## FISCAL ANALYSIS

The fiscal impact on the General Fund will be $825,585 in 2024-2025. A letter from SMCOE may accompany these disclosure documents. If the letter is received prior to the Board meeting, copies will be prepared and distributed at the meeting.

## RECOMMENDATION

Staff recommends approval of the 2024-2025 Disclosures Collective Bargaining.

***Prepared by:*** *Holly Lynne*

# SAN MATEO COUNTY
# PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

**in Accordance with AB 1200 (Chapter 1213/1991), AB 2756 (Statutes of 2004), GC 3547.5, and CCR, Title V, Section 15449**

| | |
|---|---|
| Name of School District: | **Cabrillo Unified School District** |
| Name of Bargaining Unit: | **Cabrillo Unified Teachers' Association** |
| Certificated, Classified, Other: | **Certificated** |

The proposed agreement covers the period beginning: **July 1, 2024** (date) and ending: **June 30, 2025** (date)

The Governing Board will act upon this agreement at its meeting on: 5/15/2025 (date)

***(Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.)***

## A. Proposed Change in Compensation

| | Compensation | Annual Cost Prior to Proposed Agreement FY 2024 - 25 | Fiscal Impact of Proposed Agreement: Year 1 Increase/(Decrease) FY 2024 - 25 | Year 2 Increase/(Decrease) FY 2025 - 26 | Year 3 Increase/(Decrease) FY 2026 - 27 |
|---|---|---|---|---|---|
| 1 | **Salary Schedule** Increase (Decrease) | $ 13,854,312 | $ 346,358 | | $ - |
| | | | 2.5000% | 0.0000% | 0.000% |
| 2 | **Step and Column -** Increase (Decrease) Due to movement plus any changes due to settlement | $ 277,086 | $ 6,927 | $ - | $ - |
| | | | 2.5000% | 0.0000% | 0.000% |
| 3 | **Other Compensation -** Increase (Decrease) (Stipends, Bonuses, Longevity, overtime, etc.) | $ - | $ - | $ - | $ - |
| | | | % | % | % |
| | **Description of other compensation:** | | | | |
| 4 | **Statutory Benefits -** STRS, PERS, FICA, WC, UI, Medicate etc. | $ 4,056,658 | $ 101,416 | | $ - |
| | | | 2.5000% | 0.0000% | 0.000% |
| 5 | **Health/Welfare Plans:** | $ - | $ - | $ - | $ - |
| | | | % | % | % |
| | **Description of health & welfare plans:** | | | | |
| 6 | **Total Compensation -** Increase (Decrease) (Total Lines 1-5) | $ 18,188,056 | $ 454,701 | $ - | $ - |
| 7 | **Total Number of Represented Employees** (Use FTEs if appropriate) | 146.48 | | | |
| 8 | **Total Compensation Average Cost per Employee** | $ 124,167.50 | 3104.19 | 0 | 0.00 |
| | | | 2.50% | 0.00% | 0.00% |

9. Please provide summary of negotiated agreement. For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

**The salary schedule for the 2024-2025 school year shall be increased by 5.0% retroactive to January 1, 2025.**

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

**No**

11. Does this bargaining unit have any recipients of life time benefits? If so, please indicate number of FTEs and health & welfare amounts.

**No**

12. A. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☐ No ☐
If yes, please describe the cap amount.

**Effective July 1, 2025, the maximum District contribution for health benefits for employees whose first date of paid service is on or after July 1, 2011 shall be equal to the annual cost of coverage for the employee only of the high plan of the lowest cost provider on a pro rata basis per FTE. The District shall contribute $200 per month to those unit members whose first date of paid service is on or after July 1, 2011, and who elect the Employee+1 or full family plan.**

B. Describe any negotiated changes in non-compensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

**N/A**

Does the negotiated changes in non-compensation items impact the TK-3rd grade average class size requirements for Grade Span Adjustment (GSA) Yes ☐ No ☒
If yes, please describe the affects and if there's an alternative agreement for the TK-3rd grade average class size in the contract.

C. Are reduction to budget or program necessary to accommodate the settlement?
Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

**N/A**

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

**N/A**

E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

**Deficit spending will increase from 2425 Second Interim.**

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

**N/A**

G. Source of Funding for Proposed Agreement

1. Current Year

**LCFF and other general revenues**

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e. LCFF, COLA, property taxes, staffing reductions, staffing ratio changes, one-time sources, etc.?

**LCFF and other general revenues**

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

**N/A**

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Unrestricted General Fund**

Enter Bargaining Unit: **Cabrillo Unified Teachers Association**

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 36,292,999 | $ 280,760 | $ - | $ 36,573,759 |
| Remaining Revenues (8100-8799) | $ 1,077,395 | $ - | $ - | $ 1,077,395 |
| **TOTAL REVENUES** | $ 37,370,394 | $ 280,760 | $ - | $ 37,651,154 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 14,112,039 | $ 194,307 | $ 73,627 | $ 14,379,973 |
| Classified Salaries (2000-2999) | $ 4,175,145 | $ - | $ 120,698 | $ 4,295,843 |
| Employee Benefits (3000-3999) | $ 7,012,489 | $ 55,779 | $ 65,171 | $ 7,133,439 |
| Books and Supplies (4000-4999) | $ 729,793 | $ - | $ - | $ 729,793 |
| Services, Other Operating Expenses (5000-5999) | $ 3,541,756 | $ - | $ - | $ 3,541,756 |
| Capital Outlay (6000-6599) | $ 22,000 | $ - | $ - | $ 22,000 |
| Other Outgo (7100-7299) (7400-7499) | $ 59,468 | $ - | $ - | $ 59,468 |
| Direct Support/Indirect Cost (7300-7399) | $ (60,071) | $ - | $ - | $ (60,071) |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 29,592,619 | $ 250,086 | $ 259,496 | $ 30,102,201 |
| OPERATING SURPLUS (DEFICIT) | $ 7,777,775 | $ 30,674 | $ (259,496) | $ 7,548,953 |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - | $ 3,534,044 |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ - | $ - | $ 361,013 |
| CONTRIBUTIONS (8980-8999) | $ (9,550,284) | $ - | $ - | $ (9,550,284) |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ 1,400,522 | $ 30,674 | $ (259,496) | $ 1,171,700 |
| | | | | |
| BEGINNING BALANCE | $ 2,664,011 | | | $ 2,664,011 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 4,064,533 | $ 30,674 | $ (259,496) | $ 3,835,711 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ - | $ - | $ 25,000 |
| Restricted (9730-9749) | $ - | $ - | $ - | $ - |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,509,733 | $ - | $ - | $ 2,015,591 |
| Unassigned (9789-9790) | $ 1,529,800 | $ 30,674 | $ (259,496) | $ 1,795,120 |

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

### Restricted General Fund

Enter Bargaining Unit: **Cabrillo Unified Teachers Association**

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 2,115,268 | $ - | $ - | $ 2,115,268 |
| Remaining Revenues (8100-8799) | $ 8,513,541 | $ - | $ - | $ 8,513,541 |
| **TOTAL REVENUES** | $ 10,628,809 | $ - | $ - | $ 10,628,809 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 4,664,672 | $ 158,978 | $ - | $ 4,823,650 |
| Classified Salaries (2000-2999) | $ 4,880,022 | $ - | $ 81,574 | $ 4,961,596 |
| Employee Benefits (3000-3999) | $ 6,157,488 | $ 45,637 | $ 29,815 | $ 6,232,940 |
| Books and Supplies (4000-4999) | $ 1,084,446 | $ - | $ - | $ 1,084,446 |
| Services, Other Operating Expenses (5000-5999) | $ 3,878,455 | $ - | $ - | $ 3,878,455 |
| Capital Outlay (6000-6599) | $ 103,851 | $ - | $ - | $ 103,851 |
| Other Outgo (7100-7299) (7400-7499) | $ 220,000 | $ - | $ - | $ 220,000 |
| Direct Support/Indirect Cost (7300-7399) | $ 50,659 | $ - | $ - | $ 50,659 |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 21,039,593 | $ 204,616 | $ 111,389 | $ 21,355,598 |
| OPERATING SURPLUS (DEFICIT) | $ (10,410,784) | $ (204,616) | $ (111,389) | $ (10,726,789) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ - | $ - | $ - | $ - |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ - | $ - | $ - | $ - |
| CONTRIBUTIONS (8980-8999) | $ 9,550,284 | $ - | $ - | $ 9,550,284 |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ (860,500) | $ (204,616) | $ (111,389) | $ (1,176,505) |
| | | | | |
| BEGINNING BALANCE | $ 4,898,549 | | | $ 4,898,549 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 4,038,049 | $ (204,616) | $ (111,389) | $ 3,722,044 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ - | $ - | $ - | $ - |
| Restricted (9730-9749) | $ 4,038,049 | $ - | $ - | $ 4,038,049 |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ - | $ - | $ - | $ - |
| Unassigned (9789-9790) | $ - | $ (204,616) | $ (111,389) | $ (316,005) |

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Combined General Fund**

Enter Bargaining Unit: **Cabrillo Unified Teachers Association**

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 38,408,267 | $ 280,760 | $ - | $ 38,689,027 |
| Remaining Revenues (8100-8799) | $ 9,590,936 | $ - | $ - | $ 9,590,936 |
| **TOTAL REVENUES** | $ 47,999,203 | $ 280,760 | $ - | $ 48,279,963 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 18,776,711 | $ 353,285 | $ 73,627 | $ 19,203,623 |
| Classified Salaries (2000-2999) | $ 9,055,167 | $ - | $ 202,272 | $ 9,257,439 |
| Employee Benefits (3000-3999) | $ 13,169,977 | $ 101,416 | $ 94,986 | $ 13,366,379 |
| Books and Supplies (4000-4999) | $ 1,814,239 | $ - | $ - | $ 1,814,239 |
| Services, Other Operating Expenses (5000-5999) | $ 7,420,211 | $ - | $ - | $ 7,420,211 |
| Capital Outlay (6000-6599) | $ 125,851 | $ - | $ - | $ 125,851 |
| Other Outgo (7100-7299) (7400-7499) | $ 279,468 | $ - | $ - | $ 279,468 |
| Direct Support/Indirect Cost (7300-7399) | $ (9,412) | $ - | $ - | $ (9,412) |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 50,632,212 | $ 454,701 | $ 370,885 | $ 51,457,798 |
| OPERATING SURPLUS (DEFICIT) | $ (2,633,009) | $ (173,941) | $ (370,885) | $ (3,177,835) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - | $ 3,534,044 |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ - | $ - | $ 361,013 |
| CONTRIBUTIONS (8980-8999) | $ - | $ - | $ - | $ - |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ 540,022 | $ * (173,941) | $ (370,885) | $ (4,804) |
| | | | | |
| BEGINNING BALANCE | $ 7,562,560 | | | $ 7,562,560 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 8,102,582 | $ (173,941) | $ (370,885) | $ 7,557,756 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ - | $ - | $ 25,000 |
| Restricted (9730-9749) | $ 4,038,049 | $ - | $ - | $ 3,962,597 |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,509,733 | $ - | $ - | $ 2,015,591 |
| Unassigned (9789-9790) | $ 1,529,800 | $ (173,941) | $ (370,885) | $ 1,554,568 |

*** If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase (Decrease) in Section A, Line 6, Page 1, explain the variance below:** _____

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT FISCAL YEARS

### Multiyear Projection - Combined General Fund

Enter Bargaining Unit: Cabrillo Unified Teachers Association

| | FY 2024-25<br>Total Current Budget After Settlement | FY 2025-26<br>First Subsequent Year After Settlement | FY 2026-27<br>Second Subsequent Year After Settlement |
|---|---|---|---|
| REVENUES | | | |
| Revenue Limit Sources (8010-8099) | $ 38,689,027 | $ 39,547,072 | $ 40,431,521 |
| Remaining Revenues (8100-8799) | $ 9,590,936 | $ 9,776,577 | $ 9,815,423 |
| **TOTAL REVENUES** | $ 48,279,963 | $ 49,323,649 | $ 50,246,944 |
| EXPENDITURES | | | |
| Certificated Salaries (1000-1999) | $ 19,203,623 | $ 18,908,671 | $ 19,286,844 |
| Classified Salaries (2000-2999) | $ 9,257,439 | $ 9,206,108 | $ 9,390,230 |
| Employee Benefits (3000-3999) | $ 13,366,379 | $ 13,430,730 | $ 13,790,586 |
| Books and Supplies (4000-4999) | $ 1,814,239 | $ 2,135,613 | $ 1,842,406 |
| Services, Other Operating Expenses (5000-5999) | $ 7,420,211 | $ 8,397,609 | $ 7,465,710 |
| Capital Outlay (6000-6999) | $ 125,851 | $ 56,106 | $ 22,803 |
| Other Outgo (7100-7299) (7400-7499) | $ 279,468 | $ 286,259 | $ 296,335 |
| Direct Support/Indirect Cost (7300-7399) | $ (9,412) | $ (9,641) | $ (9,980) |
| Other Adjustments | | $ - | $ - |
| **TOTAL EXPENDITURES** | $ 51,457,798 | $ 52,411,455 | $ 52,084,934 |
| OPERATING SURPLUS (DEFICIT) | $ (3,177,835) | $ (3,087,806) | $ (1,837,990) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ 369,786 | $ 382,802 |
| CONTRIBUTIONS (8980-8999) | $ - | $ - | $ - |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ (4,804) | $ (3,457,592) | $ (2,220,792) |
| | | | |
| BEGINNING BALANCE | $ 7,562,560 | $ 7,557,756 | $ 4,100,164 |
| CURRENT-YEAR ENDING BALANCE | $ 7,557,756 | $ 4,100,164 | $ 1,879,372 |
| **COMPONENTS OF ENDING BALANCE:** | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ 25,000 | $ 25,000 |
| Restricted (9730-9749) | $ 3,962,597 | $ 1,338,987 | $ 200,359 |
| Committed (9750-9769) | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,015,591 | $ - | $ - |
| Unassigned (9789-9790) | $ 1,554,568 | $ 2,736,177 | $ 1,654,013 |

## J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

| | | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|
| a. | Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | $ 51,818,811 | $ 52,781,241 | $ 52,467,736 |
| b. | State Standard Minimum Reserve Percentage for this District: **(enter percentage )**: | 3.00% | 3.00% | 3.00% |
| c. | State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR $50,000 | $ 1,554,564 | $ 1,583,437 | $ 1,574,032 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | | | | |
|---|---|---|---|---|
| a. | General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties) | $ 1,554,568 | $ 2,736,177 | $ 1,654,013 |
| b. | Special Reserve Fund (Fund 17) Unassigned Fund Balance | $ 3,569,526 | $ 3,569,526 | $ 3,569,526 |
| c. | Total Available Reserves | $ 5,124,094 | $ 6,305,703 | $ 5,223,539 |
| d. | Reserve for Economic Uncertainties Percentage | 9.89% | 11.95% | 9.96% |

3. Do unrestricted reserves meet the state minimum reserve amount?

| | | | | |
|---|---|---|---|---|
| FY 2024-25 | Yes | x | No | |
| FY 2025-26 | Yes | x | No | |
| FY 2026-27 | Yes | x | No | |

4. If no, how do you plan to restore your reserves? Provide comments/explanations below:

## K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

*(The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.)*

**In accordance with the requirements of Government Code Section 3547.5, the Superintendent and the Chief Business Officer of Cabrillo Unified School District,
hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Cabrillo Unified Teachers'Association,
during the term of the agreement from July 1, 2024 to June 30,2025.**

Dr. Ramon Miramontes
**Interim District Superintendent** — **Date**
(Signature Over Printed Name)

Jennifer Marsh
**Chief Business Officer** — **Date**
(Signature Over Printed Name)

## L. CERTIFICATION NO. 2

*(The disclosure document must be signed by the district Superintendent or designee and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.)*

**The information provided in this document summarizes the financial implications of the proposed agreement and submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.**

Dr. Ramon Miramontes
**Interim District Superintendent** — **Date**
(Signature Over Printed Name)

Contact Person — Phone

**President or Clerk of the Governing Board** — **Date**
(Signature Over Printed Name)

# SAN MATEO COUNTY
# PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

**in Accordance with AB 1200 (Chapter 1213/1991), AB 2756 (Statutes of 2004), GC 3547.5, and CCR, Title V, Section 15449**

| | |
|---|---|
| Name of School District: | **Cabrillo Unified School District** |
| Name of Bargaining Unit: | **California School Employees Association** |
| Certificated, Classified, Other: | **Classified** |

The proposed agreement covers the period beginning: **July 1, 2024** (date) and ending: **June 30, 2025** (date)

The Governing Board will act upon this agreement at its meeting on: 5/15/2025 (date)

***(Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.)***

## A. Proposed Change in Compensation

| | Compensation | Annual Cost Prior to Proposed Agreement FY 2024 - 25 | Fiscal Impact of Proposed Agreement | | |
|---|---|---|---|---|---|
| | | | Year 1 Increase/(Decrease) FY 2024 - 25 | Year 2 Increase/(Decrease) FY 2025 - 26 | Year 3 Increase/(Decrease) FY 2026 - 27 |
| 1 | **Salary Schedule** Increase (Decrease) | $ 7,108,859 | $ 177,721 | | $ - |
| | | | 2.5000% | 0.0000% | 0.000% |
| 2 | **Step and Column -** Increase (Decrease) Due to movement plus any changes due to settlement | $ 142,177 | $ 3,554 | $ - | $ - |
| | | | 2.5000% | 0.0000% | 0.000% |
| 3 | **Other Compensation -** Increase (Decrease) (Stipends, Bonuses, Longevity, overtime, etc.) | $ - | $ - | $ - | $ - |
| | | | % | % | % |
| | **Description of other compensation:** | | | | |
| 4 | **Statutory Benefits -** STRS, PERS, FICA, WC, UI, Medicate etc. | $ 2,650,181 | $ 66,255 | | $ - |
| | | | 2.5000% | 0.0000% | 0.000% |
| 5 | **Health/Welfare Plans:** | $ - | $ - | $ - | $ - |
| | | | % | % | % |
| | **Description of health & welfare plans:** | | | | |
| 6 | **Total Compensation -** Increase (Decrease) (Total Lines 1-5) | $ 9,901,217 | $ 247,530 | $ - | $ - |
| 7 | **Total Number of Represented Employees** (Use FTEs if appropriate) | 133.02 | | | |
| 8 | **Total Compensation Average Cost per Employee** | $ 74,434.05 | 1860.85 | 0 | 0.00 |
| | | | 2.50% | 0.00% | 0.00% |

9. Please provide summary of negotiated agreement. For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

**The salary schedule for the 2024-2025 school year shall be increased by 5.0% retroactive to January 1, 2025.**

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

**No**

11. Does this bargaining unit have any recipients of life time benefits? If so, please indicate number of FTEs and health & welfare amounts.

**No**

12. A. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☐ No ☐
If yes, please describe the cap amount.

**Effective July 1, 2025, the maximum District contribution for health benefits for employees whose first date of paid service is on or after July 1, 2011 shall be equal to the annual cost of coverage for the employee only of the high plan of the lowest cost provider on a pro rata basis per FTE. The District shall contribute $200 per month to those unit members whose first date of paid service is on or after July 1, 2011, and who elect the Employee+1 or full family plan.**

B. Describe any negotiated changes in non-compensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

**N/A**

Does the negotiated changes in non-compensation items impact the TK-3rd grade average class size requirements for Grade Span Adjustment (GSA) Yes ☐ No ☒
If yes, please describe the affects and if there's an alternative agreement for the TK-3rd grade average class size in the contract.

C. Are reduction to budget or program necessary to accommodate the settlement?
Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

**N/A**

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

**N/A**

E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

**Deficit spending will increase from 2425 Second Interim.**

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

**N/A**

G. Source of Funding for Proposed Agreement
1. Current Year

**LCFF and other general revenues**

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e. LCFF, COLA, property taxes, staffing reductions, staffing ratio changes, one-time sources, etc.?

**LCFF and other general revenues**

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

**N/A**

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Unrestricted General Fund**

Enter Bargaining Unit: _____**California School Employees Association**_____

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 36,292,999 | $ 280,760 | $ - | $ 36,573,759 |
| Remaining Revenues (8100-8799) | $ 1,077,395 | $ - | $ - | $ 1,077,395 |
| **TOTAL REVENUES** | $ 37,370,394 | $ 280,760 | $ - | $ 37,651,154 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 14,112,039 | | $ 267,934 | $ 14,379,973 |
| Classified Salaries (2000-2999) | $ 4,175,145 | $ 99,701 | $ 20,997 | $ 4,295,843 |
| Employee Benefits (3000-3999) | $ 7,012,489 | $ 36,440 | $ 84,510 | $ 7,133,439 |
| Books and Supplies (4000-4999) | $ 729,793 | $ - | $ - | $ 729,793 |
| Services, Other Operating Expenses (5000-5999) | $ 3,541,756 | $ - | $ - | $ 3,541,756 |
| Capital Outlay (6000-6599) | $ 22,000 | $ - | $ - | $ 22,000 |
| Other Outgo (7100-7299) (7400-7499) | $ 59,468 | $ - | $ - | $ 59,468 |
| Direct Support/Indirect Cost (7300-7399) | $ (60,071) | $ - | $ - | $ (60,071) |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 29,592,619 | $ 136,141 | $ 373,441 | $ 30,102,201 |
| OPERATING SURPLUS (DEFICIT) | $ 7,777,775 | $ 144,619 | $ (373,441) | $ 7,548,953 |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - | $ 3,534,044 |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ - | $ - | $ 361,013 |
| CONTRIBUTIONS (8980-8999) | $ (9,550,284) | $ - | $ - | $ (9,550,284) |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ 1,400,522 | $ 144,619 | $ (373,441) | $ 1,171,700 |
| | | | | |
| BEGINNING BALANCE | $ 2,664,011 | | | $ 2,664,011 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 4,064,533 | $ 144,619 | $ (373,441) | $ 3,835,711 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ - | $ - | $ 25,000 |
| Restricted (9730-9749) | $ - | $ - | $ - | $ - |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,509,733 | $ - | $ - | $ 2,015,591 |
| Unassigned (9789-9790) | $ 1,529,800 | $ 144,619 | $ (373,441) | $ 1,795,120 |

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Restricted General Fund**

Enter Bargaining Unit: **California School Employees Association**

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 2,115,268 | $ - | $ - | $ 2,115,268 |
| Remaining Revenues (8100-8799) | $ 8,513,541 | $ - | $ - | $ 8,513,541 |
| **TOTAL REVENUES** | $ 10,628,809 | $ - | $ - | $ 10,628,809 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 4,664,672 | | $ 158,978 | $ 4,823,650 |
| Classified Salaries (2000-2999) | $ 4,880,022 | $ 81,574 | $ - | $ 4,961,596 |
| Employee Benefits (3000-3999) | $ 6,157,488 | $ 29,815 | $ 45,637 | $ 6,232,940 |
| Books and Supplies (4000-4999) | $ 1,084,446 | $ - | $ - | $ 1,084,446 |
| Services, Other Operating Expenses (5000-5999) | $ 3,878,455 | $ - | $ - | $ 3,878,455 |
| Capital Outlay (6000-6599) | $ 103,851 | $ - | $ - | $ 103,851 |
| Other Outgo (7100-7299) (7400-7499) | $ 220,000 | $ - | $ - | $ 220,000 |
| Direct Support/Indirect Cost (7300-7399) | $ 50,659 | $ - | $ - | $ 50,659 |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 21,039,593 | $ 111,388 | $ 204,615 | $ 21,355,596 |
| OPERATING SURPLUS (DEFICIT) | $ (10,410,784) | $ (111,388) | $ (204,615) | $ (10,726,787) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ - | $ - | $ - | $ - |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ - | $ - | $ - | $ - |
| CONTRIBUTIONS (8980-8999) | $ 9,550,284 | $ - | $ - | $ 9,550,284 |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ (860,500) | $ (111,388) | $ (204,615) | $ (1,176,503) |
| | | | | |
| BEGINNING BALANCE | $ 4,898,549 | | | $ 4,898,549 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 4,038,049 | $ (111,388) | $ (204,615) | $ 3,722,046 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ - | $ - | $ - | $ - |
| Restricted (9730-9749) | $ 4,038,049 | $ - | $ - | $ 4,038,049 |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ - | $ - | $ - | $ - |
| Unassigned (9789-9790) | $ - | $ (111,388) | $ (204,615) | $ (316,003) |

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Combined General Fund**

Enter Bargaining Unit: _____California School Employees Association_____

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 38,408,267 | $ 280,760 | $ - | $ 38,689,027 |
| Remaining Revenues (8100-8799) | $ 9,590,936 | $ - | $ - | $ 9,590,936 |
| **TOTAL REVENUES** | $ 47,999,203 | $ 280,760 | $ - | $ 48,279,963 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 18,776,711 | $ - | $ 426,912 | $ 19,203,623 |
| Classified Salaries (2000-2999) | $ 9,055,167 | $ 181,275 | $ 20,997 | $ 9,257,439 |
| Employee Benefits (3000-3999) | $ 13,169,977 | $ 66,255 | $ 130,147 | $ 13,366,379 |
| Books and Supplies (4000-4999) | $ 1,814,239 | $ - | $ - | $ 1,814,239 |
| Services, Other Operating Expenses (5000-5999) | $ 7,420,211 | $ - | $ - | $ 7,420,211 |
| Capital Outlay (6000-6599) | $ 125,851 | $ - | $ - | $ 125,851 |
| Other Outgo (7100-7299) (7400-7499) | $ 279,468 | $ - | $ - | $ 279,468 |
| Direct Support/Indirect Cost (7300-7399) | $ (9,412) | $ - | $ - | $ (9,412) |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 50,632,212 | $ 247,530 | $ 578,056 | $ 51,457,798 |
| OPERATING SURPLUS (DEFICIT) | $ (2,633,009) | $ 33,230 | $ (578,056) | $ (3,177,835) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - | $ 3,534,044 |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ - | $ - | $ 361,013 |
| CONTRIBUTIONS (8980-8999) | $ - | $ - | $ - | $ - |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ 540,022 | $ 33,230 * | $ (578,056) | $ (4,804) |
| | | | | |
| BEGINNING BALANCE | $ 7,562,560 | | | $ 7,562,560 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 8,102,582 | $ 33,230 | $ (578,056) | $ 7,557,756 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ - | $ - | $ 25,000 |
| Restricted (9730-9749) | $ 4,038,049 | $ - | $ - | $ 3,962,597 |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,509,733 | $ - | $ - | $ 2,015,591 |
| Unassigned (9789-9790) | $ 1,529,800 | $ 33,230 | $ (578,056) | $ 1,554,568 |

*** If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase (Decrease) in Section A, Line 6, Page 1, explain the variance below:** _____

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT FISCAL YEARS

**Multiyear Projection - Combined General Fund**

Enter Bargaining Unit: _____California School Employees Association_____

| | FY 2024-25 Total Current Budget After Settlement | FY 2025-26 First Subsequent Year After Settlement | FY 2026-27 Second Subsequent Year After Settlement |
|---|---|---|---|
| REVENUES | | | |
| Revenue Limit Sources (8010-8099) | $ 38,689,027 | $ 39,547,072 | $ 40,431,521 |
| Remaining Revenues (8100-8799) | $ 9,590,936 | $ 9,776,577 | $ 9,815,423 |
| **TOTAL REVENUES** | $ 48,279,963 | $ 49,323,649 | $ 50,246,944 |
| EXPENDITURES | | | |
| Certificated Salaries (1000-1999) | $ 19,203,623 | $ 18,908,671 | $ 19,286,844 |
| Classified Salaries (2000-2999) | $ 9,257,439 | $ 9,206,108 | $ 9,390,230 |
| Employee Benefits (3000-3999) | $ 13,366,379 | $ 13,430,730 | $ 13,790,586 |
| Books and Supplies (4000-4999) | $ 1,814,239 | $ 2,135,613 | $ 1,842,406 |
| Services, Other Operating Expenses (5000-5999) | $ 7,420,211 | $ 8,397,609 | $ 7,465,710 |
| Capital Outlay (6000-6999) | $ 125,851 | $ 56,106 | $ 22,803 |
| Other Outgo (7100-7299) (7400-7499) | $ 279,468 | $ 286,259 | $ 296,335 |
| Direct Support/Indirect Cost (7300-7399) | $ (9,412) | $ (9,641) | $ (9,980) |
| Other Adjustments | | $ - | $ - |
| **TOTAL EXPENDITURES** | $ 51,457,798 | $ 52,411,455 | $ 52,084,934 |
| OPERATING SURPLUS (DEFICIT) | $ (3,177,835) | $ (3,087,806) | $ (1,837,990) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ 369,786 | $ 382,802 |
| CONTRIBUTIONS (8980-8999) | $ - | $ - | $ - |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ (4,804) | $ (3,457,592) | $ (2,220,792) |
| | | | |
| BEGINNING BALANCE | $ 7,562,560 | $ 7,557,756 | $ 4,100,164 |
| CURRENT-YEAR ENDING BALANCE | $ 7,557,756 | $ 4,100,164 | $ 1,879,372 |
| **COMPONENTS OF ENDING BALANCE:** | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ 25,000 | $ 25,000 |
| Restricted (9730-9749) | $ 3,962,597 | $ 1,338,987 | $ 200,359 |
| Committed (9750-9769) | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,015,591 | $ - | $ - |
| Unassigned (9789-9790) | $ 1,554,568 | $ 2,736,177 | $ 1,654,013 |

## J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

| | | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|
| a. | Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | $ 51,818,811 | $ 52,781,241 | $ 52,467,736 |
| b. | State Standard Minimum Reserve Percentage for this District: **(enter percentage )**: | 3.00% | 3.00% | 3.00% |
| c. | State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR $50,000 | $ 1,554,564 | $ 1,583,437 | $ 1,574,032 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | | | | |
|---|---|---|---|---|
| a. | General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties) | $ 1,554,568 | $ 2,736,177 | $ 1,654,013 |
| b. | Special Reserve Fund (Fund 17) Unassigned Fund Balance | $ 3,569,526 | $ 3,569,526 | $ 3,569,526 |
| c. | Total Available Reserves | $ 5,124,094 | $ 6,305,704 | $ 5,223,540 |
| d. | Reserve for Economic Uncertainties Percentage | 9.89% | 11.95% | 9.96% |

3. Do unrestricted reserves meet the state minimum reserve amount?

| | | | | |
|---|---|---|---|---|
| FY 2024-25 | Yes | x | No | |
| FY 2025-26 | Yes | x | No | |
| FY 2026-27 | Yes | x | No | |

4. If no, how do you plan to restore your reserves? Provide comments/explanations below:

## K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

*(The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.)*

**In accordance with the requirements of Government Code Section 3547.5, the Superintendent and the Chief Business Officer of Cabrillo Unified School District,
hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the California School Employees Association,
during the term of the agreement from July 1, 2024 to June 30,2025.**

Dr. Ramon Miramontes
**Interim District Superintendent** — **Date**
(Signature Over Printed Name)

Jennifer Marsh
**Chief Business Officer** — **Date**
(Signature Over Printed Name)

## L. CERTIFICATION NO. 2

*(The disclosure document must be signed by the district Superintendent or designee and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.)*

**The information provided in this document summarizes the financial implications of the proposed agreement and submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.**

Dr. Ramon Miramontes
**Interim District Superintendent** — **Date**
(Signature Over Printed Name)

Contact Person — Phone

**President or Clerk of the Governing Board** — **Date**
(Signature Over Printed Name)

# SAN MATEO COUNTY
# PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

**in Accordance with AB 1200 (Chapter 1213/1991), AB 2756 (Statutes of 2004), GC 3547.5, and CCR, Title V, Section 15449**

| | |
|---|---|
| Name of School District: | **Cabrillo Unified School District** |
| Name of Bargaining Unit: | **Non-Bargaining Unit - Management** |
| Certificated, Classified, Other: | **Other** |

The proposed agreement covers the period beginning: **July 1, 2024** (date) and ending: **June 30, 2025** (date)

The Governing Board will act upon this agreement at its meeting on: 5/15/2025 (date)

***(Note: This form, along with a copy of the proposed agreement, must be submitted to the county office at least ten (10) working days prior to the date the governing board will take action.)***

## A. Proposed Change in Compensation

| | Compensation | Annual Cost Prior to Proposed Agreement FY 2024 - 25 | Fiscal Impact of Proposed Agreement | | |
|---|---|---|---|---|---|
| | | | Year 1 Increase/(Decrease) FY 2024 - 25 | Year 2 Increase/(Decrease) FY 2025 - 26 | Year 3 Increase/(Decrease) FY 2026 - 27 |
| 1 | **Salary Schedule** Increase (Decrease) | $ 3,784,948 | $ 94,624 | | |
| | | | 2.5000% | 0.0000% | 0.000% |
| 2 | **Step and Column -** Increase (Decrease) Due to movement plus any changes due to settlement | | $ - | $ - | |
| | | | % | % | % |
| 3 | **Other Compensation -** Increase (Decrease) (Stipends, Bonuses, Longevity, overtime, etc.) | $ - | $ - | $ - | $ - |
| | | | % | % | % |
| | **Description of other compensation:** | | | | |
| 4 | **Statutory Benefits -** STRS, PERS, FICA, WC, UI, Medicate etc. | $ 1,149,227 | $ 28,731 | | |
| | | | 2.5000% | 0.0000% | 0.000% |
| 5 | **Health/Welfare Plans:** | $ - | $ - | $ - | $ - |
| | | | % | % | % |
| | **Description of health & welfare plans:** | | | | |
| 6 | **Total Compensation -** Increase (Decrease) (Total Lines 1-5) | $ 4,934,175 | $ 123,354 | $ - | $ - |
| 7 | **Total Number of Represented Employees** (Use FTEs if appropriate) | 29.00 | | | |
| 8 | **Total Compensation Average Cost per Employee** | $ 170,143.97 | 4253.60 | 0 | 0.00 |
| | | | 2.50% | 0.00% | 0.00% |

9. Please provide summary of negotiated agreement. For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

**The salary schedule for the 2024-2025 school year shall be increased by 5.0% retroactive to January 1, 2025.**

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

**No**

11. Does this bargaining unit have any recipients of life time benefits? If so, please indicate number of FTEs and health & welfare amounts.

**No**

12. A. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☐ No ☐
If yes, please describe the cap amount.

**Effective July 1, 2025, the maximum District contribution for health benefits for employees whose first date of paid service is on or after July 1, 2011 shall be equal to the annual cost of coverage for the employee only of the high plan of the lowest cost provider on a pro rata basis per FTE. The District shall contribute $200 per month to those unit members whose first date of paid service is on or after July 1, 2011, and who elect the Employee+1 or full family plan.**

B. Describe any negotiated changes in non-compensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

**N/A**

Does the negotiated changes in non-compensation items impact the TK-3rd grade average class size requirements for Grade Span Adjustment (GSA) Yes ☐ No ☒
If yes, please describe the affects and if there's an alternative agreement for the TK-3rd grade average class size in the contract.

C. Are reduction to budget or program necessary to accommodate the settlement?
Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

**N/A**

D. What contingency language is included in the proposed agreement? Include specific areas identified reopeners, applicable fiscal years, and specific contingency language.

**N/A**

E. Will this agreement create, increase or decrease deficit spending in the current or subsequent year(s)? "Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

**Deficit spending will increase from 2425 Second Interim.**

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

**N/A**

G. Source of Funding for Proposed Agreement

1. Current Year

**LCFF and other general revenues**

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e. LCFF, COLA, property taxes, staffing reductions, staffing ratio changes, one-time sources, etc.?

**LCFF and other general revenues**

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

**N/A**

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Unrestricted General Fund**

Enter Bargaining Unit: _____**Non-Bargaining Unit - Management**_____

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 36,292,999 | $ 280,760 | $ - | $ 36,573,759 |
| Remaining Revenues (8100-8799) | $ 1,077,395 | $ - | $ - | $ 1,077,395 |
| **TOTAL REVENUES** | $ 37,370,394 | $ 280,760 | $ - | $ 37,651,154 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 14,112,039 | $ 73,627 | $ 194,307 | $ 14,379,973 |
| Classified Salaries (2000-2999) | $ 4,175,145 | $ 20,997 | $ 99,701 | $ 4,295,843 |
| Employee Benefits (3000-3999) | $ 7,012,489 | $ 28,731 | $ 92,219 | $ 7,133,439 |
| Books and Supplies (4000-4999) | $ 729,793 | $ - | $ - | $ 729,793 |
| Services, Other Operating Expenses (5000-5999) | $ 3,541,756 | $ - | $ - | $ 3,541,756 |
| Capital Outlay (6000-6599) | $ 22,000 | $ - | $ - | $ 22,000 |
| Other Outgo (7100-7299) (7400-7499) | $ 59,468 | $ - | $ - | $ 59,468 |
| Direct Support/Indirect Cost (7300-7399) | $ (60,071) | $ - | $ - | $ (60,071) |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 29,592,619 | $ 123,355 | $ 386,227 | $ 30,102,201 |
| OPERATING SURPLUS (DEFICIT) | $ 7,777,775 | $ 157,405 | $ (386,227) | $ 7,548,953 |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - | $ 3,534,044 |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ - | $ - | $ 361,013 |
| CONTRIBUTIONS (8980-8999) | $ (9,550,284) | $ - | $ - | $ (9,550,284) |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ 1,400,522 | $ 157,405 | $ (386,227) | $ 1,171,700 |
| | | | | |
| BEGINNING BALANCE | $ 2,664,011 | | | $ 2,664,011 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 4,064,533 | $ 157,405 | $ (386,227) | $ 3,835,711 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ - | $ - | $ 25,000 |
| Restricted (9730-9749) | $ - | $ - | $ - | $ - |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,509,733 | $ - | $ - | $ 2,015,591 |
| Unassigned (9789-9790) | $ 1,529,800 | $ 157,405 | $ (386,227) | $ 1,795,120 |

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Restricted General Fund**

Enter Bargaining Unit: **Non-Bargaining Unit - Management**

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 2,115,268 | $ - | $ - | $ 2,115,268 |
| Remaining Revenues (8100-8799) | $ 8,513,541 | $ - | $ - | $ 8,513,541 |
| **TOTAL REVENUES** | $ 10,628,809 | $ - | $ - | $ 10,628,809 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 4,664,672 | $ - | $ 158,978 | $ 4,823,650 |
| Classified Salaries (2000-2999) | $ 4,880,022 | $ - | $ 81,574 | $ 4,961,596 |
| Employee Benefits (3000-3999) | $ 6,157,488 | $ - | $ 75,452 | $ 6,232,940 |
| Books and Supplies (4000-4999) | $ 1,084,446 | $ - | $ - | $ 1,084,446 |
| Services, Other Operating Expenses (5000-5999) | $ 3,878,455 | $ - | $ - | $ 3,878,455 |
| Capital Outlay (6000-6599) | $ 103,851 | $ - | $ - | $ 103,851 |
| Other Outgo (7100-7299) (7400-7499) | $ 220,000 | $ - | $ - | $ 220,000 |
| Direct Support/Indirect Cost (7300-7399) | $ 50,659 | $ - | $ - | $ 50,659 |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 21,039,593 | $ - | $ 316,004 | $ 21,355,597 |
| OPERATING SURPLUS (DEFICIT) | $ (10,410,784) | $ - | $ (316,004) | $ (10,726,788) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ - | $ - | $ - | $ - |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ - | $ - | $ - | $ - |
| CONTRIBUTIONS (8980-8999) | $ 9,550,284 | $ - | $ - | $ 9,550,284 |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ (860,500) | $ - | $ (316,004) | $ (1,176,504) |
| | | | | |
| BEGINNING BALANCE | $ 4,898,549 | | | $ 4,898,549 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 4,038,049 | $ - | $ (316,004) | $ 3,722,045 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ - | $ - | $ - | $ - |
| Restricted (9730-9749) | $ 4,038,049 | $ - | $ - | $ 4,038,049 |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ - | $ - | $ - | $ - |
| Unassigned (9789-9790) | $ - | $ - | $ (316,004) | $ (316,004) |

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Combined General Fund**

Enter Bargaining Unit: _____Non-Bargaining Unit - Management_____

| | Column 1 | Column 2 | Column 3 | Column 4 |
|---|---|---|---|---|
| | Latest Board-Approved Budget Before Settlement (As of 3/31/25) | Adjustments as a Result of Settlement | Other Revisions | Total Current Budget (Columns 1+2+3) |
| REVENUES | | | | |
| Revenue Limit Sources (8010-8099) | $ 38,408,267 | $ 280,760 | $ - | $ 38,689,027 |
| Remaining Revenues (8100-8799) | $ 9,590,936 | $ - | $ - | $ 9,590,936 |
| **TOTAL REVENUES** | $ 47,999,203 | $ 280,760 | $ - | $ 48,279,963 |
| EXPENDITURES | | | | |
| Certificated Salaries (1000-1999) | $ 18,776,711 | $ 73,627 | $ 353,285 | $ 19,203,623 |
| Classified Salaries (2000-2999) | $ 9,055,167 | $ 20,997 | $ 181,275 | $ 9,257,439 |
| Employee Benefits (3000-3999) | $ 13,169,977 | $ 28,731 | $ 167,671 | $ 13,366,379 |
| Books and Supplies (4000-4999) | $ 1,814,239 | $ - | $ - | $ 1,814,239 |
| Services, Other Operating Expenses (5000-5999) | $ 7,420,211 | $ - | $ - | $ 7,420,211 |
| Capital Outlay (6000-6599) | $ 125,851 | $ - | $ - | $ 125,851 |
| Other Outgo (7100-7299) (7400-7499) | $ 279,468 | $ - | $ - | $ 279,468 |
| Direct Support/Indirect Cost (7300-7399) | $ (9,412) | $ - | $ - | $ (9,412) |
| Other Adjustments | | | | |
| **TOTAL EXPENDITURES** | $ 50,632,212 | $ 123,355 | $ 702,231 | $ 51,457,798 |
| OPERATING SURPLUS (DEFICIT) | $ (2,633,009) | $ 157,405 | $ (702,231) | $ (3,177,835) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - | $ 3,534,044 |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ - | $ - | $ 361,013 |
| CONTRIBUTIONS (8980-8999) | $ - | $ - | $ - | $ - |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ 540,022 | $ 157,405 * | $ (702,231) | $ (4,804) |
| | | | | |
| BEGINNING BALANCE | $ 7,562,560 | | | $ 7,562,560 |
| Prior-Year Adjustments/Restatements (9793/9795) | $ - | | | $ - |
| CURRENT-YEAR ENDING BALANCE | $ 8,102,582 | $ 157,405 | $ (702,231) | $ 7,557,756 |
| **COMPONENTS OF ENDING BALANCE:** | | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ - | $ - | $ 25,000 |
| Restricted (9730-9749) | $ 4,038,049 | $ - | $ - | $ 3,962,597 |
| Committed (9750-9769) | $ - | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,509,733 | $ - | $ - | $ 2,015,591 |
| Unassigned (9789-9790) | $ 1,529,800 | $ 157,405 | $ (702,231) | $ 1,554,568 |

*** If the total amount of the Adjustment in Col. 2 does not agree with the amount of the Total Compensation Increase (Decrease) in Section A, Line 6, Page 1, explain the variance below:** _____

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT FISCAL YEARS

**Multiyear Projection - Combined General Fund**

Enter Bargaining Unit: _____Non-Bargaining Unit - Management_____

| | FY 2024-25 Total Current Budget After Settlement | FY 2025-26 First Subsequent Year After Settlement | FY 2026-27 Second Subsequent Year After Settlement |
|---|---|---|---|
| REVENUES | | | |
| Revenue Limit Sources (8010-8099) | $ 38,689,027 | $ 39,547,072 | $ 40,431,521 |
| Remaining Revenues (8100-8799) | $ 9,590,936 | $ 9,776,577 | $ 9,815,423 |
| **TOTAL REVENUES** | $ 48,279,963 | $ 49,323,649 | $ 50,246,944 |
| EXPENDITURES | | | |
| Certificated Salaries (1000-1999) | $ 19,203,623 | $ 18,908,671 | $ 19,286,844 |
| Classified Salaries (2000-2999) | $ 9,257,439 | $ 9,206,108 | $ 9,390,230 |
| Employee Benefits (3000-3999) | $ 13,366,379 | $ 13,430,730 | $ 13,790,586 |
| Books and Supplies (4000-4999) | $ 1,814,239 | $ 2,135,613 | $ 1,842,406 |
| Services, Other Operating Expenses (5000-5999) | $ 7,420,211 | $ 8,397,609 | $ 7,465,710 |
| Capital Outlay (6000-6999) | $ 125,851 | $ 56,106 | $ 22,803 |
| Other Outgo (7100-7299) (7400-7499) | $ 279,468 | $ 286,259 | $ 296,335 |
| Direct Support/Indirect Cost (7300-7399) | $ (9,412) | $ (9,641) | $ (9,980) |
| Other Adjustments | | $ - | $ - |
| **TOTAL EXPENDITURES** | $ 51,457,798 | $ 52,411,455 | $ 52,084,934 |
| OPERATING SURPLUS (DEFICIT) | $ (3,177,835) | $ (3,087,806) | $ (1,837,990) |
| TRANSFERS IN & OTHER SOURCES (8910-8979) | $ 3,534,044 | $ - | $ - |
| TRANSFERS OUT & OTHER USES (7610-7699) | $ 361,013 | $ 369,786 | $ 382,802 |
| CONTRIBUTIONS (8980-8999) | $ - | $ - | $ - |
| CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE | $ (4,804) | $ (3,457,592) | $ (2,220,792) |
| | | | |
| BEGINNING BALANCE | $ 7,562,560 | $ 7,557,756 | $ 4,100,164 |
| CURRENT-YEAR ENDING BALANCE | $ 7,557,756 | $ 4,100,164 | $ 1,879,372 |
| **COMPONENTS OF ENDING BALANCE:** | | | |
| Nonspendable (9711-9719) | $ 25,000 | $ 25,000 | $ 25,000 |
| Restricted (9730-9749) | $ 3,962,597 | $ 1,338,987 | $ 200,359 |
| Committed (9750-9769) | $ - | $ - | $ - |
| Stabilization Arrangements (9750) | $ - | $ - | $ - |
| Assigned (9770-9788) | $ 2,015,591 | $ - | $ - |
| Unassigned (9789-9790) | $ 1,554,568 | $ 2,736,177 | $ 1,654,013 |

## J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

| | | FY 2024-25 | FY 2025-26 | FY 2026-27 |
|---|---|---|---|---|
| a. | Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | $ 51,818,811 | $ 52,781,241 | $ 52,467,736 |
| b. | State Standard Minimum Reserve Percentage for this District: **(enter percentage )**: | 3.00% | 3.00% | 3.00% |
| c. | State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. OR $50,000 | $ 1,554,564 | $ 1,583,437 | $ 1,574,032 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | | | | |
|---|---|---|---|---|
| a. | General Fund (Fund 01) Stabilization Arrangements, % Unassigned Fund Balance (includes Reserve for Economic Uncertainties) | $ 1,554,568 | $ 2,736,177 | $ 1,654,013 |
| b. | Special Reserve Fund (Fund 17) Unassigned Fund Balance | $ 3,569,526 | $ 3,569,526 | $ 3,569,526 |
| c. | Total Available Reserves | $ 5,124,094 | $ 6,305,703 | $ 5,223,539 |
| d. | Reserve for Economic Uncertainties Percentage | 9.89% | 11.95% | 9.96% |

3. Do unrestricted reserves meet the state minimum reserve amount?

| | | | | |
|---|---|---|---|---|
| FY 2024-25 | Yes | x | No | |
| FY 2025-26 | Yes | x | No | |
| FY 2026-27 | Yes | x | No | |

4. If no, how do you plan to restore your reserves? Provide comments/explanations below:

## K. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

*(The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.)*

**In accordance with the requirements of Government Code Section 3547.5, the Superintendent and the Chief Business Officer of Cabrillo Unified School District,**
**hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Non-Bargaining Unit,**
**during the term of the agreement from July 1, 2024 to June 30,2025.**

Dr. Ramon Miramontes
**Interim District Superintendent** — **Date**
(Signature Over Printed Name)

Jennifer Marsh
**Chief Business Officer** — **Date**
(Signature Over Printed Name)

## L. CERTIFICATION NO. 2

*(The disclosure document must be signed by the district Superintendent or designee and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.)*

**The information provided in this document summarizes the financial implications of the proposed agreement and submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.**

Dr. Ramon Miramontes
**Interim District Superintendent** — **Date**
(Signature Over Printed Name)

Contact Person — Phone

**President or Clerk of the Governing Board** — **Date**
(Signature Over Printed Name)

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A.Ed. Associate Superintendent, Human Resources & Student Services
**CATEGORY:** Resolution/Action
**ITEM TITLE:** Adoption of Resolution 17-2025, Non-Reemployment of Classified Employees

## BACKGROUND INFORMATION

On February 27, 2025, the Governing Board of the Cabrillo Unified School District ("District") adopted Resolution 05-2025 to eliminate and/or decrease certain classified services due to lack of work and/or lack of funds. Notice of non-reemployment was given to the affected employees on or before March 15, 2025. All but one of the affected employees waived their right to a hearing. The Office of Administrative Hearings ("OAH") scheduled a Reduction in Force hearing for April 30, 2025. In accordance with Education Code section 45117, subdivision (c)(3)(A), the timing of the Reduction in Force Hearing on April 30, 2025 extends all deadlines in Education Code section 45117, including the deadline to provide notice of termination to the employee, by the number of days of the continuance, which is ten (10) days. On April 30, 2025, the Administrative Law Judge issued an Order of Default, stating in pertinent part, "the District may give final notice to respondent that the District will not require respondent's service for the 2025-26 school year." This resolution is to implement the elimination of the Behavior Intervention Specialist position and to authorize the Superintendent or his designee to issue the appropriate notice to the affected employee in accordance with the California Education Code.

## FISCAL ANALYSIS

There is no impact to the budget at this time. Should have a positive impact in 25-26.

## RECOMMENDATION

Staff recommends Adoption of Resolution 17-2025 as submitted.

***Prepared by:*** *Jackie Sullivan*

**RESOLUTION NO. 17-2025**
**BEFORE THE GOVERNING BOARD**
**OF THE CABRILLO UNIFIED SCHOOL DISTRICT**
**SAN MATEO COUNTY, CALIFORNIA**

**NON-REEMPLOYMENT OF CLASSIFIED EMPLOYEES**

**WHEREAS**, on February 27, 2025, the Governing Board of the Cabrillo Unified School District adopted Resolution No. 05-2025 to decrease certain classified services due to lack of work and/or lack of funds; and

**WHEREAS**, notice of non-reemployment was given to the affected employees on or before March 15, 2025; and

**WHEREAS**, all but one of the affected employees waived their right to a hearing; and

**WHEREAS**, with respect to the one affected employee who requested a hearing ("Respondent"), the Office of Administrative Hearings ("OAH") initially scheduled a Reduction in Force hearing for April 21, 2025; and

**WHEREAS**, on April 1, 2025, the Presiding Administrative Law Judge ordered the hearing to be continued to April 30, 2025; and

**WHEREAS**, in accordance with Education Code section 45117, subdivision (c)(3)(A), and the Presiding Administrative Law Judge's Order Granting Continuance, dated April 1, 2025, the granting of the continuance extends all deadlines in Education Code section 45117, including the deadline to provide notice of termination to the employee, by the number of days of the continuance, which is nine (9) days; and

**WHEREAS**, the affected employee waived their right to a hearing by failing to submit a Notice of Participation and by failing to appear at the hearing on April 30, 2025, in accordance with Education Code section 45117, and Government Code sections 11506(c) and 11520; and

**WHEREAS**, on April 30, 2025, the Administrative Law Judge issued an Order of Default providing in pertinent part, "[t]he District may give final notice to respondent that the District will not require respondent's services for the 2025-2026 school year." A copy of the Order of Default is attached hereto as **Exhibit A**.

**NOW, THEREFORE, BE IT RESOLVED** that the classification(s) listed below shall be eliminated or reduced for the 2025-2026 school year, effective July 1, 2025:

| Classification | FTE |
|---|---|
| Behavior Intervention Specialist | 1.0 |

**BE IT FURTHER RESOLVED** that the Superintendent or his designee is hereby authorized to give notice on behalf of the Governing Board in accordance with Education Code section 45117 to the following employee(s): Ashley Salcido

**PASSED AND ADOPTED** by the Governing Board of the Cabrillo Unified School District on the 15th day of May, 2025, by the following vote:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Mary Beth Alexander: | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Peter Cerneka | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Lizet Cortes: | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Carmen Daniel: | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Breanna Lafontaine | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |

Certified by:

_____
Carmen Daniel
President of the Governing Board
Cabrillo Unified School District

Attest by:

_____
Peter Cerneka
Clerk to the Governing Board
Cabrillo Unified School District

# EXHIBIT A

# BEFORE THE
# GOVERNING BOARD OF THE
# CABRILLO UNIFIED SCHOOL DISTRICT
# SAN MATEO COUNTY
# STATE OF CALIFORNIA

## In the Matter of the Statement of Reduction in Force of:

## ASHLEY SALCIDO, Classified Employee, Respondent.

## OAH No. 2025031121

### ORDER OF DEFAULT

Administrative Law Judge Carl D. Corbin, State of California, Office of Administrative Hearings (OAH), was scheduled to hear this matter on April 30, 2025, by videoconference.

Attorney Bryan J. Park appeared representing complainant Bianca Forrester, Associate Superintendent of Human Resources, Cabrillo Unified School District (District).

There was no appearance by or on behalf of respondent Ashley Salcido.

## Factual Findings

On March 10, 2025, respondent Ashley Salcido was served notice that respondent's services would be terminated at the end of the 2024-2025 school year in accordance with the February 27, 2025, District Governing Board Resolution Number 05-2025. The District also informed respondent of the right to request a hearing to

determine if there is cause for not reemploying respondent for the ensuing 2025-2026 school year. Respondent timely requested a hearing.

On April 4, 2025, by email and certified mail, the District served respondent at respondent's address of record the following: Statement to Respondent, District Statement of Reduction in Force, Notice of Participation, Notice of Hearing, and relevant sections of the Education and Government Codes. The Notice of Hearing provided notice that a hearing would take place on April 30, 2025, at 9:00 a.m. by videoconference. Service of the Notice of Hearing was proper.

On April 16, 2025, OAH emailed respondent, at respondent's email address of record, the necessary information to participate in the videoconference hearing.

Respondent did not complete and return a Notice of Participation to the District.

On April 30, 2025, the matter was called for hearing at the date, time, and location set forth in the Notice of Hearing. As there was no appearance by or on behalf of respondent, a default was declared.

The District moved for an order under Government Code sections 11506, subdivision (c), and 11520, subdivision (a), that it may proceed with the reduction of classified services set forth in District Governing Board Resolution Number 05-2025.

## ORDER

Based upon respondent Ashley Salcido's failure to appear at the hearing, the District's motion under Government Code sections 11506, subdivision (c), and 11520, subdivision (a), is granted, and the District may give final notice to respondent that the District will not require respondent's services for the 2025-2026 school year.

IT IS SO ORDERED.

DATE: April 30, 2025

Carl D. Corbin

CARL D. CORBIN
Administrative Law Judge
Office of Administrative Hearings

# CABRILLO UNIFIED SCHOOL DISTRICT

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



**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Action
**ITEM TITLE:** Approval of Resolution 18-2025, Amending Bylaws for the Bond & Parcel Tax Citizens' Oversight Committee

## BACKGROUND INFORMATION

Cabrillo Unified School District was successful in obtaining voter authorization to issue general obligation bonds under Measure S (June 5, 2012), Measure M (June 5, 2018), and Measure K (November 5, 2024), pursuant to Proposition 39. Each measure required the establishment of a Citizens' Oversight Committee to ensure transparency and proper expenditure of bond proceeds.

Additionally, on November 5, 2024, voters approved Measure N, which replaces the existing parcel tax (Measure I) with a new $198 per parcel per year tax for eight years. Measure N requires the establishment of an independent oversight committee to ensure funds are used for voter-approved purposes.

## REPORT/PROPOSAL

To streamline oversight and align with voter-approved requirements, staff recommends that the Board amend and reinstate the current Citizens' Oversight Committee Bylaws. The revised Bylaws consolidate the oversight responsibilities for Measures S, M, K, I, and N under the existing Committee. This action formally expands the Committee's scope and ensures compliance with Education Code §15278 and Measure N requirements.

## FISCAL ANALYSIS

There is no direct fiscal impact associated with the amendment and restatement of the Bylaws.

## RECOMMENDATION

Staff recommends adopting Resolution No. 18-2025, amending, and restating the Bond & Parcel Tax Citizens' Oversight Committee Bylaws to consolidate oversight responsibilities for Measures S, M, K, I, and N.

***Prepared by:*** *Holly Lynne*

**RESOLUTION NO. 18-2025**
**BEFORE THE GOVERNING BOARD**
**OF THE CABRILLO UNIFIED SCHOOL DISTRICT**
**SAN MATEO COUNTY, CALIFORNIA**

**RESOLUTION OF THE BOARD OF TRUSTEES**
**OF THE CABRILLO UNIFIED SCHOOL DISTRICT**
**AMENDING THE CITIZENS' OVERSIGHT COMMITTEE BYLAWS**

**WHEREAS**, Cabrillo Unified School District (the "District") was successful at the election conducted on June 5, 2012, in obtaining authorization from the District's voters to issue up to $81,000,000 aggregate principal amount of the District's general obligation bonds, pursuant to a 55% vote ("Measure S");

**WHEREAS**, the District was also successful at the election conducted on June 5, 2018, in obtaining authorization from the District's voters to issue up to $99,000,000 aggregate principal amount of the District's general obligation bonds, pursuant to a 55% vote ("Measure M");

**WHEREAS**, the District was also successful at the election conducted on November 5, 2024, in obtaining authorization from the District's voters to issue up to $153,400,000 aggregate principal amount of the District's general obligation bonds, pursuant to a 55% vote ("Measure K" and, together with Measure S and Measure M, each a "Measure", and collectively the "Measures");

**WHEREAS**, each election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"), and pursuant to Section 15278 of the Education Code (being the implementing legislation for Prop 39), the District previously established a citizens' oversight committee for the Measures in order to satisfy the accountability requirements of Prop 39 (the "Committee");

**WHEREAS**, on November 5, 2024, a parcel tax measure ("Measure N") to replace the existing parcel tax ("Measure I") with a new parcel tax of $198 per parcel per year for eight years was approved by more than two-thirds of the votes cast by the voters of the District voting upon Measure N; and

**WHEREAS**, Measure N requires the Board to provide for the establishment of an independent citizens' oversight committee to oversee expenditure of the special taxes collected pursuant to Measure N to ensure that moneys raised are spent only for the purposes described in Measure N; and

**WHEREAS,** the Board appointed the Committee to serve as the oversight committee for Measure I and Measure N; and

**WHEREAS**, the Board previously District approved certain bylaws governing the Committee (the "Bylaws");

**WHEREAS**, the Board wishes to amend and restate the Bylaws to reflect the consolidation of oversight of Measure K and Measure N with the Committee's oversight responsibilities.

**NOW**, **THEREFORE**, BE IT RESOLVED by the Board of Trustees of Cabrillo Unified School District, as follows:

Section 1. Recitals. The foregoing recitals are true and correct.

Section 2. Amendment and Restatement of the Bylaws. The Board hereby amends and restates the Bylaws, adopting the revised version it hereby approves as the replacement of the prior version. Any prior version of the Bylaws is null, void, and of no further effect as of the adoption of this Resolution.

Section 2. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Governing Board of the Cabrillo Unified School District on the 15th day of May, 2025, by the following vote:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Mary Beth Alexander: | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Peter Cerneka | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Lizet Cortes: | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Carmen Daniel: | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |
| Breanna Lafontaine | _____ | Aye | _____ | No | _____ | Abstain | _____ | Absent |

Certified by:

_____
Carmen Daniel
President of the Governing Board
Cabrillo Unified School District

Attest by:

_____
Peter Cerneka
Clerk to the Governing Board
Cabrillo Unified School District

# Cabrillo Unified School District

# Citizens' Oversight Committee Bylaws
# Measure S Bond Measure (2012)
# Measure M Bond Measure (2018)
# Measure K Bond Measure (2024)
# Measure I Parcel Tax Measure (2019)
# Measure N Parcel Tax Measure (2024)

## 1.0 Preamble

For school bonds passed pursuant to Article 13A, Section 1(b)(3) of the California Constitution, which allows a 55% majority to pass the bond, the Cabrillo Unified School District's ("District") Governing Board ("Board") is required by section 15278 of the California Education Code to appoint an independent Citizens' Oversight Committee ("Committee"). Per section 15282 of the Education Code, the Committee must have at least seven (7) members and represent specific segments of the community. In addition, by its express terms, Measure I and Measure N each require an advisory committee to oversee the expenditure of parcel tax funds. These Bylaws of the Board provide details for the Board's expectations with regard to the operation of the Citizens' Oversight Committee.

## 2.0 Purpose and Duties

## 2.1 Purpose

The purpose of the Committee is to inform the public concerning the expenditure and uses of the bond measure and parcel tax measure ("Measure") revenues from Measure S, passed on June 5, 2012, Measure M, passed on June 5, 2018, Measure K passed on November 5, 2024, Measure I, passed on November 5, 2019 and Measure N, passed on November 5, 2024. Unless further modified by the Board, the same group of persons shall oversee all Measure revenues, but may sit as separate committees (henceforth referred to herein as "Committees" or Committee") for purposes of reporting, member terms, and term limits. During the period of time during which proceeds are being expended from all Measures, the Committee shall oversee expenditure from all Measures. Once funds from any Measure have been spent, the Committee shall continue to oversee the expenditure of remaining proceeds from other Measures until all Measure revenues are fully spent. The Committee may pause oversight of any Measure during any period of time in which revenues from such Measure have been spent or are unavailable.

The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction and, with respect to Measure I and Measure N, for its express purposes, in accordance with voter-approved projects and programs.

### 2.1.1 Measure S, Measure M, and Measure K.

The Committee shall convene separately or together to provide oversight of the following:

A. Measure revenues are to be expended only for bonded indebtedness incurred by the District for the construction, reconstruction, rehabilitation or

replacement of school facilities, or the acquisition or lease of real property for school facilities. All of the following accountability requirements apply:

1. A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIIIA, Section 1(b)(3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses, except as provided for in Section 2.1.B below.

2. A list of the specific school facilities projects to be funded, and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list.

3. A requirement that the Board conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.

B. The District may use proceeds from the Measures to pay the salaries of District employees to the extent they perform administrative oversight work on construction projects authorized by the Measures.[1]

### 2.1.2 Measure I and Measure N

The Committee shall convene separately or together as an advisory committee to ensure that the education parcel tax proceeds are spent for their authorized purposes, and to report annually to the Board and the public regarding the expenditure of such funds. The District shall work with the Committee to provide expenditure information to the Committee as reasonably requested or necessary to fulfill the Committee's purpose.

## 2.2 Duties

Committee members are expected to attend its regularly scheduled meetings, diligently review all pertinent information provided to the Committee pursuant to state laws, and abide by all rules of conduct established in these Bylaws. In furtherance of its purpose, the Committee shall, at its discretion, engage in the following activities with respect to Measure S, Measure M, and Measure K:

A. Receive and review copies of the annual performance audits required by Article 13A, section I, subdivision (b)(3)(C) of the California Constitution.

B. Receive and review the annual financial audits required by Article 13A, section I, subdivision (b)(3)(D) of the California Constitution.

[1]/ The California Court of Appeal has concluded that certain kinds of salary expenditures and other bond-related costs could permissibly be paid from bond proceeds.

C. Inspect school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13A, section 1, subdivision (b)(3) of the California Constitution.

D. Review the District's efforts to maximize the use of bond revenues by implementing cost-saving measures, including, but not limited to the following, and have these efforts reviewed in the annual independent performance audit:

1. Mechanisms designed to reduce the costs of professional fees;

2. Mechanisms designed to reduce the cost of site preparation;

3. Mechanisms are designed to reduce costs by incorporating efficiencies in school site design.

4. Recommendations regarding the joint use of core facilities;

5. Recommendations regarding the use of cost-effective and efficient reusable facility plans.

## 3.0 Committee Composition

The Board shall have sole discretion to select and appoint Committee members and to determine its final size. Measure I and Measure N are not subject to mandatory membership, eligibility, term, or other requirements for composition and operation, but shall generally conform to the following guidelines. The Committee shall consist of at least seven (7) members, including the following community representation:

A. One member shall, at the time of appointment, be active in a business organization representing the business community of the District;

B. One member shall, at the time of appointment, be active in a senior citizens organization, which may be a local, regional, statewide, or national organization;

C. One member shall, at the time of appointment, be active in a bona fide taxpayer's organization, which may be a local, regional, statewide, or national organization;

D. One member shall, at the time of appointment, be the parent or guardian of a child currently enrolled in a school of the District;

E. One member shall, at the time of appointment, be both a parent or guardian of a child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or a school site council.

A single individual may be appointed as a representative of more than one of the above categories, if applicable.

## 3.1 Eligibility

A. The Committee shall be comprised of individuals who either live or work within the boundaries of the District.

B. No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.

C. Committee members shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code sections 1125-1129 and financial interest in contracts pursuant to Government Code sections 1090-1098.

## 3.2 Term of Service

A. Committee members serve without compensation for a term of two (2) years, and for no more than three (3) consecutive terms.

B. Appointed Committee members shall be seated at the first meeting of each odd-numbered year, except those appointed to replace vacancies.

C. After appointment to a two-year term, Committee members who wish to be appointed for a second or third two-year term shall reapply to the Board for consideration. Members who serve three (3) two-year terms may be reappointed following a two-year absence from the Committee.

## 3.3 Replacing a Committee Member

A. If a Committee position becomes vacant, the Committee Chair shall request that the Board appoint a replacement. Unless failure to act results in the inability to meet a Committee quorum, if six months or less remain of the unexpired two-year term, the Board may choose to leave that position vacant for the remainder of the term.

B. Any Committee member may request that the removal of another Committee member be placed on the agenda for the Committee's next meeting, and may, at that meeting, introduce a motion to remove said member from the Committee for excessive absence or for any violation of the Committee's Bylaws or Ethics Policy. The specific cause must be cited in the meeting agenda and motion for removal.

C. A replacement Committee member may be appointed by the Board if one or more of the following events occurs:

1. The Committee member submits a written resignation to the Board, with a copy to the Committee Chair;

2. The Committee approves a motion to remove a member for cause, including non-attendance at meetings (ref: Section 5.9 below), violating these Bylaws, and/or violating the Committee's Ethics Policy. A motion to remove a member shall be approved by an affirmative vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present. The motion and its result shall be communicated in writing to the member under consideration and to the

Board President within one week after the meeting that the motion was approved. Removal shall be effective immediately upon passing the motion.

D. Within sixty (60) days of being notified of a Committee vacancy, the Board shall appoint a new member to complete the term of the vacancy, following the process used to select the original Committee members.

E. Committee members appointed to fill vacant, unexpired terms may apply and shall be eligible for reappointment for up to two (2) succeeding full two-year terms.

F. A Committee member who no longer serves the group s/he was appointed to represent (e.g., ceases to be active within a taxpayers organization, or ceases to have a child enrolled in the District, etc.) shall be allowed to complete her/his current term. However, that Committee member shall not be entitled to serve a subsequent term as a representative of that group.

## 4.0 Committee Officers

Officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary. The Committee may choose to establish other elected positions by amending these Bylaws.

## 4.1 Elections

At its first meeting in odd-numbered years, the Committee shall place into nomination and elect a Chair, a Vice-Chair, and a Secretary. If the Committee amends these Bylaws to establish other elected positions, their election shall take place at the same meeting as the elections of the Chair, Vice-Chair, and Secretary.

## 4.2 Term of Office

Officers shall be elected for a two-year term and shall not be term-limited except for the limit on the terms of Committee members set forth in Section 3.2 above.

## 4.3 Duties of the Chair

A. The Chair shall call Committee meetings (ref: Sections 5.0 and 5.1 below).

B. The Chair shall establish the agenda for each Committee meeting.

C. The Chair shall preside over each Committee meeting, following the adopted Rules of Procedure (ref: Section 5.5 below).

D. The Chair shall, upon the willing concurrence of candidates, appoint the members of each Subcommittee that the Committee chooses to form (ref: Section 7.0, 7.1, and 7.2 below).

E. The Chair, or her/his Committee-approved designee, shall serve as spokesperson for the Committee in all presentations of the Committee to the public, the Board, and the media (ref: Section 6.0.A and 6.0.B below).

F. The Chair is an ex officio member of all Subcommittees.

G. The Chair may appoint a Parliamentarian to assist in complying with Robert's Rules of Order during Committee meetings (ref: Section 5.5 below).

### 4.4 Duties of the Vice-Chair

The Vice-Chair shall perform each of the duties of the Chair as necessary in the absence of the Chair.

### 4.5 Duties of the Secretary

A. Subject to review by the Chair before publishing, the Secretary shall provide oversight in the preparation, recording, and distribution by District-provided secretarial support of the following documents in accordance with the Brown Act:

1. Committee meeting agendas;

2. All reports, materials, and meeting packets as required by or addressed to the Committee;

3. The minutes of Committee meetings (ref: Section 5.8 below);

4. All written material submitted by the public during Committee meetings;

5. All official correspondence addressed to the Committee;

6. Reports adopted by the Committee:

7. Committee attendance records (ref: Section 5.9.B, below).

B. The Secretary shall take and record roll at the beginning of each Committee meeting to determine the existence of a quorum. If a quorum ceases to exist during a meeting, the Secretary shall immediately inform the Chair.

### 4.6 Succession

The Vice-Chair shall accede to the Chair when a vacancy occurs in that office. In the event of a vacancy in the office of Vice-Chair or Secretary, the position shall be filled by election, placed on the agenda at the next regular Committee meeting.

## 5.0 Meetings

All Committee meetings subject to the Brown Act shall be held in a handicapped-accessible facility at a District facility. The Committee shall meet at least four times each year.

### 5.1 Calling Meetings

Committee meetings may be scheduled on a regular basis by majority vote of the Committee. In addition, special meetings may be called by the Chair or Vice Chair, or by any group of Committee members whose number represents a quorum. All Committee meetings shall be

arranged through the District-appointed Secretary and be noticed in accordance with the Brown Act.

### 5.2 Agendas

A. Agendas for regular Committee meetings shall be prepared by its Chair (ref: Section 4.3.B above).

B. Any member of the Committee may submit a request for placing an item on a future agenda.

### 5.3 Quorum

Actions may be undertaken at a meeting only if a quorum of seated members is present. A quorum is established when greater than half of the seated members are present. "Seated members" means the number of members set by the Board, less any who have resigned or been removed.

### 5.4 Committee Voting

Unless otherwise specified in these Bylaws (ref: 3.3.C.2 and 6.0.B), an action item on the agenda may be approved by a simple majority of Committee members in attendance, a quorum being present (ref: 5.3).

### 5.5 Rules of Procedure

Meetings shall be conducted with courtesy and decorum and in accordance with Robert's Rules of Order.

### 5.6 California's Open Meeting Law

All meetings of the Committee shall be open to the public and shall be noticed and conducted in strict compliance with the Ralph M. Brown Act.

### 5.7 Public Participation

Members of the audience will be given an opportunity to address the Committee. The Chair will recognize those members of the audience who wish to address the Committee. The Committee reserves the right to limit the time of presentations by individuals (three minutes) and to limit cumulative time (twenty minutes) when there are multiple speakers addressing the same issue. No action may be taken on matters not on the agenda.

### 5.8 Minutes

Minutes of Committee proceedings and reports issued shall be a matter of public record and, upon Committee approval, the District shall make them available on the Committee's page of the District's internet website. Minutes of Committee meetings and annual reports shall be kept for seven years from the conclusion of the work authorized by the Measure, and once they have been removed from the website, shall be available for inspection at the District office upon the request of a member of the public.

The District shall provide secretarial services to assist the Committee Secretary in the preparation, distribution, and posting of minutes for all Committee meetings (ref: Section 4.5

above). Minutes distributed before adoption by the Committee shall always be labeled "Unadopted Minutes."

### 5.9 Attendance

Regular attendance at Committee and applicable Subcommittee meetings is a fundamental obligation of every member of the Committee. Absences are disruptive to Committee activity and representation. Failure to attend two consecutive meetings without an acceptable reason announced in advance shall constitute due cause for member removal (ref: Section 3.3.C).

A. Members anticipating an absence must call or email the Committee Chair or Secretary no later than 24 hours before the scheduled meeting.

B. Committee attendance reports shall be distributed upon request by the Chair.

## 6.0 Committee Reports

A. The Committee shall prepare regular reports on its activities. A report shall be issued at least once each year. Upon completion of all projects authorized by each Measure, the Committee Chair shall prepare or cause to be prepared a final written report summarizing its activities and conclusions.

B. The Committee's legal charge is to actively review and report on the expenditure of taxpayer money for school construction (Section 1.1, above) from Measure S, Measure M, and Measure K, and to annually report on expenditures from Measure I and Measure N. All such reports, written and/or oral, that represent the Committee's position must proceed from Committee review, be duly approved as to substance by an affirmative roll call vote of not less than two-thirds of the members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.E, above).

C. Reports of minority viewpoints shall be allowed. All such reports, written and/or oral, that represent the minority position must be reviewed, be duly approved as to substance without prejudice by a vote of the Committee, and be faithfully articulated to the public only by a designated minority spokesperson. To avoid the need for minority reports, and to maximize the working relationships on and public confidence in the Committee, all due diligence should be pursued to resolve divisive issues during the review process, thereby attaining the fullest possible Committee support for the content of public reports.

D. Any member of the Committee may speak as an individual on Measure issues, but must clearly state for the record that such statements are their own personal views which do not necessarily represent those of the Committee or the District.

## 7.0 Subcommittees

The Committee may, on majority vote, form or disband Subcommittees (standing or ad hoc) to perform specific parts of its purpose and duties, such as performing audits and issuing reports. The Chair shall appoint all Subcommittee members. Subcommittees shall elect their

own chairs. Subcommittee meetings may proceed only when a quorum is present, a quorum being defined as a simple majority of the seated Subcommittee members. Subcommittee chairs shall be responsible for calling its meetings, preparing its agendas, noticing its members, and delivering timely reports of Subcommittee actions to the Committee. Subcommittee meetings shall be conducted in accordance with the adopted Rules of Procedure (ref: Section 5.5 above).

### 7.1 Standing Subcommittees

A standing Subcommittee undertakes ongoing duties in preparation for deliberation by the Committee. All standing Subcommittees must fully comply with the Brown Act, irrespective of their number of members. Membership can include any number up to the full membership of the Committee.

### 7.2 Ad Hoc Subcommittees

Ad hoc Subcommittees are temporary in nature. They may be formed to undertake specific, one-time duties in preparation for deliberation by the Committee. An ad hoc Subcommittee shall be automatically disbanded upon acceptance of its final report to the Committee. Membership on an ad hoc Subcommittee shall normally be limited to less than a quorum of the Committee. If thus limited, an ad hoc Subcommittee meeting need not comply with Brown Act noticing.

## 8.0 Amendment

These Bylaws may be amended by majority vote of the Board at any regular meeting at which said amendment is placed on the agenda and a quorum is present, after consultation with the Committee Chair. The Committee may also request amendments to the Bylaws by filing such a request with the District Superintendent for consideration. The Board shall, in good faith, consider such requests, but is not required to accept amendments requested by the COC. All amendments shall be consistent with governing law regarding independent citizens' oversight committees.

## 9.0 Liability Insurance

In acting within its official capacity as defined in these Bylaws, Committee members shall be covered by the District's liability insurance. In no event shall anything herein contained be construed as authorizing the District to insure any such officers or Committee members against any liability or expense by reason of willful malfeasance, bad faith, gross negligence, or reckless disregard of the duties involved in the conduct of their office.

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
Roger Anchartechahar, Senior Project Manager, Vanir Construction
**CATEGORY:** Action
**ITEM TITLE:** Approval of El Granada Phase 2 Guaranteed Maximum Price (GMP)

## BACKGROUND INFORMATION

The Governing Board previously approved RODAN Builders for the El Granada Phase 2 Modernization Project in June 2024. Phase 2 encompasses the final modernization efforts at the El Granada Elementary School, building on the successful completion of Phase 1 by the same contractor.

## REPORT/PROPOSAL

The purpose of this item is to approve the Guaranteed Maximum Price (GMP) estimate and contract value with RODAN Builders for El Granada Phase 2. The modernization scope includes the renovation of Buildings A, D, and K, as well as minor improvements to the Multi-Use (MU) building. Building A (11,630 SF) serves administrative and classroom purposes; Building D (6,530 SF) houses the library and classrooms; and Building K (3,580 SF) is a transitional kindergarten classroom building. All three buildings will undergo seismic upgrades, systems modernization, and accessibility improvements.

The MU building (5,030 SF) will receive interior finish updates. Additional site improvements will include new walkways, outdoor seating, and the installation of a new TK playground and play area.

Utilizing RODAN Builders, in the process of completion of Phase 1, will ensure consistency and efficiency for Phase 2. Construction is scheduled to begin on June 9, 2025, and conclude by July 30, 2026, with an overall duration of one year.

## FISCAL ANALYSIS

The total anticipated cost for this phase of the project is $18,062,902. Bond Funds for this project are budgeted and available.

## RECOMMENDATION

Staff recommends approval of the Guaranteed Maximum Price and contract value of $18,062,902 with RODAN Builders for the El Granada Phase 2 Modernization Project.

***Prepared by:*** *Holly Lynne*

| | El Granada ES Modernization Phase II and New Swing Space Portables | | |
|---|---|---|---|
| **Sec.#** | **Trade** | **Total** | **Subcontractors** |
| | **El Granada ES Modernization Phase II** | | |
| **1** | GENERAL REQUIREMENTS | $ 1,711,017 | |
| **2** | EXISTING CONDITIONS | $ 669,540 | Hilltop Asbestos |
| **3** | CONCRETE | $ 377,645 | Rodan Builders |
| **4** | MASONRY | N/A | |
| **5** | METALS | $ 82,292 | Tom's Metals |
| **6** | WOOD, PLASTIC + COMPOSITE | $ 1,622,695 | Rodan; Fremont Millwork |
| **7** | THERMAL + MOISTURE PROTECTION | $ 1,521,529 | Bear Insulation; Waterproofing Associates; Aire Sheet Metal |
| **8** | OPENINGS | $ 719,494 | AAC Glass |
| **9** | FINISHES | $ 1,242,897 | Magnum, Excel Lathing; Kim's Flooring; Arrow Acoustics |
| **10** | SPECIALTIES | $ 64,708 | SJP, Murphy Specialties |
| **11** | EQUIPMENT | N/A | |
| **12** | FURNISHINGS | $ 100,935 | Peninsulators |
| **13** | SPECIAL CONSTRUCTION (Playground Equip/Surfacing) | $ 248,840 | Playgrounds Unlimited |
| **14** | CONVEYING EQUIPMENT | N/A | |
| **21** | FIRE SUPPRESSION | N/A | |
| **22** | PLUMBING | $ 746,879 | ACCO |
| **23** | HVAC | $ 1,205,594 | Aire Sheet Metal |
| **25** | INTEGRATED AUTOMATION | N/A | |
| **26** | ELECTRICAL | $ 2,882,620 | Atlas Pellizzari; Rodan |
| **27** | COMMUNICATIONS | INC | |
| **28** | ELECTRICAL SAFETY | INC | |
| **31** | EARTHWORK | $ 647,715 | HMB Grading & Paving |
| **32** | EXTERIOR IMPROVEMENTS | $ 857,588 | Trademark; EPD; Scapes |
| **33** | UTILITIES | $ 194,370 | Rodan |
| | **New Swing Space Portables** | | |
| **01** | Survey | $ 5,000 | |
| **01** | SWPPP | $ 11,280 | Rodan |
| **05** | METALS | $ 5,964 | |
| **12** | SIGNAGE | $ 1,800 | |
| **22** | PLUMBING | $ 9,180 | ACCO |
| **26** | ELECTRICAL and DATA | $ 192,000 | Atlas Pellizzari; Rodan |
| **28** | FIRE ALARM | INC | |
| **31** | EARTHWORK | $ 41,475 | HMB Grading & Paving |
| **33** | UTILITIES | $ 126,411 | Rodan |
| | **Misc. Items** | | |
| | Phase 2 EDCR Testing | $ 97,023 | |
| | Principal office build out | $ 19,924 | |
| | Electrical @ A11 | $ 2,200 | |
| | Electrical for printer | $ 3,200 | |
| | **Sub-Total (Direct Cost - All work)** | $ 15,411,815 | |
| 3.25% | **Markup** | $ 500,884 | |
| | **Sub-Total** | $ 15,912,699 | |
| 2.65% | **Bonds, GL Insurance, Builders Risk** | $ 421,687 | |
| 0.17% | **Procore/software fee** | $ 27,052 | |
| | **Sub-Total** | $ 16,361,437 | |
| | | | |
| 1.00% | **LLB Contractor Construction Contingency** | $ 163,614 | |
| 7.00% | **Owner Contingency** | $ 1,145,301 | |
| | **Allowance - DSA changes** | $ 150,000 | |
| | **Allowance - Canopy** | $ 242,550 | |
| | | | |
| | **TOTAL GMP FOR BOARD APPROVAL** | **$ 18,062,902** | |

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
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Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A.Ed., Associate Superintendent, Human Resources & Student Services
**CATEGORY:** Action
**ITEM TITLE:** Appointment of Superintendent and Approval of Employment Agreement

## BACKGROUND INFORMATION

Dr. Ramon Miramontes has been selected to lead the Cabrillo Unified School District. The position of Superintendent of the school district sets the tone and priorities for the district. Invaluable input from the community was solicited less than a year ago and provided the governing board with valuable information utilized in the search process.

Dr. Miramontes brings a wealth of experience and a proven track record of educational leadership. With a commitment to academic excellence and student success, the new Superintendent is poised to build upon our district's strengths while addressing areas for growth and improvement.

The community engagement process undertaken prior to this appointment reflects our district's dedication to inclusive decision-making. Stakeholder feedback highlighted the qualities and priorities most valued by parents, educators, students, and community members, directly informing the selection criteria used by the governing board.

At the April 24, 2025, meeting of the Governing Board the Board voted to revisit the contract in closed session and present it for approval at the May 15, 2025, meeting following review with legal counsel.

## FISCAL ANALYSIS

This position has already been budgeted for, and the financial impact is included in the current budget, ensuring a seamless transition without additional fiscal implications.

## RECOMMENDATION

Staff recommends approval of the Superintendent employment agreement as submitted.

***Prepared by:*** *Bianca Forrester*

**EMPLOYMENT AGREEMENT BETWEEN**

**THE CABRILLO UNIFIED SCHOOL DISTRICT and**

**DR. RAMON MIRAMONTES**

THIS AGREEMENT is entered into this 1st (first) day of May, 2025, by and between the Board of Trustees of the Cabrillo Unified School District, hereinafter referred to as "Board" or "District", and Dr. Ramon Miramontes, hereinafter referred to as "Superintendent" (collectively "Parties"). This Agreement supersedes and replaces all prior employment agreements between the Parties.

**IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:**

**1. TERM :**

The Board hereby employs the Superintendent for a period beginning on May 1, 2025, and ending on June 30, 2028, unless terminated earlier or extended as provided by the terms of this Agreement or as required by law. The Superintendent shall provide twelve months of full and regular service to the District during each full school year covered by this Agreement.

**2. DUTIES:**

The Superintendent shall serve as the chief executive officer of the District. In that capacity, the Superintendent shall perform all services, acts and functions necessary or advisable to manage and conduct the business and operations of the District, subject at all times to state and federal laws and the policies, rules, and direction of the Board. The Superintendent is solely and directly responsible to the Board.

The Superintendent has the authority to direct and supervise the activities of all District employees, programs, and functions to ensure the effective administration of the entire District. The Superintendent shall have primary responsibility in making recommendations to the Board regarding all personnel matters, including employment, assignment, transfer and dismissal of employees, consistent with Board Policies.

The Superintendent facilitates communication and information among district administration, the Board, staff, parents and community. And sets a positive tone for the District. The Superintendent is the leader of the Executive Cabinet Team and agrees to work effectively as a member of the team. Together, the Executive Cabinet Team plans, directs, and coordinates the operations of the District. The

Superintendent shall perform the duties prescribed by the laws of the State of California, Board policy, the job description and Education Code section 35035.

The Superintendent shall act as Secretary to the Board as described in Education Code section 35025. The Superintendent, as the chief executive officer, shall: (1) review all policies adopted by the Board and make appropriate recommendations to the Board; (2) periodically evaluate or cause to be evaluated all District employees; (3) advise the Board of sources of funds that might be available to implement present or contemplated District programs; (4) assume responsibility for those duties specified in Education Code section 35250; (5) endeavor to maintain and improve his professional competence by all available means, including subscription to and reading of appropriate professional journals; (6) establish and maintain positive community, staff and Board relations; (7) serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters; (8) recommend District goals and objectives to the Board; and (9) provide timely information to Board members about important issues affecting or that may affect the District. The Superintendent shall perform all services, acts, and functions necessary or advisable to manage and conduct the business and operations of the District, subject at all times to state and federal laws and the policies, rules and direction of the board.

**3. <u>COMPENSATION:</u>**

Superintendent is employed as a full-time employee of the District with an annual salary of Two Hundred, Sixty Five Thousand, Four Hundred and Twenty Three Dollars and Forty Cents ($265,423.40). The annual salary shall be payable in installments of one-twelfth (1/12) of the annual salary on the last day of each month for services rendered during that month. The annual salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary for services rendered during the preceding month, with proration for a period of less than a full year of service. The daily rate for the purpose of prorating the annual salary provided for in this Agreement shall be $ $1206.47 ("Daily Rate").

Upon receiving a satisfactory evaluation for his performance in the prior year, the Superintendent shall receive the equivalent percentage salary increase as the Board approves for the certificated salary schedule during the term of this Agreement. Any increase in salary shall be discussed and approved in open session in a form of an addendum at a regular Board meeting pursuant to Government Code Section 54956(b).

A change in salary during the term of the Agreement shall not constitute the creation of a new contract or extend the termination date of the Agreement.

**4. FRINGE BENEFITS:**

**a. Stipends.** The Superintendent shall receive an annual Master's stipend in the amount of Two Thousand, Six Hundred Ninety Dollars ($2,690.00) as well as an annual Doctoral stipend in the amount of Two Thousand, Six Hundred Ninety Dollars ($2,690.00), in the same manner and subject to the same limitations as other certificated senior cabinet-level employees.

**b. Health Insurance Benefits.** The Superintendent shall receive a one- time lump annual allowance payable by July 31 for health, dental, vision, and other fringe benefits to the same limitations as other certificated employees, (not to exceed the District contribution to the Kaiser High Health Care plan), for the Superintendent to utilize in selection of the fare market health-care system. The Superintendent shall provide proof of insurance annually by October 31 of that same instructional year.

**c. Life Insurance.** On behalf of the Superintendent, the District shall purchase a $200,000 term life insurance policy payable to his beneficiaries.

**d. Retirement Benefits:** It is understood that the District shall contribute retirement benefit costs to the State Teachers Retirement System ("STRS") in the amount typical for other certificated employees.

**e. Tax Deferred Benefit Plan - District Paid Tax Sheltered Annuity.** The Superintendent may participate in any tax deferred compensation plans of the District for which he is eligible. The Superintendent shall receive Twenty Three Thousand, Five Hundred Dollars, ($23,500.00) contribution paid by the District to a tax sheltered or tax deferred annuity program ("TSA") of the Superintendent's choice, by October 31 of each fiscal year consistent with all applicable federal and state laws, rules and regulations. The District's payment to the TSA is not creditable compensation and shall not be reported to CalSTRS as creditable compensation.

**f. Sick Leave.** The Superintendent shall be allocated sick leave at the rate of one day per month. Earned sick leave may be accumulated without limitation; however, under no circumstances shall the District be obligated to compensate the Superintendent for earned, unused sick leave. Unused sick leave may be credited for retirement purposes as authorized by either the STRS or the California Public Employees Retirement System ("CalPERS"), as may be applicable.

**g. Vacation Time.** During each school year (July 1 – June 30), throughout the term of this Agreement, the Superintendent shall be entitled to twenty (20) days of vacation with full pay in each year of service,

exclusive of holidays as defined below. Vacation days for a partial school year shall be prorated. The Superintendent shall be paid out on an annual basis the unused vacation days as of June 30 of each year of the term of the Agreement. Upon separation from employment with the District, the Superintendent shall be entitled to compensation for all accrued but unused vacation days at the Daily Rate, up to a maximum of twenty (20) days. All vacation must be scheduled in advance and communicated with the Board President.

**h. Holidays**. The Superintendent shall be entitled to receive holidays as provided to the District's certificated management employees.

**i. Other Leave.** The Superintendent shall be entitled to all other personal necessity, bereavement, or other leaves as provided to the District's certificated management employees.

**j. Written Records.** The Superintendent shall keep records of his use of vacation or other leave time. The Superintendent is expected to work a full workday and is expected to promptly account for absences of greater than one half of a workday as vacation time, sick leave, or other leave of absence.

**5. WORK RELATED EXPENSES:**

**a. Automobile Allowance.** The Superintendent is required to have a vehicle available at all times to perform the services and duties of the position. Therefore, the Superintendent shall be entitled to receive a monthly automobile allowance of Five Hundred Dollars ($500.00) for the acquisition, use, maintenance and insurance of an automobile while on all District business for business-related travel in-district and within 100 miles of the District's boundaries, irrespective of the number of miles traveled on District business. The Superintendent shall be solely responsible for all expenses to use, maintain, operate, and insure the automobile. No documentation is required in order to receive this allowance, and the Superintendent shall have discretion regarding the expenditure of this allowance. The Superintendent's receipt of this automobile allowance shall be in lieu of any entitlement to mileage reimbursement; however, the Superintendent shall be eligible for mileage reimbursement at the Internal Revenue Service ("IRS") rate for work-related travel outside of 100 miles from the District's boundaries.

**b. Community Engagement.** The Superintendent shall be entitled to receive a community engagement monthly stipend of Two Hundred and Fifty Dollars ($250.00) for expenses as Superintendent without the written authorization of the Board. The Superintendent shall have discretion regarding the expenditure of this allowance related to community engagement to support the partnership

and collaboration with community and civic partnerships as part of his duties to engage with the community.

**c. Memberships**. The District shall pay the Superintendent's annual membership charges for up to three professional organizations, like ACSA, CALSA, etc. The District shall pay for the Superintendent to attend up to three regional, state, or national professional conferences each year. The Superintendent shall obtain written authorization of the Board President, if the cost to attend a professional conference exceeds $1,500.00 in travel costs.

**d. Technology Devices.** The District shall provide to the Superintendent, at District expense, a cell phone and a laptop computer and/or tablet, hereinafter "Technology Devices." The District shall pay any costs and expenses associated with owning, licensing, operating, and maintaining such Technology Devices. This does not include costs associated with maintaining home internet access. All Technology Devices so provided are the property of the District, and the District shall have the right to control the access to, and use of, Technology Devices through its Board policies, including its technology use policies, personnel policies, and its risk management policies.

All District-provided Technology Devices are provided to facilitate performance of the Superintendent's duties and obligations as an employee of the District. The Superintendent may use District-provided Technology Devices for personal use within reasonable limits and in a manner consistent with Board policies, including its technology use policies, personnel policies, and its risk management policies. The Superintendent shall not use any Technology Device in any manner that is inconsistent with such policies.

When Technology Devices are provided by the District, the Superintendent shall not conduct District business on devices that are not provided or owned by the District.

The Superintendent hereby waives any and all rights and protections over the content of any Technology Device or other electronic device (e.g., cell phone, computer, tablet) on which he has conducted any District business, regardless of whether the device is provided by District pursuant to the Agreement. This waiver permits the Board or anyone authorized by the Board to examine the contents of any such device without requiring additional permission, including, but not limited to, a separate waiver or a warrant.

**e. Relocation Fee.** The District will pay a one-time relocation sum of Fifteen Thousand Dollars ($15,000.00) for moving expenses for the Superintendent's residence within the county to best serve the District.

**f. Transportation**. District shall pay Superintendent for travel expenses from his home residence to the District, not to exceed one round trip per month, and additionally other incidental travel required in the performance of his duties as Superintendent at the mileage reimbursement rate at the IRS rate for work-related travel, regardless of the mode of transportation in accordance with District policies and practices.

**6**. **EVALUATION:**

Each year of the agreement, the Board and Superintendent shall establish by mutual agreement the Superintendent's performance objectives and benchmarks for the next school year. Said performance and objectives as outlined in the timetable listed below shall be reduced to writing no later than October 1st and shall be based on the duties and responsibilities set forth in this agreement:

| | |
|---|---|
| **October 1** | Superintendent and Board establish performance goals and evaluation criteria. These shall be consistent with the District's adopted strategic plan. |
| **June 1- June 30** | Board meets in closed session to prepare evaluation. Superintendent and Board will meet in closed session to discuss the evaluation process or the evaluation itself. |
| **August 1** | Evaluation with Superintendent's response, if any, placed in the Superintendent's personnel file and a copy of that same document provided to the Superintendent. |

Evaluations shall be based upon the achievement of the mutually agreed upon performance goals for the year in question, the Superintendent's effectiveness at discharging his duties as defined in the employment agreement and Board Policies, and job description, if any. If the Board deems it appropriate it will provide written recommendations for strengthened performance to the Superintendent. During the year, the Board and Superintendent may meet in closed session for a review of the Superintendent's performance and effectiveness, and progress towards achievement of the objectives jointly established for that school year.

In the event the Board determines that the performance of the Superintendent is unsatisfactory in any respect, the Board may, if it deems appropriate, describe in writing the unsatisfactory performance,

and indicate what objective(s) must be accomplished and the date by which it should be accomplished in order for the Superintendent's performance to be deemed satisfactory.

**7. PROFESSIONAL DEVELOPMENT:**

As part of the Superintendent's annual evaluation, there will be a discussion of professional development, and the Superintendent and the Board shall identify the appropriate courses and activities which the Superintendent will complete as part of his professional development.

**8. NON-RENEWAL OF AGREEMENT:**

Should the Board determine that it does not wish to negotiate and execute a new contract at the end of the term of this Agreement, the Board shall give written notice of the decision to the Superintendent at least forty-five (45) days prior to the end of the Agreement, as required pursuant to Education Code Section 35031. The Parties expressly agree to waive the term of the automatic renewal provision established in Education Code Section 35031. Upon a satisfactory evaluation, the term of Superintendent's Agreement may be extended by the Board annually. Between ninety (90) days and one hundred and twenty (120) days prior to the end of the Agreement, Superintendent shall, in writing, remind each Board member of the Board's obligation under Education Code Section 35031 to give written notice of its decision to not renew the Agreement.

**9. TERMINATION OF AGREEMENT:**

This Agreement may be terminated prior to the expiration of the contract term as follows:

**a. Termination for Cause.**

i. Notwithstanding any other provision of the Agreement, Superintendent may be terminated for cause prior to the expiration of the Agreement, for any of the following:

- Failure by Superintendent to possess or maintain a valid California Administrative Credential
- Suspension of revocation of Superintendent California Administrative Credential
- Neglect of Duty
- Physical or mental inability of Superintendent to perform his duties
- Material breach of the Agreement
- Superintendent interviews for any other position during the term of the Agreement and he fails to notify Board President within three days of the interview
- Any other legally permissible reason

ii. Superintendent acknowledges that he is the District's most visible representative and is required to maintain higher standards of personal conduct than any other employee. In order to represent the District with integrity and high ethical standards, the Superintendent shall avoid professional or personal situations that might reflect negatively on the Superintendent, District, or Board.

iii. Prior to terminating Superintendent for cause, the Board shall give Superintendent thirty (30) days written notice of its intention to terminate him for cause. Such written notice shall include a statement of the specific acts or omissions which give rise to the proposed action. No action shall be taken on a proposed termination for cause until Superintendent has had an opportunity to meet with the Board to be heard by way of explanation, defense, or a showing that the specific acts or omissions have been corrected. This opportunity to be heard shall be provided within fifteen (15) calendar days after the Superintendent is served the notice of the Board's intention. This meeting with the Board is not an evidentiary hearing. The Parties are expected to provide each other with a reasonable, complete explanation of their positions and either party may be accompanied by an attorney. Superintendent's right to meet with the Board shall be exclusive of any right to any other hearing otherwise required by law.

iv. Any decision to terminate Superintendent for cause shall be effective upon the date determined by the Board, except that such date shall not be sooner than thirty (30) calendar days after the notice of termination is given to Superintendent. In the event that Superintendent is terminated for cause, all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied on the effective date of the termination and Superintendent shall not be entitled to any further benefit under the Agreement including, but not limited to, the benefits described in Section 4.

v. A determination as to whether cause exists to terminate Superintendent shall always be at the sole discretion of the Board.

b. **Termination without Cause.**

i. Notwithstanding any other provision of the Agreement, the Board shall have the sole right to terminate Superintendent without cause at any time before normal expiration of the Agreement. If the Board so terminates Superintendent, it shall pay to Superintendent his base salary and medical/dental/vision and other benefits provided under the Agreement for either twelve (12) months or the number remaining on the Agreement, whichever is less.

ii. The compensation set forth in Section 9(b)(i) shall be the only compensation of any kind which shall be due to the Superintendent if Superintendent is terminated without cause by the Board.

c. **Termination by Mutual Consent.**

i. Notwithstanding any other provision of the Agreement, the Board and Superintendent may, by mutual consent, terminate the Agreement before its expiration.

ii. If the agreement is terminated under Sections 9(c)(i), the maximum cash settlement that Superintendent may receive shall be either (i) an amount equal to the monthly salary of Superintendent multiplied by the number of months left on the unexpired term of the Agreement or (ii) an amount equal to the monthly salary of Superintendent multiplied by twelve (12), whichever is less. Termination of the Agreement by mutual consent shall constitute a release of all claims the Superintendent may otherwise have against the Board or District. This paragraph is set forth herein because it is required by subdivision (a) of Government Code Section 53260, but the Parties agree that is shall be superseded by the provisions set forth in Section 9(a) in the event that Superintendent is terminated for cause or by the limitations set forth in Section 9(b) in the event that Superintendent is terminated without cause.

d. **Termination by Death.**

i. The agreement shall terminate immediately upon the death of Superintendent and all rights and obligations of the Parties under the Agreement shall be deemed fully satisfied.

10. **MEDIATION:**

Should any dispute arise out of this Agreement, the Parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, will be paid by the District. If a mediated settlement is reached, neither party will be the prevailing party for the purposes of this settlement. Neither party will be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution.

11. **REPAYMENT AFTER CRIMINAL CONVICTION:**

If the Superintendent is convicted of a crime involving an abuse of his office or position, the Superintendent shall fully reimburse the District for any severance pay, paid leave salary disbursed pending an investigation, and/or legal criminal defense funds paid by the District. This provision expressly does not oblige the District to make any of these payments.

12. **MERGER CLAUSE:**

This Agreement constitutes the sole agreement of the Parties hereto and correctly states the rights, duties, and obligations of each party. Any prior agreement, promises, negotiations or representations between the Parties not expressly stated in this document are not binding. All subsequent modifications will be in writing and signed by the Parties.

13. **APPLICABLE LAW :**

This Agreement is subject to all applicable laws of the State of California, the regulations of the State Board of Education, and the rules, regulations, and policies of the District.

14. **TAX / RETIREMENT LIABILITY:**

Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax consequences to the Superintendent, any designated beneficiary, heirs, administrators, executors, successors, or assigns of the Superintendent. The Superintendent shall assume sole responsibility and liability for all state or federal tax consequences of this Agreement and all related payroll and retirement consequences, including, but not limited to, all tax and retirement consequences stemming from any payments made to the Superintendent as a result of the termination without cause provision of this Agreement, retirement payments, expense reimbursements, and payments for insurance. The Superintendent agrees to defend, indemnify, and hold the District harmless from all such tax, retirement, and similar consequences.

**IN WITNESS WHEREOF,** the parties hereto, or their duly authorized representative, affixed their hands.

CABRILLO UNIFIED SCHOOL DISTRICT

_____
President, Board of Trustees

Dated:_____

ATTEST:

_____
Clerk of the Board

SUPERINTENDENT

_____
Dr. Ramon Miramontes

Dated:_____

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, Associate Superintendent, Human Resources & Student Services
James Barnes, Director of Student Services
**CATEGORY:** Consent/Action
**ITEM TITLE:** Ratification of Half Moon Bay High Future Farmers of America to San Luis Obispo, California, May 1-3, 2025

## BACKGROUND INFORMATION

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

## REPORT/PROPOSAL

Hana Lani Hanson and Sonia Myers, teachers and advisors of the Half Moon Bay High School Future Farmers of America (FFA), request approval for a field trip to San Luis Obispo, California, on May 1-3, 2025, to attend the Cal Poly State LDE Finals.

Approximately four students will attend the conference, chaperoned by at least two certificated staff members. Transportation will be provided using Agricultural Department vehicles. The group will stay at The Quality Inn and Suites, located at 1631 Monterey St., San Luis Obispo, California 93401.

## FISCAL ANALYSIS

The field trip is funded by an agricultural grant.

## RECOMMENDATION

Approve as submitted.

***Prepared by:*** *Suzanne Pendergast*

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# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A. Ed., Associate Superintendent of Human Resources and Student Services
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of Certificated Personnel Report

## BACKGROUND INFORMATION

### 1. OFFER OF PROBATIONARY EMPLOYMENT FOR 2025-2026

Melanie Balaban, School Psychologist, El Granada Elementary School, effective August 1, 2025.

Joanna Baluyot, Kindergarten Teacher, Hatch Elementary School, effective August 11, 2025.

Kirsten Barrow, Elementary School Counselor, El Granada Elementary School, effective August 11, 2025.

Brigitte Berukoff, School Psychologist, Cunha Intermediate School, effective August 1, 2025.

Chloe Gambill, Kindergarten Teacher, Hatch Elementary School, effective August 11, 2025.

Michael Jones, Education Specialist, Hatch Elementary School, effective August, 11, 2025.

Erin Smith, School Counselor, Hatch Elementary School, effective August 11, 2025.

Kylee Rippe, 2/3 Teacher, El Granada Elementary School, effective August 11, 2025.

Taylor Wakefield, 4th Grade Teacher, Hatch Elementary School, effective August 11, 2025.

Monica Zamudio, School Psychologist, Multi-Site Elementary, effective August 1, 2025.

### 2. PROMOTION

Erinn Taft, formerly School Psychologist, Multi-Site, promoted to Program Coordinator of Special Education (School Psychologist Lead), effective May 1, 2025.

### 3. REASSIGNMENT

Misty Veloso, formerly TK Teacher at Hatch Elementary School voluntarily reassigned to Farallone View Elementary School, effective August 11, 2025.

Sara Newstein, formerly 4th grade Teacher at Hatch Elementary School, voluntarily reassigned to foreign language teacher at Half Moon Bay High School, effective August 11, 2025.

### 4. RESIGNATION

Dustin Taylor, PE Teacher, Half Moon Bay High School, effective April 22, 2025.

Janelle Bracamontes, Art Teacher, Half Moon Bay High School, effective June 6, 2025.

Kathleen Handleman, Early Childhood Education Specialist, Los Listos/Hatch Elementary School, effective July 11, 2025.

Irene Sotoca Sotoca, 1st Grade Immersion teacher, Hatch Elementary School, effective June 6, 2025.

Robert Wyatt Griffiths, PE Teacher, El Granada Elementary School, effective June 6, 2025.

**5. REQUEST FOR UNPAID LEAVE OF ABSENCE**

Maria Portello-Swagel, Music Teacher, Cunha Intermediate School, effective August 11, 2025-June 5, 2026.

**FISCAL ANALYSIS**

There is not impact to the budget at this time.

**RECOMMENDATION**

Staff recommends approval of the May 15, 2025, Certificated Personnel Report

***Prepared by:*** *Jackie Sullivan*

# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
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# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A.Ed.,Associate Superintendent of Human Resources and Student Services
**CATEGORY:** Consent/Action
**ITEM TITLE:** Classified Personnel Report

## BACKGROUND INFORMATION

### 1. CHANGE OF ASSIGNMENT

Angelica Varela Gomez, formerly 1.0 FTE ECE Associate Instructor at Hatch voluntarily reassigned to 0.8125 FTE ECE Associate Instructor at Farallone View.

### 2. OFFER OF PROBATIONARY EMPLOYMENT

Nanette Vorrises, Administrative Assistant III, Half Moon Bay High School, effective May 6,2025.

### 3. PROMOTION

Erick Perez, formerly Administrative Assistant III, Half Moon Bay High School, promoted to Personnel Technician, effective May 6, 2025.

### 4. RECLASSIFICATION

Andrea Boewer, formerly Payroll Technician, reclassified to Payroll Specialist, effective April 7, 2025.

### 5. RESIGNATION

Ana Martinez-Gomez, Accounts Technician II, effective April 30, 2025.

Michael Almeda, Student Data Systems Coordinator, effective May 23, 2025.

Michael Jones, Food Service Assistant II, effective June 5, 2025.

Dulce Penaloza, Family Service Specialist, effective June 30, 2025.

### 6. RETIREMENT

Carlos Barbosa, Maintenance Worker, effective August 15, 2025.

Lori Wagner, Health Technician, Cunha Intermediate School, effective July 12, 2025.

**FISCAL ANALYSIS**

There is no impact to the current budget.

**RECOMMENDATION**

Staff recommends approval of the May 15, 2025, Classified Personnel Report.

***Prepared by:  Jackie Sullivan***

# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
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Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A.Ed., Associate Superintendent, Human Resources & Student Services
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of the Tentative Agreement between the Cabrillo Unified School District and the Cabrillo Unified Teachers' Association

## BACKGROUND INFORMATION

On April 9, 2025, the Cabrillo Unified School District (District) and the Cabrillo Unified Teachers Association (CUTA) met and negotiated in good faith a Tentative Agreement (TA) on Article 2: Compensation, Article 4: Leaves of Absence, Article 6: Class Size, Article 14: Safety Conditions of Employment, Article 12: Teaching Hours, Article 20: Professional Growth, Article 22: Employee/Management Positive Working Relationship's Team (EMPWER) and Article 23: Duration and Reopeners. CUTA informed the District on May 6, 2025, that the contract was ratified with its membership. CUTA informed the district on or about April 23, 2025, that the TA was ratified and approved by the Association's membership. The Governing Board must now ratify the agreement in order for the district to implement the terms of the Tentative Agreement.

## FISCAL ANALYSIS

The financial impact is detailed in the District's AB1200 Cabrillo USD Fiscal Year 2024-25 Disclosure Collective Bargaining Business Department memo to the Governing Board.

## RECOMMENDATION

District staff recommend approval of the Tentative Agreement between the District and CUTA.

***Prepared by:*** *Jackie Sullivan*

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

**PREAMBLE**

This contract is made and entered into this 9th day of ~~June 2022~~ April 2025 by and between the Governing Board of the Cabrillo Unified School District (hereinafter referred to as "the District") and the Cabrillo Unified Teachers' Association (hereinafter referred to as "the Association") -- a chapter of the California Teachers' Association/National Education Association -- pursuant to Chapter 10.7, sections 3540 through 3549 of the Government Code ("Act").

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 2 - COMPENSATION

2.1 ~~2023-2024~~ Salary Schedule

///

~~2.1.2 2022-2023 and 2023-2024 Salary Schedules~~

~~Salary agreements for the 2022-2023 and 2023-2024 school years shall be subject to reopener negotiations in each of those years as described in Article 23 (Duration and Reopeners) of this agreement.~~

2.1.3 Unit members in paid status as of January 1, 2025, shall receive a retroactive salary payment based upon the following:

2.1.3.1 The salary schedule for the 2024-2025 school year shall be increased by five percent (5.0%), retroactive to January 1, 2025. This increase shall be in addition to the two percent (2.0%) increase that already went into effect on January 1, 2025, due to the passage of the November 2024 parcel tax and in accordance with the District's and CUTA's Tentative Agreement, dated September 11, 2024.

2.1.4 Effective July 1, 2025, the Cocurricular and Special Assignment Salary Schedule, Masters stipend, and per diem rate shall be increased by five percent (5.0%).

///

2.7 Additional Compensation

2.7.4 Hourly Rate: The hourly rate shall be computed on the basis of Appendix A.1~~0~~ ~~($41.57)~~ ($60.82).

***

## ARTICLE 3 – HEALTH AND WELFARE BENEFITS

3.1 Health Insurance

3.1.1 Health and Welfare Benefits

///

c. Effective July 1, ~~2024~~ 2025, the District shall contribute ~~$100~~ $200 per month to those unit members whose first date of paid service is on or after July 1, 2011, and who elect the Employee + 1 or full family plan. Unit members who elect the low plan (Employee + 1 or full family) of the lowest cost provider shall have the difference between the employee-only high plan and the employee-only low plan of the lowest cost provider be applied towards the cost of the Employee + 1 or full family plan.

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 4 – LEAVES OF ABSENCE

4.5 Personal Necessity Leave

4.5.1. Purposes of Personal Necessity Leave

///

i. "No-Tell" Days: Of the ten (10) Personal Necessity Leave days, Unit Members may utilize ~~five (5)~~ six (6) of such days without providing a reason to the District (i.e., "no-tell"). "No-Tell" days shall not be used on the first and last days of school; holidays or extension of a holiday; or as part of any work stoppage or slowdown. Unit members may not take more than two (2) personal necessity days in a consecutive manner.

///

4.13 Bereavement Leave

4.13.1 Requirements

A unit member shall be granted up to a maximum of ~~three (3)~~ five (5) days leave at full pay on account of the death of any member of her/his immediate family. No deduction shall be made from the unit member's balance of personal illness or injury leave for the five (5) days.~~, or five (5) days if travel of more than 200 miles is required. These first three (3) days, or five (5) days if travel of more than 200 miles is required, shall not be deducted from the unit member's balance of personal illness or injury leave.~~

~~If fewer than 200 miles of travel is required, then the employee shall be entitled to an additional two unpaid (2) days of bereavement leave, except that the employee may use any available sick leave or personal necessity leave for said days.~~

Bereavement leave shall be completed within three (3) months of the date of the death of the family member. Upon request, the unit member shall provide documentation of the death of the family member within thirty (30) days of the first day of the leave.

Immediate family shall include the following: mother, stepmother, mother-in-law, father, stepfather, father-in-law, husband, wife, son, stepson, daughter, stepdaughter, brother, brother-in-law, sister, sister-in-law, grandparent, legal guardian, foster children, grandchild of the unit member or spouse, or any resident of the immediate household of the unit member.

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 6: CLASS SIZE

### 6.1 Unit Members (Classroom Teachers)

6.1.1 Classroom Teachers ~~K-5~~ TK-5

The maximum class size at grade levels TK-3 will be consistent with legal requirements associated with grade level span funding under the Local Control Funding Formula or successor legislation, and the maximum class size at grade levels 4-5 shall be thirty-four (34) students.

6.1.1.1 When class size exceeds the maximum by one (1) student in any class, a conference will be scheduled between the principal and the teacher to discuss possible remedies.

6.1.1.2 When class size exceeds the maximum by two (2) students in any class for a one-week period, the administration in consultation with the teacher shall take steps to alleviate the situation. If the situation persists for another week, the student shall be placed in a more appropriate educational setting. In the case of the opening period of the school year, this remedy shall be required to be completed by the beginning of the fifth week. This section applies to K-5 only.

6.1.2 Classroom Teachers 6-8

6.1.2.1 The maximum class size for grades 6-8 will be thirty-five (35) students. No student will be placed in any class if that class is at the maximum class level. No teacher shall have more than two classes at the maximum. If a 1.0 FTE unit member's total number of daily student contacts exceeds ~~one hundred ninety-two (192)~~ one hundred sixty (160) s/he shall receive the following payment:

6.1.2.1.1 At the beginning of the school year, $15.00 per day per student exceeding ~~192~~ 160, prospectively on or after the 16th student attendance day.

6.1.2.1.2 During the school year, $20.00 per day per student exceeding ~~192~~ 160, prospectively on or after the 10th consecutive student attendance day.

6.1.2.1.3 Should the 6-8 grade level(s) revert back to teaching six (6) periods per day, the unit member's total number of daily student contacts shall not exceed one hundred ninety two (192).

6.1.2.2 Physical education shall have a maximum class size of forty-five (45) students. The maximum number of student contacts shall be 215. Should this be exceeded, the teacher shall be entitled to the payment schedule listed above (6.1.2.1.1 and 6.1.2.1.2).

6.1.2.3 Music performance classes are an exception to the aforestated class size.

6.1.2.4 Teachers with above or below a 1.0 FTE courseload or who have a combination of general courses, physical education courses, and/or music performance courses shall have a maximum number of student contacts calculated as follows: the sum of 32 students per general course taught and 43 students per physical education course taught. Music courses shall not apply to the maximum.

6.1.2.5 When a class size exceeds the maximum by one (1) student in any class a conference shall be scheduled between the principal/designee and the bargaining unit member (classroom teachers). All possibilities shall be reviewed and planning shall begin for the possibility of relief through additional certificated staff.

6.1.2.6 Should a school site agree to offer an advisory or home room period, those classes shall be limited to 28 students.

6.1.3 Classroom Teachers 9-12

6.1.3.1 Maximum class size for grades 9-12 will be thirty-five (35) students. If a 1.0 FTE unit member's total number of daily student contacts exceeds one hundred sixty (160), s/he shall receive the following payment:

6.1.3.1.1 At the beginning of the school year, $15.00 per day per student exceeding 160, prospectively on or after the 16th student attendance day.

6.1.3.1.2 During the school year, $20.00 per day per student exceeding 160, prospectively on or after the 10th consecutive student attendance day.

6.1.3.2 When a class size exceeds the maximum by one (1) student in any class a conference shall be scheduled between the principal/designee and the bargaining unit member (classroom teachers). All possibilities shall be reviewed and planning shall begin for the possibility of relief through additional certificated staff.

~~6.1.3.3 When a class size exceeds the maximum by two (2) students in any class for a four-week period, the administration in consultation with the teacher shall take steps to alleviate the situation.~~

6.1.3.4 Physical education ~~and typing~~ classes shall have a maximum class size of forty-five (45) students. The maximum number of student contacts shall be 215. Should this be exceeded, the teacher shall be entitled to the payment schedule listed above (6.1.3.1.1 and 6.1.3.1.2).

6.1.3.5 Music performance classes are an exception to the aforestated class size.

~~6.1.3.6 The District shall establish caseloads for independent study teachers at a ratio not to exceed 32:1 FTE teacher, provided that, only in extraordinary and unavoidable circumstances, this ratio may be increased to 35:1 FTE.~~

6.1.3.6 Teachers with above or below a 1.0 FTE

courseload or who have a combination of general courses, physical education courses, and/or music performance courses shall have a maximum number of student contacts calculated as follows: the sum of 32 students per general course taught and 43 students per physical education course taught. Music courses shall not apply to the maximum.

6.1.3.7 Should a school site agree to offer an advisory or home room period, those classes shall be limited to 28 students.

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 14: SAFETY CONDITIONS OF EMPLOYMENT

14.2 Assault on Unit Members ~~(Classroom Teachers)~~

14.2.1 Requirement to Report

Bargaining unit members ~~(classroom teachers)~~ shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior who shall immediately report the incident to the police.

14.2.2 Release Time/Release of Information

Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the unit member for information in the possession of the Superintendent, excluding confidential information relating to the incident or the persons involved, and shall release the employee from duty when Ile/she is required to make a statement to the police or to appear in court.

14.2.3 Assault and Threats

If a unit member is assaulted or threatened in connection with the unit member's employment, the unit member shall immediately report the incident to their immediate supervisor and the District's Workplace Violence Prevention Program will be followed.

14.3 Suspension

14.3.1 Discipline Procedures

~~By the fourth week of the first instructional quarter,~~ At the first school site staff meeting of the school year, the site administrator will discuss with the staff procedures to be followed in matters of student safety, discipline and punishment and will outline the roles and responsibilities of both the unit members and the site administrator.

School site administration shall distribute or make accessible a "Student/Parent Handbook" and student behavior management guidance to staff. The District shall notify the unit member of any pupil who has engaged in, or is reasonably suspected to have engaged in, any suspensionable or expellable acts, in accordance with Education Code section 49079.

14.3.2 Unit Members Right to Suspend

A unit member may suspend, for good cause, any pupil from his/her class for the day of the suspension and the following day. The unit member shall immediately report the suspension to the principal of the school and send the pupil to the principal for appropriate action. As soon as possible, the unit member shall contact the parent or guardian of the pupil. The

teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference ~~regrading~~ regarding the suspension. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he/she was suspended, during the period of the suspension, without the concurrence of the teacher.

14.4 Unsafe Conditions

Bargaining unit members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safely.

14.4.1 Environmental Safety

Copies of applicable workplace health and safety postings as required by law shall be posted at each worksite.

The District shall maintain air quality monitor on its website to monitor local air quality conditions. The District ~~may~~ will confer with the San Mateo County Office of Education and other local agencies for appropriate action during extreme circumstances.

14.4.2 Power Outages

In the event of a power outage at a school site during school hours, the District will make every effort to provide the affected school site with portable generators, as needed, and will provide each affected school site with walkie talkies.

14.4.3 School Closure

When the District decides to close schools due to an emergency, unit members may be directed to provide asynchronous work and/or independent study as allowed by law if notified of the closure the previous day, as directed by the District. When school will be closed for more than two consecutive days, bargaining teams will meet to discuss next steps.

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 12 – TEACHING HOURS

### 12.1 Hours of Duty

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12.1.2 Professional Responsibilities

During normal workdays, bargaining unit members' primary duties shall include student instruction and instructional preparation (both on and off campus). Additional duties include district inservices, school site inservices, faculty meetings, parent conferences, ~~SIP-~~ school improvement-related activities, back-to-school night, open house, participation in committees required by state or federal law (for example, IEPs and SSTs) and grade level specific duties described below:

Elementary School (K-5)

grade level meetings
supervisory duties ~~(see 12.4.2)~~ (see 12.6.2)

Middle School (6-8)

social and recreational duties ~~(see 12.4.1)~~ (see 12.6.1)
supervisory duties ~~(see 12.4.2)~~ (see 12.6.2)
department meetings
staffings

High School (9-12)

social and recreational duties ~~(see 12.4.1)~~ (see 12.6.1)
department meetings
staffings

///

## 12.2 Lunch Period

### 12.2.1 Regular Schedule

The District shall fully support campus logistics so that the ~~K-5~~ TK-5 grade bargaining unit members at all sites receive a minimum forty-five (45) minute duty free lunch and a ten (10) minute relief period every three (3) hours.

6-12 grade bargaining unit members shall have a duty free lunch period equivalent to the student lunch period, but in no event shall this be less than thirty (30) minutes. 6-12 grade bargaining unit members shall not be assigned more than three (3) consecutive classes without a ten (10) minute break unless otherwise agreed to in writing by the bargaining unit member and the site administrator.

Bargaining unit members who travel from one school to another shall be allowed a lunch period of forty-five (45) minutes plus travel time.

///

## 12.5 Preparation Time

### 12.5.1 High School

Bargaining unit members at the high school level shall be entitled to one (1) preparation period in addition to the regularly-scheduled five (5) instructional periods.

### 12.5.2 Intermediate

Bargaining unit members at the intermediate level shall be entitled to one (1) preparation period in addition to the regularly-scheduled ~~six (6)~~ five (5) instructional periods.

### 12.5.3 Grades 4 and 5

Bargaining unit members at the fourth and fifth (4th and 5th) grade levels shall be entitled to a fifteen (15) minute preparation period within the instructional day. ~~Beginning with the 1997-98 school year, such u~~ Unit members shall also be entitled to an additional ninety (90) minutes of preparation time per week as follows:

12.5.3.1 It is the express intent of the parties that the additional ninety (90) minutes of preparation time will be utilized by unit members in three (3), thirty (30) minute blocks per week. However, the parties acknowledge that the needs of individual sites and their schedules may dictate a different distribution of this time.

12.5.3.2 The parties acknowledge that, due to the vagaries of the annual student teacher calendar (i.e., holidays, minimum days and inservice days), there may be occasions in which unit members do not receive exactly an additional ninety (90) minutes of preparation every week.

///

## 12.6 Social/Recreational/Supervisory Activity

12.6.1 Social and Recreational Activities

The supervision of student social and recreational activities shall be filled first from volunteers. In the event volunteers are not available, it shall be the responsibility of the principal to distribute such supervision in a fair and equitable manner. Involuntary supervision assignments shall be limited to three (3) per year per bargaining unit member.

12.6.2 Bus and/or General Supervisory Duties

Bargaining unit members at the high school level shall not be assigned bus and/or general supervisory duties before or immediately after the standard student school day. Bargaining unit members at the intermediate level shall not be assigned bus and/or general supervisory duties in excess of 780 aggregate hours per year and the assignments covered in ~~12.4.1.~~ 12.6.1. Bargaining unit members at the ~~K-5~~ TK-5 level shall not be assigned bus and/or general supervisory duties in excess of 750 aggregate hours per year per school site and the assignments covered in ~~12.4.1.~~ 12.6.1.

12.6.3 Rainy Day Supervision

The aggregate hours set forth in ~~12.4.2~~ 12.6.2 for ~~K-5~~ TK-5 shall not be affected by or included in rainy day supervision.

12.6.4 Dance Supervisor and Music Coordinator

Dance supervisors at the high school and the music coordinator position at the intermediate level shall be funded by the student body/student organization in accordance with their position on the cocurricular schedule as long as dances continue to be held by the respective schools.

12.6.5 Detention or Tutorial Supervisors

Supervisors for detention or tutorial programs established by the District shall be compensated at the District's hourly rate ~~which is comparable to the Adult Education's hourly rate~~. The compensation shall remain in effect as long as detention or tutorial programs are in operation at the respective school sites.

12.6.6 District Curriculum Committees

In order to allow teachers to participate in the development of curriculum for the district, curriculum committees are established on a districtwide basis. Participation on district curriculum committees is voluntary. (see Article 12.1.3.)

Teachers must attend at least 80% of all scheduled meetings in order to receive the stipend provided on the cocurricular schedule. Attendance records will be maintained. Teachers have equal opportunity to be elected, and are encouraged to chair these committees, as voted by the committee members.

The President and Bargaining Chair will receive a description of the composition, role, purpose, and scope of each committee and proposed number of meetings. This information will be communicated by the district to all bargaining unit members.

12.6.7 Emergency Situations

Bargaining unit members are legally responsible for the supervision of students and may be called upon to provide in emergency situations supervision beyond that set forth in ~~12.4.2.~~ 12.6.2.

## 12.7 Work Year

12.7.1 Work Year 2025/2026

The school year shall consist of one hundred eighty (180) school days, one (1) full inservice day, and four (4) teacher directed workdays. The annual school calendar shall be negotiated between the Association and the District (see Appendix C).

The one (1) full inservice day shall be on the first contracted day of the school year.

The four (4) teacher-directed workdays will be 2 days at the beginning of the school year, one (1) at the end of the first semester, and one (1) shall be the last day of the contracted year.

There will be six (6) minimum days, which shall occur on the same day of the week at all schools in each of the following months: September, October, January, February, March, and April.

~~Three (3)~~ Two (2) of the six minimum days will be directed by the District.

~~Three (3)~~ Two (2) of the six minimum days will be determined by specific site leadership teams.

Two (2) of the six minimum days will be determined by site administration.

All unit members shall be required to attend all District-wide staff development activities in their entirety. If such activities occur at a time that a unit member is not required to be at work based on her/his part-time assignment or job-share ~~statues~~ status, the unit member will be compensated for such attendance at the unit member's hourly rate (annual salary divided by 185 days divided by 8 hours).

[CONTINUED ON NEXT PAGE]

Those unit members whose part-time work year is scheduled in semester increments shall not be required to attend staff development activities during the semester on which they are on leave of absence.

~~In order to accommodate the six minimum days provided herein, the annual school day schedules shall be adjusted to provide the same number of annual instructional minutes as occurred in the 2004-2005 school year.~~

A flexible calendar for librarians and counselors will be mutually-agreed upon between the bargaining unit member and the site administrator.

12.7.2. Work Year (Beginning 2026/2027)

Beginning in 2026/2027 the school year shall be increased from 185 to 187 days. On July 1, 2026 the salary schedule shall be increased by 1.07% to account for the 2 additional work days.

The school year shall consist of one hundred eighty (180) school days, one (1) full inservice day, four (4) teacher directed workdays, and two (2) Professional Development days. The annual school calendar shall be negotiated between the Association and the District (see Appendix C).

The one (1) full inservice day shall be on the first contracted day of the school year.

The four (4) teacher-directed work days will be two (2) days at the beginning of the school year, one (1) at the end of the first semester, and one (1) shall be the last day of the contracted year.

The two (2) Professional Development days shall be one (1) prior to Winter break and one (1) after Winter break. One half of each Professional Development day shall be determined by the district and one half of each shall be determined by site leadership teams (elementary) and department chair committees/academic council (secondary).

All unit members shall be required to attend all District-wide staff development activities in their entirety. If such activities occur at a time that a unit member is not required to be at work based on her/his part-time assignment or job-share status, the unit member will be compensated for such attendance at the unit member's hourly rate (annual salary divided by 187 days divided by 8 hours).

Those unit members whose part-time work year is scheduled in semester increments shall not be required to attend staff development activities during the semester on which they are on leave of absence.

A flexible calendar for librarians and counselors will be mutually-agreed upon between the bargaining unit member and the site administrator.

## 12.8 Collaboration Time

12.8.1 The impetus for establishing collaboration time includes complying with legal mandates such as those for schools ~~in Program Improvement ("PI") status to implement "Improvement Plans"~~ engaged in improvement plans and schools undergoing WASC accreditation review. Improvement Plans and WASC recommendations may include a recommendation calling for collaboration time. In addition, schools not ~~in PI status~~ engaged in improvement plans or undergoing WASC review may wish to establish or increase such time/activity.

12.8.2 The process set forth in this section 12.6 shall be utilized to modify daily schedules for the purpose of establishing or modifying collaboration time. In any event, the parties agree their mutual interest underlying this section 12.6 is for the District to meet all legal mandates.

12.8.3 Collaboration Time

12.8.3.1 ~~What has been referred to informally as "preparation time" (not the formal preparation times set forth in section 12.3 of the negotiated Agreement) includes the following actives.~~ Collaboration Time includes the following activities.

12.8.3.2 ~~For Half Moon Bay High School, such undesignated collaboration time occurs four (4) or five (5) times per month and shall be utilized as follows:~~

~~12.8.3.2.1 Collaboration activities and undesignated time shall be balanced over the course of the school year.~~

~~12.8.3.2.2 If there is a fifth collaboration day, it shall be used for a staff meeting which shall be in lieu of other staff meetings for that month.~~

For Half Moon Bay High School, collaboration time shall occur four (4) or five (5) times per month. Undesignated and Designated (Subject Area) collaboration and shall be balanced over the course of the school year. Up to nine (9) designated collaboration times may be used for staff meetings.

Designated collaboration time at Half Moon Bay High School is used for teachers to work together in subject areas and/or on school-based initiatives such as, but not limited to, curriculum implementation, instructional strategy implementation, review of assessment data, and school-wide climate initiatives.

12.8.3.3 For all other sites, designated collaboration time occurs four (4) or five (5) times per month and shall be utilized as voted upon at Cunha by the Department Chair Committee and at all other sites (except HMBHS) by the site Leadership Team.

12.8.3.3.1 Designated collaboration time is used for teachers to work together on school-based initiatives such as, but not limited to, curriculum implementation, instructional strategy implementation, review of assessment data, and school-wide climate initiatives.

12.8.3.3.2 If a site Department Chair Committee or Leadership Team votes to incorporate professional development into their designated collaboration time, this use shall not exceed ten (10) collaboration days over the course of a school year unless a waiver is approved by the District and CUTA. ~~In any event, professional development shall be offered on the first contractual day, on Super Tuesdays, during the regular contractual day, and on other non-work days.~~

12.8.3.3.3 Designated collaboration time shall not be utilized as undesignated time.

12.8.3.3.4 ~~The Cunha Department Chair Committee and site Leadership Teams set the schedule for how designated collaboration time shall be used on an annual basis. Sites must revisit the plan once each quarter (once each trimester for elementary sites) to make any needed adjustments.~~ Site Leadership Teams (elementary) and Department Chair Committees (secondary) set the schedule for how designated collaboration time shall be used on an annual basis. Sites may revisit the plan once each quarter (once each trimester for elementary sites) to make any needed adjustments.

~~12.8.3.3.5 Sections 12.6.3.3 through 12.6.3.3.4 shall become effective January 1, 2016.~~

12.8.3.4 Process for Adoption and Implementation, or Modification of Collaboration Time Plan: The process to be used by a site to determine whether and how to establish or modify a Plan shall be as follows. This process does not apply to, and sites shall not re-vote on, renewal of the current Plan for the subsequent school year.

12.8.3.4.1 Development of Proposed Plan: Anyone at the site - e.g., teacher(s), administrator(s) etc. - may initiate and develop a proposed Plan which may or may not be in response to the legal mandates set forth in this section 12.6. 12.8

12.8.3.4.2 ~~The site Leadership Team,~~ The Department Chair Committees for Cunha and HMBHS and the Leadership Team for all other sites, CUTA site representative(s) and site administration shall participate in the development of the Plan. The site Leadership Team selection process shall be consistent with the principles set forth in the Site Leadership Team By-Laws (Appendix M).

12.8.3.4.3 If the three foregoing groups reach consensus on the proposed Plan, the CUSD/CUTA review process set forth in section ~~12.6.4~~ 12.8.4 below shall occur. If consensus is not reached, the matter shall be referred to the Superintendent and CUTA President for resolution. Upon resolution, the process set forth in section ~~12.6.4~~ 12.8.4 shall occur. If there is no resolution, the process is concluded and the status quo regarding collaboration time will remain in place.

12.8.3.4.4 If a school is ~~in PI status and the~~ engaged in an Improvement Plan requires collaboration time, a proposed Plan, whether for the first time or as part of a modification, shall not contain an option of no collaboration time.

///

12.8.5 Site Decision-Making Process: Upon preliminary approval by CUSD and CUTA as set forth in section ~~12.6.4~~ 12.8.4 above, approval and implementation of the Plan shall be subject to the following process:

12.8.5.1 There shall be a secret ballot vote to approve or reject the proposed Plan. The method for conducting the secret ballot shall be determined and agreed upon in advance by site administration and site CUTA representatives.

12.8.5.2 The vote shall be held over several days.

12.8.5.3 The Principal and CUTA site representatives shall jointly conduct the election over several days and shall jointly count ballots.

12.8.5.4 In order for a Plan to be implemented, at least 60% of those voting must vote to approve the Plan.

12.8.5.5 If the 60% requirement is met, the Plan shall be implemented that following school year.

12.8.6 Disapproval of Proposed Plan for Subsequent School Year: If a site disapproves the proposed Plan, the site will return to the daily schedule that was in effect at the beginning of the current school year.

~~Designated Collaboration Time is used for teachers to work together on school-based initiatives such as, but not limited to, curriculum implementation, instructional strategy implementation, review of assessment data, and school-wide climate initiatives (Article 12.6.3.3.1). At the elementary level designated collaboration time occurs four (4) or five (5) times per month and shall be utilized as voted upon by the site Leadership Team. (Article 12.6.3.3).~~

~~At the elementary sites collaboration time may not exceed 75 minutes nor exceed an eight (8) hour day.~~

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 20: PROFESSIONAL GROWTH

~~20.1 Responsibility of Unit Member~~

~~The unit member is responsible for following the regulations established under Title 5 of the California Administrative Code which governs professional growth requirements.~~

~~20.2 List of Professional Growth Advisors~~

~~The District shall provide a list of persons designated as professional growth advisors.~~

~~20.3 Responsibility of Professional Growth Advisor~~

~~A professional growth advisor must discharge his or her responsibilities independently of any evaluation of the credential holder's performance that is conducted to determine the credential holder's employment status.~~

This article intentionally left blank

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Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

**ARTICLE 22: EMPLOYEE/MANAGEMENT POSITIVE WORKING RELATIONSHIP'S TEAM (EMPWER TEAM)**

22.1 Composition of EMPWR

22.1.1 There shall be established a Team which shall meet as determined by the Team, but in no event less than once per month.

22.1.2 CUTA shall be represented by one member from each school site. These members shall be approved by and report to the CUTA Executive Board.

22.1.3 District membership shall be by appointment of and include the Superintendent/designee, but not ~~to~~ exceed the number of CUTA members on the Team.

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

**TENTATIVE AGREEMENT**

**CABRILLO UNIFIED SCHOOL DISTRICT**
**CABRILLO UNIFIED TEACHERS' ASSOCIATION**

**April 9, 2025**

The Cabrillo Unified School District ("District") and Cabrillo Unified Teachers' Association ("CUTA") have reached the following Tentative Agreement ("TA").

The District and CUTA agree to modifications to the following:

## ARTICLE 23 – DURATION AND REOPENERS

23.1 Duration

This Agreement shall be effective July 1, ~~2021~~ 2025 and shall continue in full force and effect through and including until June 30, ~~2025~~ 2026.

23.2 Reopeners

23.2.1 ~~For the second (2022-2023) and third (2023-2024) years of this Agreement, reopener negotiations shall occur on Articles 2 and 3 (Compensation and health and Welfare Benefits, respectively) and up to two (2) additional articles selected by each party.~~ For the 2025-2026 school year, reopener negotiations shall occur on Articles 2 and 3 (Compensation and Health and Welfare Benefits, respectively), Article 12 (Teaching Hours), and up to two (2) additional articles selected by each party.

23.2.2 The District and CUTA will negotiate the calendar annually or with any other frequency mutually agreed to.

23.2.3 Notwithstanding any provision of this Agreement, the parties may mutually agree to reopen negotiations at any time on any matter covered by this Agreement.

23.2.4 On or before March 1, ~~2024~~ 2026 the parties shall submit initial proposals for a successor negotiated agreement to begin in ~~2024-2025~~ 2025-2026.

***

Dated: 04.21.2025

For the District:

Dated: 4/23/25

For the Association:

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Bianca Forrester, M.A.Ed., Associate Superintendent of Human Resources and Student Services
**CATEGORY:** Consent/Action
**ITEM TITLE:** Cabrillo Unified Teachers' Association (CUTA) Initial Proposals for Negotiations (2025-26)

## BACKGROUND INFORMATION

In accordance with Government Code section 3547, initial proposals of exclusive representatives and of public school employers which relate to matters within the scope of representation must be presented at a public meeting of the public school employer. CUTA notified the District of its intention to "sunshine" its initial proposals for bargaining for the 2025-26 school year at the May 15, 2025, meeting of the Governing Board. Enclosed is a copy of CUTA's initial proposals, dated May 5, 2025.

## FISCAL ANALYSIS

There is no financial impact to the General Fund.

## RECOMMENDATION

In accordance with Government Code section 3547(c), staff recommends that the Governing Board receive CUTA's initial proposal.

***Prepared by:*** *Jackie Sullivan*

# CUTA
## Cabrillo Unified Teachers Association
**1 Lewis Foster Drive, Half Moon Bay, CA 94019**
**John Carey, Presidents**
cutapresidents@gmail.com


May 5, 2025

Carmen Daniel, President
Cabrillo Unified School District Governing Board
498 Kelly Avenue
Half Moon Bay, CA 94019

Dear Ms. Daniel and Governing Board Members,

Pursuant to Article 23, Duration and Reopeners, of the Agreement between the Cabrillo Unified School District and the Cabrillo Unified Teachers' Association, CUTA is invoking Clause 23.2 to institute reopener negotiations for 2025-2026. Consider this our official sunshine notification.

In addition to the already agreed upon articles 2, 3, and 12, CUTA would like to open:

- Article 6: Class Size;
- Article 14: Safety Conditions of Employment

CUTA requests that we schedule a series of bargaining meetings, commencing as soon as possible, to mutually accommodate the availability of our California Teachers Association representative and the district's representative.

Sincerely,

John Carey
President
Cabrillo Unified Teachers Association

Joseph Centoni
Bargaining Chairperson

Cc: CUSD Governing Board Members
Ramon Miramontes, CUSD Interim Superintendent
Bianca Forrester, Director of Personnel and Pupil Services
Kathleen Beebe, CTA Representative

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Action
**ITEM TITLE:** CUSD Enrollment Report

## BACKGROUND INFORMATION

School district funding is directly related to the number and type of students each district serves. Under the Local Control Funding Formula (LCFF) funding mechanism, funding targets are based on student characteristics and overall enrollment. The LCFF funding targets consist of grade span-specific base grants plus supplemental and concentration grants calculated based on student demographic factors. The chart presented depicts the CUSD enrollment and is provided for information purposes only.

## REPORT/PROPOSAL

2024-25 Enrollment Report Period 9.

## FISCAL ANALYSIS

Enrollment data is entered into the LCFF calculator for funding purposes.

## RECOMMENDATION

Receive the CUSD Enrollment Report as submitted.

***Prepared by:*** *Holly Lynne*

**CABRILLO UNIFIED SCHOOL DISTRICT**
**2024-2025 SCHOOL YEAR**
**ENROLLMENT REPORT**

**School Month No.** **9** **Date:** **5/2/2025**

| Grade | El Granada | Farallone View | Hatch | Kings Mountain | Cunha | Half Moon Bay High | Pilarcitos | Home & Independent Study | TOTALS |
|---|---|---|---|---|---|---|---|---|---|
| **TK** | 31 | 24 | 48 | 7 | - | - | - | 0 | 110 |
| **K** | 49 | 22 | 67 | 6 | - | - | - | 0 | 144 |
| **1** | 55 | 25 | 92 | 11 | - | - | - | 0 | 183 |
| **2** | 50 | 25 | 97 | 8 | - | - | - | 0 | 180 |
| **3** | 42 | 25 | 85 | 9 | - | - | - | 0 | 161 |
| **4** | 53 | 32 | 87 | 2 | - | - | - | 0 | 174 |
| **5** | 47 | 22 | 77 | 3 | - | - | - | 0 | 149 |
| **6** | - | | - | - | 171 | - | - | 1 | 172 |
| **7** | - | - | - | - | 161 | - | - | 0 | 161 |
| **8** | - | - | - | - | 189 | - | - | 0 | 189 |
| **9** | - | - | - | - | - | 218 | 0 | 1 | 219 |
| **10** | - | - | - | - | - | 198 | 7 | 4 | 209 |
| **11** | - | - | - | - | - | 238 | 12 | 9 | 259 |
| **12** | - | - | - | - | - | 225 | 17 | 10 | 252 |
| **TOTAL ENROLLMENT** | **327** | **175** | **553** | **46** | **521** | **879** | **36** | **25** | **2562** |
| **Total Enrollment as of 4/19/2024** | 339 | 155 | 549 | 44 | 545 | 961 | 38 | 17 | 2648 |
| **Difference between 4/19/2024 Total Enrollment and 5/2/2025 Total Enrollment** | **-12** | **20** | **4** | **2** | **-24** | **-82** | **-2** | **8** | **-86** |
| **Total Enrollment as of 4/4/2025** | 328 | 175 | 552 | 46 | 520 | 879 | 36 | 25 | 2561 |
| **Difference between 4/4/2025 Total Enrollment and 5/2/2025 Total Enrollment** | **-1** | **0** | **1** | **0** | **1** | **0** | **0** | **0** | **1** |

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Action,
**ITEM TITLE:** Approval of Donations to Cabrillo Unified School District

## BACKGROUND INFORMATION

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

The Governing Board routinely reviews the monthly donation reports.

## REPORT/PROPOSAL

Summary Site Donations 05/15/2025.

## FISCAL ANALYSIS

There is no financial impact on the General Fund.

## RECOMMENDATION

Approve as submitted.

***Prepared by:*** *Holly Lynne*

**May 15, 2025 Board Meeting**
**Summary Site Donations**

| Site | Items | Donor | Amount | Site Total Donations |
|---|---|---|---|---|
| HMBHS | Money for the Woodlake Scholarship | KerryAnn Lobel & Marta Drury | $1,000 | |
| HMBHS | Money for ASB General to fund Prom | Half Moon Bay Joes | $300 | |
| HMBHS | Money for FFA General | C.U.S.D AG Boosters | $8,132 | |
| HMBHS | Money for ASB General to fund Prom | Mecado Mi Familia | $500 | |
| HMBHS | Money for the Band Club | Goldworks | $500 | |
| HMBHS | Money for the Counseling Department Scholarship | Brittany Jolivette | $200 | |
| HMBHS | Money for the Band Club | Brittany Jolivette | $300 | |
| HMBHS | Money for the Drama Club | Brittany Jolivette | $100 | |
| HMBHS | Money for the Art Club | Brittany Jolivette | $100 | |
| | | | | $11,132 |

# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Information
**ITEM TITLE:** Information on Warrant Register Processed

## BACKGROUND INFORMATION

In alignment with Education Code 52631, Cabrillo USD presents all payments from the CUSD funds on forms prescribed by the San Mateo County Superintendent of Schools (Financial 2000).

## REPORT/PROPOSAL

Staff hereby presents to the CUSD Board the warrants processed from April 1, 2025, to April 30, 2025.

## FISCAL ANALYSIS

The register of warrants processed by CUSD indicates all CUSD financial activity. The total warrant/ETF amount is $4,744,678.35 for the month of April 2025.

## RECOMMENDATION

Receive the warrant register processed for the April 2025 period.

***Prepared by:*** *Holly Lynne*

# ACCOUNTS PAYABLE WARRANT/EFT REPORT

## Report Cover Sheet

### General Settings

| | |
|---|---|
| Report Name | ACCOUNTS PAYABLE WARRANT/EFT REPORT |
| Printed | 5/1/2025 7:55:18 AM |
| District | 41 |
| Logon | MarshJ |
| Fiscal Year | 2025 |

### Options

| | |
|---|---|
| Report Title | 040125-043025 WARRANT REGISTER |

### Sorting

| | |
|---|---|
| Sort By | Warrant/EFT# |

### Filters

| | |
|---|---|
| Payment Type | District |
| Form of Payment | ALL |
| From Date Paid | 04/01/2025 |
| To Date Paid | 04/30/2025 |
| Year | 2025 |
| District | 41 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| E-001357 | 011905-02 LESLYE VALENCIA | 04/14/2025 | 143.35 | PO250346-0002 | 143.35 | 01-6010-0-1110-4000-4300-101 | REIMB_MAR25 |
| W-618256 | 012263-01 ANDREW CALDWELL | 04/01/2025 | 204.00 | TC250074-001 | 204.00 | 01-0000-0-1205-2700-5200-331 | WASC VISIT MILEA |
| W-618257 | 007546-01 BOYSEN, ANDREW | 04/01/2025 | 992.74 | PV250772-001 | 229.62 | 01-0000-0-1205-2700-4300-331 | RT-031725 |
| | | | 992.74 | PV250773-001 | 34.68 | 01-0000-0-1205-2700-4300-331 | SW-031625 |
| | | | 992.74 | PV250774-001 | 203.57 | 01-0000-0-1205-2700-4300-331 | SW-031525 |
| | | | 992.74 | PV250775-001 | 14.74 | 01-0000-0-1205-2700-4300-331 | NL-031825 |
| | | | 992.74 | PV250776-001 | 30.98 | 01-0000-0-1205-2700-4300-331 | UPS-030725 |
| | | | 992.74 | PV250768-001 | 172.21 | 01-0000-0-1205-2700-4300-331 | RT-31725 |
| | | | 992.74 | PV250769-001 | 175.77 | 01-0000-0-1205-2700-4300-331 | JJ-031925 |
| | | | 992.74 | PV250771-001 | 131.17 | 01-0000-0-1205-2700-4300-331 | SB-031725 |
| W-618258 | 011977-01 CASH | 04/01/2025 | 868.00 | PO250947-001 | 868.00 | 21-9711-0-9006-8520-5800-000 | 300004211 |
| W-618259 | 000061-01 DANNIS WOLIVER K | 04/01/2025 | 10,171.12 | PV250764-001 | 5,150.00 | 01-0000-0-0000-7400-5810-750 | FEBRUARY 2025 |
| | | | 10,171.12 | PV250764-001 | 4,866.12 | 01-0000-0-0000-7111-5810-750 | FEBRUARY 2025 |
| | | | 10,171.12 | PV250764-001 | 155.00 | 01-0000-0-0000-7112-5810-750 | FEBRUARY 2025 |
| W-618260 | 011105-01 HMH ENGINEERS | 04/01/2025 | 2,684.00 | PO250398-009 | 2,684.00 | 21-9711-0-9664-8520-6240-331 | 51104 |
| W-618261 | 008337-01 JONES, DAVID | 04/01/2025 | 74.00 | PV250782-001 | 74.00 | 01-0000-0-1205-2700-4300-331 | WASC REIMB. |
| W-618262 | 012261-01 LAUREN TAYLOR | 04/01/2025 | 119.56 | TC250076-001 | 119.56 | 01-0000-0-1205-2700-5200-331 | WASC MILEAGE REI |
| W-618263 | 010782-01 BENDANA, LIZETH | 04/01/2025 | 221.81 | PO250625-003 | 221.81 | 01-9665-0-1110-2140-4300-000 | REIMB_03142025 |
| W-618264 | 011264-01 BLACK TIE TRANSP | 04/01/2025 | 1,823.76 | PO250888-001 | 1,823.76 | 01-0000-0-1349-3600-5200-331 | 6525706 |
| W-618265 | 007419-03 CLARK PEST CONTR | 04/01/2025 | 440.00 | PO250037-007 | 440.00 | 01-8150-0-0000-8110-5800-780 | 37202333 |
| W-618266 | 011760-01 MARABEL, TATIANA | 04/01/2025 | 2,000.00 | PO250765-004 | 2,000.00 | 01-0000-0-0000-2421-5800-790 | 004_03142025 |
| W-618267 | 012239-01 SCOOT EDUCATION | 04/01/2025 | 2,499.28 | PO250810-007 | 2,499.28 | 01-0000-0-1110-1000-5800-105-SUB | 112813 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-618268 | 009346-01 U S BANK CORP PA | 04/01/2025 | 420.06 | PV250765-001 | 400.06 | 11-6391-0-4110-1000-4300-561 | 4246-0470-0103-6 |
| | | | 420.06 | PV250755-001 | 20.00 | 11-6391-0-4110-2700-4300-561 | 4246-0470-0103-6 |
| W-618269 | 009508-01 RESOURCE SOLUTIO | 04/01/2025 | 10,850.95 | PO250130-015 | 10,850.95 | 01-8150-0-0000-8110-4300-780 | 34079 |
| W-618270 | 006966-01 SEQUOIA UNION HI | 04/01/2025 | 565.83 | PO250190-002 | 565.83 | 01-9723-0-0000-3600-5603-788 | 2840 |
| W-618271 | 012134-01 SHAW LAW GROUP | 04/01/2025 | 2,500.00 | PO250884-001 | 2,500.00 | 01-0000-0-0000-3900-5800-750 | SHAW_LAW_2025_RE |
| W-618272 | 009413-02 SOUTHERN COUNTIE | 04/01/2025 | 1,705.00 | PO250086-015 | 1,705.00 | 01-9723-0-0000-3600-4300-788 | 341680 |
| W-618273 | 009346-01 U S BANK CORP PA | 04/01/2025 | 10,018.08 | PO250917-001 | 964.77 | 01-2600-0-0000-2140-5200-000 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250766-001 | 2,478.60 | 01-7311-0-1110-2140-5200-000 | 4246-0470-0103-6 |
| | | | 10,018.08 | PO250925-001 | 1,000.00 | 12-6105-0-0001-1000-5200-100 | 4246-0470-0103-6 |
| | | | 10,018.08 | PO250338-008 | 247.65 | 01-6010-0-1110-4000-4300-101 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250767-001 | 175.00 | 01-0000-0-0000-7400-5800-750 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250763-001 | 2,196.09 | 01-2600-0-0000-2140-5200-000 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250756-001 | 65.00 | 01-0000-0-0000-7300-4300-720 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250757-001 | 65.00 | 01-0000-0-0000-7300-4300-720 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250758-001 | 99.00 | 01-0000-0-0000-7300-4300-720 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250759-001 | 235.00 | 01-0000-0-0000-7300-4300-720 | 4246-0470-0103-6 |
| | | | 10,018.08 | PV250760-001 | 299.98 | 01-6500-0-5750-2100-4300-730 | 4246-0470-0103-6 |
| | | | 10,018.08 | PO250902-001 | 58.99 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| | | | 10,018.08 | PO250900-001 | 140.86 | 01-7010-0-3800-1000-5200-331 | 4246-0446-6404-9 |
| | | | 10,018.08 | PO250901-001 | 114.82 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| | | | 10,018.08 | PO250898-001 | 697.00 | 01-6383-0-3801-2490-4300-331 | 4246-0446-6404-9 |
| | | | 10,018.08 | PO250899-001 | 52.52 | 01-3550-0-3800-1000-4300-331 | 4246-0446-6404-9 |

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 10,018.08 | PV250761-001 | 623.80 | 01-7010-0-3800-1000-5200-331 | 4246-0446-6404-9 |
| | | | 10,018.08 | PV250762-001 | 504.00 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| W-618274 | 005837-04 BIG CREEK LUMBER | 04/01/2025 | 3,142.95 | PO250134-025 | 53.92 | 01-8150-0-0000-8110-4300-780 | 2373854 |
| | | | 3,142.95 | PO250134-026 | 2,560.89 | 01-8150-0-0000-8110-4300-780 | 2355329 |
| | | | 3,142.95 | PO250134-027 | 26.33 | 01-8150-0-0000-8110-4300-780 | 2376205 |
| | | | 3,142.95 | PO250134-028 | 14.83 | 01-8150-0-0000-8110-4300-780 | 2377361 |
| | | | 3,142.95 | PO250134-029 | 486.98 | 01-8150-0-0000-8110-4300-780 | 2376914 |
| W-618275 | 007692-01 BROOKS PUBLISHIN | 04/01/2025 | 149.95 | PO250929-001 | 149.95 | 12-6105-0-0001-1000-4300-100 | 1311394 |
| W-618276 | 000583-01 DEPARTMENT OF JU | 04/01/2025 | 196.00 | PO250332-007 | 196.00 | 01-0000-0-0000-7400-5800-750 | 621518 |
| W-618277 | 012125-01 HILLTOP ASBESTOS | 04/01/2025 | 2,550.00 | PO250923-001 | 2,550.00 | 01-8150-0-0000-8110-5603-780 | 1586 |
| W-618278 | 009522-01 HOSKINS, ANDREW | 04/01/2025 | 52.00 | PO250943-001 | 52.00 | 01-0331-0-1354-1000-4300-331 | REIMB_MARCH25 |
| W-618279 | 007701-01 LONGAKER, LISA | 04/01/2025 | 172.80 | TC250073-001 | 172.80 | 01-7370-0-1110-1000-5200-331 | MILEAGE_REIMBMAR |
| W-618280 | 010734-01 LYNNE, STIG | 04/01/2025 | 44.00 | PV250778-001 | 44.00 | 01-0000-0-0000-2421-4300-790 | REIMB_MARCH25 |
| W-618281 | 012208-01 MIREIA CANALS-RO | 04/01/2025 | 373.66 | PV250783-001 | 373.66 | 01-0000-0-0000-7400-5800-750 | REIMB_MARCH25 |
| W-618282 | 011492-02 PTR MITSUBISHI F | 04/01/2025 | 350.00 | PO250199-036 | 350.00 | 01-9723-0-0000-3600-5603-788 | 12112 |
| W-618283 | 012241-01 RAMON MIRAMONTES | 04/01/2025 | 5,961.86 | PO250794-005 | 756.74 | 01-0000-0-0000-7150-4300-710 | REIMB_MARCH2025 |
| | | | 5,961.86 | PO250794-006 | 746.81 | 01-0000-0-0000-7150-4300-710 | REIMB_FEB2025-4 |
| | | | 5,961.86 | PO250794-007 | 886.91 | 01-0000-0-0000-7150-4300-710 | REIMB_FEB2025-5 |
| | | | 5,961.86 | TC250077-001 | 2,985.50 | 01-0000-0-0000-7150-5200-710 | MILEAGE_FEB2025- |
| | | | 5,961.86 | TC250078-001 | 585.90 | 01-0000-0-0000-7150-5200-710 | MILEAGE_FEB2025- |
| W-618284 | 012148-01 SCVAL | 04/01/2025 | 475.00 | PO250918-001 | 475.00 | 01-9335-0-1110-4200-5800-331 | SS011451 |
| W-618285 | 011105-01 HMH ENGINEERS | 04/01/2025 | 5,933.00 | PO250398-008 | 5,933.00 | 21-9711-0-9664-8520-6240-331 | 50707 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-618286 | 001299-01 CASBO PROFESSION | 04/01/2025 | 695.00 | PO250936-001 | 695.00 | 01-7311-0-1110-2140-5200-000 | 000246815 |
| W-618287 | 012262-01 CRISTINA HOPSON | 04/01/2025 | 141.40 | TC250075-001 | 141.40 | 01-0000-0-1205-2700-5200-331 | WASC VISIT MILEA |
| W-618288 | 012260-01 BRIAN IRVINE | 04/01/2025 | 489.28 | PV250780-001 | 412.28 | 01-0000-0-1205-2700-4300-331 | WASC REIMB. |
| | | | 489.28 | PV250780-001 | 77.00 | 01-0000-0-1205-2700-5200-331 | WASC REIMB. |
| W-618289 | 012259-01 WANDA BLACK | 04/01/2025 | 110.35 | PV250781-001 | 93.40 | 01-0000-0-1205-2700-5200-331 | WASC REIMB. |
| | | | 110.35 | PV250781-001 | 16.95 | 01-0000-0-1205-2700-4300-331 | WASC REIMB. |
| W-618290 | 011977-01 CASH | 04/01/2025 | 921.00 | PO250947-002 | 921.00 | 01-0000-0-0000-2700-5300-720 | 300004212 |
| W-618291 | 009593-01 A FESTIVE AFFAIR | 04/01/2025 | 3,250.00 | PO250926-001 | 3,250.00 | 01-0331-0-1330-2700-4300-331 | FESTIVE_AFFAIR_0 |
| W-618292 | 010708-02 CIVIC PERMITS | 04/01/2025 | 2,691.00 | PO250123-001 | 2,691.00 | 01-8150-0-0000-8110-4300-780 | 24-0077 |
| W-618293 | 011152-01 CLINTON, JEFF | 04/01/2025 | 216.84 | PO250939-001 | 216.84 | 01-9547-0-1110-2490-4300-211 | REIMB_MARCH2025 |
| W-618294 | 010747-01 LEGO EDUCATION | 04/01/2025 | 1,749.45 | PO250860-001 | 1,749.45 | 01-6388-0-1110-1000-4300-211-RD05 | 1190651651 |
| W-618295 | 001216-01 LINDE GAS & EQUI | 04/01/2025 | 763.39 | PV250777-001 | 763.39 | 01-6383-0-3805-1000-4300-331 | 48511381 |
| W-618296 | 007160-01 LYNNE, HOLLY | 04/01/2025 | 63.02 | PV250779-001 | 63.02 | 01-0000-0-0000-2421-4300-790 | REIMB_MARCH25 |
| W-618297 | 009231-02 MIZKAN AMERICA I | 04/01/2025 | 383.99 | PO250233-002 | 383.99 | 01-0000-0-0000-8220-4300-785 | 000146253 |
| W-618298 | 012241-01 RAMON MIRAMONTES | 04/01/2025 | 637.44 | PO250794-004 | 637.44 | 01-0000-0-0000-7150-4300-710 | REIMB_FEB2025-3 |
| W-618299 | 011588-02 TRAFERA LLC | 04/01/2025 | 53,052.35 | PO250878-001 | 48,885.63 | 01-6762-0-1110-1000-4300-790 | I001270545 |
| | | | 53,052.35 | PO250890-001 | 4,006.72 | 01-8150-0-0000-8110-4300-780 | I001271496 |
| | | | 53,052.35 | PO250890-002 | 160.00 | 01-8150-0-0000-8110-4300-780 | I001277714 |
| W-618300 | 008494-02 WATERPROOFING AS | 04/01/2025 | 2,170.00 | PV250800-0001 | 2,170.00 | 01-8150-0-0000-8110-5603-780 | 49960 |
| W-619329 | 011909-01 ARCADIO'S PRODUC | 04/03/2025 | 246.00 | PO250193-030 | 246.00 | 13-5466-0-0000-3700-4710-331 | 368617 |
| W-619330 | 008938-02 AMAZON CAPITAL S | 04/03/2025 | 18.58 | PO250087-004 | 18.58 | 11-6391-0-4110-2700-4300-561 | 1QMD-V6L3-1LQT |
| W-619331 | 008938-02 AMAZON CAPITAL S | 04/03/2025 | 6,443.36 | PO250812-001 | 214.51 | 01-0105-0-1310-1000-4300-105 | 1QMD-V6L3-1J64 |

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 6,443.36 | PO250080-016 | 38.79 | 01-0000-0-0000-7300-4300-720 | 1KRT-MH6K-1QPQ |
| | | | 6,443.36 | PO250080-017 | 29.99 | 01-0000-0-0000-7300-4300-720 | 1NLJ-VV9F-1MFC |
| | | | 6,443.36 | PO250044-017 | 842.63 | 01-8150-0-0000-8110-4300-780 | 1MQN-JN36-1LQM |
| | | | 6,443.36 | PO250044-018 | 229.52 | 01-8150-0-0000-8110-4300-780 | 1DK1-MXKH-1CRD |
| | | | 6,443.36 | PO250089-009 | 445.92 | 01-0000-0-0000-2421-4300-790 | 1KRT-MH6K-1QJ7 |
| | | | 6,443.36 | PO250876-001 | 126.26 | 01-0211-0-1310-1000-4300-211 | 1KHR-VJDM-1TG3 |
| | | | 6,443.36 | PO250047-014 | 129.04 | 12-6105-0-0001-1000-4300-100 | 16TY-FT6V-1CKJ |
| | | | 6,443.36 | PO250047-015 | 1,643.15 | 01-2600-0-0000-2490-4300-000 | 1GRD-1TCQ-1DTW |
| | | | 6,443.36 | PO250368-007 | 1,684.79 | 01-6500-0-5750-2100-4300-730 | 1GMG-FPDC-1JQY |
| | | | 6,443.36 | PO250840-001 | 18.01 | 01-0103-0-1310-1000-4300-103 | 1G4H-Q6XR-1QCN |
| | | | 6,443.36 | PO250048-008 | 324.86 | 01-6010-0-1110-4000-4300-101 | 17H4-N6PY-1MC4 |
| | | | 6,443.36 | PO250822-001 | 52.46 | 01-6770-0-1110-1000-4300-335 | 14CM-VFF6-1QM4 |
| | | | 6,443.36 | PO250844-001 | 69.18 | 01-0111-0-1110-2495-4300-103-303 | 19Y1-RJNR-1TMT |
| | | | 6,443.36 | PV250784-001 | 392.37 | 01-0000-0-0000-7400-4300-750 | 13HQ-MGTL-1KWG |
| | | | 6,443.36 | PV250785-001 | 10.82 | 01-0000-0-0000-7400-4300-750 | 14WH-QX17-17FF |
| | | | 6,443.36 | PO250912-001 | 99.46 | 01-0331-0-1210-2700-4300-331 | 19Y1-RJNR-1MNX |
| | | | 6,443.36 | PO250871-001 | 91.60 | 01-0331-0-1210-1000-4300-331 | 1YKV-7DGT-1DJT |
| W-619332 | 005163-01 SYSCO FOOD SERVI | 04/03/2025 | 1,116.00 | PO250245-047 | 293.95 | 13-5310-0-0000-3700-4712-211 | 750246644 |
| | | | 1,116.00 | PO250245-047 | 149.95 | 13-5310-0-0000-3700-4300-211 | 750246644 |
| | | | 1,116.00 | PO250245-048 | 546.07 | 13-5310-0-0000-3700-4712-331 | 750246643 |
| | | | 1,116.00 | PO250245-048 | 26.99 | 13-5310-0-0000-3700-4710-331 | 750246643 |
| | | | 1,116.00 | PO250245-048 | 99.04 | 13-5310-0-0000-3700-4790-331 | 750246643 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-619333 | 008938-02 AMAZON CAPITAL S | 04/03/2025 | 3,598.28 | PO250325-0006 | 1,127.83 | 01-0000-0-0000-7150-4300-710 | 1KRT-MH6K-1RVF |
| | | | 3,598.28 | PO250325-0007 | 2,349.38 | 01-0000-0-0000-7110-4300-710 | 1TXG-4MM1-1Q1D |
| | | | 3,598.28 | PO250845-0001 | 121.07 | 01-3010-0-1110-3161-4300-740 | 13N1-F4N9-16TP |
| W-619334 | 012073-01 COASTSIDE LAND T | 04/03/2025 | 665.93 | PO250744-0002 | 665.93 | 01-0111-0-1110-2140-5800-740-0401 | 0205 |
| W-619335 | 008861-01 ELLEN SILVA CREA | 04/03/2025 | 400.00 | PO250472-0007 | 400.00 | 01-6770-0-1110-1000-5800-335 | 7240 |
| W-619336 | 010866-01 FELTS, BRYAN | 04/03/2025 | 165.41 | TC250079-0001 | 165.41 | 01-9538-0-6001-1000-5200-000 | MILEAGE_REIMBMAR |
| W-619337 | 011947-01 HANA L. HANSON | 04/03/2025 | 30.38 | PO250938-0001 | 30.38 | 01-7010-0-3800-1000-4300-331 | REIMB_03252025 |
| W-619338 | 007566-01 JIMENEZ, VERONIC | 04/03/2025 | 87.14 | PV250795-0001 | 87.14 | 01-7311-0-1110-2140-5200-000 | REIMB_03312025 |
| W-619339 | 012267-01 LISA SHICK | 04/03/2025 | 58.37 | PV250798-0001 | 58.37 | 01-7311-0-1110-2140-5200-000 | REIMB_0320225 |
| W-619340 | 011345-01 LOPEZ FENCE | 04/03/2025 | 4,173.00 | PO250110-0003 | 3,675.50 | 01-8150-0-0000-8110-5603-780 | 1864 |
| | | | 4,173.00 | PO250110-0004 | 497.50 | 01-8150-0-0000-8110-5603-780 | 1868 |
| W-619341 | 012266-01 MARY SIMANEK | 04/03/2025 | 43.78 | PV250797-0001 | 43.78 | 01-7311-0-1110-2140-5200-000 | REIMB_031425 |
| W-619342 | 012107-01 NORA FLORES | 04/03/2025 | 79.38 | PV250786-0001 | 79.38 | 12-6105-0-0001-1000-4300-100 | REIMB_MARCH25 |
| W-619343 | 000550-01 PACIFIC GAS AND | 04/03/2025 | 52,182.91 | PO250078-0017 | 3,076.71 | 01-0000-0-0000-8205-5502-720 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 9,542.52 | 01-0000-0-0000-8205-5502-101 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 6,667.10 | 01-0000-0-0000-8205-5502-103 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 3,515.63 | 01-0000-0-0000-8205-5502-105 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 3,396.98 | 01-0000-0-0000-8205-5502-107 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 5,665.66 | 01-0000-0-0000-8205-5502-211 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 14,938.40 | 01-0000-0-0000-8205-5502-331 | 0130358105-0_031 |
| | | | 52,182.91 | PO250078-0017 | 5,379.91 | 01-0000-0-8120-8120-5502-331 | 0130358105-0_031 |
| W-619344 | 011604-01 RING CENTRAL INC | 04/03/2025 | 93.80 | PV250794-0001 | 93.80 | 01-0000-0-0000-8205-5901-720 | CD_001067687 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-619345 | 000749-01 SEGURA, ROSALVA | 04/03/2025 | 91.76 | PV250787-0001 | 91.76 | 01-2600-0-1110-4000-4300-105 | REIMB_MAR25 |
| W-619346 | 009346-01 U S BANK CORP PA | 04/03/2025 | 220.00 | PV250789-0001 | 105.00 | 01-6010-0-1110-4000-5200-101 | 4246-0470-0103-6 |
| | | | 220.00 | PV250790-0001 | 32.00 | 01-7010-0-3800-1000-5200-331 | 4246-0470-0103-6 |
| | | | 220.00 | PV250790-0001 | 8.00 | 01-9723-0-0000-3600-4300-788 | 4246-0470-0103-6 |
| | | | 220.00 | PV250791-0001 | 25.00 | 01-7010-0-3800-1000-5200-331 | 4246-0470-0103-6 |
| | | | 220.00 | PV250792-0001 | 25.00 | 01-7010-0-3800-1000-5200-331 | 4246-0470-0103-6 |
| | | | 220.00 | PV250793-0001 | 25.00 | 01-7010-0-3800-1000-5200-331 | 4246-0470-0103-6 |
| W-619347 | 007546-01 BOYSEN, ANDREW | 04/03/2025 | 14.16 | PV250770-001 | 14.16 | 01-0000-0-1205-2700-4300-331 | JJ-031925#2 |
| W-619348 | 012053-01 ANDY'S ROOFING C | 04/03/2025 | 1,033.84 | PV250802-0001 | 1,033.84 | 21-9711-0-9201-8520-6200-000 | 4235 |
| W-619349 | 011153-01 CONSOLIDATED ENG | 04/03/2025 | 3,071.58 | PO250559-0018 | 3,071.58 | 21-9711-0-9645-8520-6240-103 | 227683 |
| W-619350 | 011550-01 EICHLER ASSOCIAT | 04/03/2025 | 830.00 | PO250731-0003 | 830.00 | 21-9711-0-9640-8520-5800-101 | 2208 |
| W-619351 | 008549-03 HANDELMAN, KATHL | 04/03/2025 | 500.00 | PV250788-0001 | 500.00 | 01-9664-0-1110-1000-4300-000 | REIMB_03282025 |
| W-619352 | 006767-01 KRABBENSCHMIDT, | 04/03/2025 | 63.00 | TC250080-0001 | 63.00 | 01-2600-0-0000-2140-5200-000 | MILEAGE_REIMB25 |
| W-619353 | 011996-01 MICHELLE STEPHEN | 04/03/2025 | 49.18 | PV250799-0001 | 49.18 | 01-7311-0-1110-2140-5200-000 | REIMB_03162025 |
| W-619354 | 008366-01 NATIONAL FFA ORG | 04/03/2025 | 1,692.00 | PO250934-0001 | 1,692.00 | 01-6383-0-3801-1000-5200-331 | WLC13575 |
| W-619355 | 012265-01 PAUL HARRISON | 04/03/2025 | 226.05 | PV250796-0001 | 226.05 | 01-7311-0-1110-2140-5200-000 | REIMB_03142025 |
| W-619356 | 009508-01 RESOURCE SOLUTIO | 04/03/2025 | 17,792.12 | PO250130-0016 | 8,718.89 | 01-8150-0-0000-8110-4300-780 | 33387 |
| | | | 17,792.12 | PO250130-0017 | 8,162.62 | 01-8150-0-0000-8110-4300-780 | 32976 |
| | | | 17,792.12 | PO250130-0018 | 910.61 | 01-8150-0-0000-8110-4300-780 | 33007 |
| W-619357 | 005037-01 TK ELEVATOR CORP | 04/03/2025 | 1,173.50 | PO250098-0006 | 1,173.50 | 01-8150-0-0000-8110-5603-780 | 5002736634 |
| W-620058 | 009571-01 GOLD STAR FOODS | 04/08/2025 | 792.23 | PO250244-0103 | 504.30 | 13-5310-0-0000-3700-4712-331 | 8608187 |
| | | | 792.23 | PO250244-0105 | 10.96 | 13-5310-0-0000-3700-4711-331 | 8676257 |

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 792.23 | PO250244-0105 | 276.97 | 13-5310-0-0000-3700-4710-331 | 8676257 |
| W-620059 | 004981-01 STRAW HAT PIZZA | 04/08/2025 | 59.96 | PO250228-0049 | 59.96 | 13-5310-0-0000-3700-4710-335 | 46453 |
| W-620060 | 002671-01 ANDREINI BROS IN | 04/08/2025 | 24,332.63 | PO250603-0005 | 24,332.63 | 21-9711-0-9660-8520-5603-331 | 6925 |
| W-620061 | 012076-01 CIS INC | 04/08/2025 | 21,600.00 | PO250147-0008 | 21,600.00 | 21-9711-0-9640-8520-6290-101 | EG - 010 |
| W-620062 | 011153-01 CONSOLIDATED ENG | 04/08/2025 | 231.12 | PO250559-0019 | 231.12 | 21-9711-0-9645-8520-6240-103 | 228000 |
| W-620063 | 012054-01 CORE WEST INC | 04/08/2025 | 860,566.52 | PO250150-0008 | 860,566.52 | 21-9711-0-9645-8520-6200-103 | 20 |
| W-620064 | 012247-01 DESIGN SERVICES | 04/08/2025 | 12,000.00 | PO250853-0001 | 12,000.00 | 21-9711-0-9665-8520-5800-101 | 250303 |
| W-620065 | 010763-01 QUATTROCCHI KWOK | 04/08/2025 | 204,302.00 | PO250497-0008 | 16,499.80 | 21-9711-0-9640-8520-6210-101 | 26743 |
| | | | 204,302.00 | PO250500-0008 | 53,030.00 | 21-9711-0-9640-8520-6210-101 | 26745 |
| | | | 204,302.00 | PO250508-0004 | 134,772.20 | 21-9711-0-9661-8520-6170-000 | 26746 |
| W-620066 | 008307-01 COAST TRANSMISSI | 04/08/2025 | 367.05 | PV250804-0001 | 367.05 | 01-8150-0-0000-8110-4300-780 | 14821 |
| W-620067 | 012200-01 ELIZABETH VEACH | 04/08/2025 | 258.42 | TC250083-0001 | 258.42 | 01-6500-0-5750-1190-5200-730 | MILEAGE_MAR25 |
| W-620068 | 000748-01 FEDEX | 04/08/2025 | 38.28 | PO250031-0005 | 38.28 | 01-0000-0-0000-7300-5903-720 | 8-813-39825 |
| W-620069 | 011597-01 MARIA EUGENIA YO | 04/08/2025 | 366.80 | TC250082-0001 | 366.80 | 01-0700-0-1460-3140-5200-000 | MILEAGE_MARCH25 |
| W-620070 | 011171-01 ON POINT LANGUAG | 04/08/2025 | 1,141.60 | PV250803-0001 | 1,141.60 | 01-6331-0-0000-2495-5800-735 | NONSPED/12-2024 |
| W-620071 | 007756-01 PAR INC | 04/08/2025 | 908.19 | PO250846-0001 | 660.33 | 01-6500-0-5001-2100-4300-730 | IN-00437558 |
| | | | 908.19 | PO250722-0001 | 247.86 | 01-6500-0-5001-2100-4300-730 | IN-00415647 |
| W-620072 | 008443-01 RECOLOGY OF THE | 04/08/2025 | 523.26 | PO250077-0007 | 353.70 | 01-0000-0-0000-8205-5504-720 | 15574809 |
| | | | 523.26 | PO250077-0008 | 169.56 | 01-0000-0-0000-8205-5504-720 | 15575681 |
| W-620073 | 005163-01 SYSCO FOOD SERVI | 04/08/2025 | 1,813.45 | PO250465-0009 | 835.76 | 01-2600-0-0000-2490-4300-000 | 750246647_2 |
| | | | 1,813.45 | PO250465-0010 | 977.69 | 01-2600-0-0000-2490-4300-000 | 750232285_7 |
| W-620074 | 011057-01 UPS | 04/08/2025 | 13.16 | PO250275-0005 | 13.16 | 01-0000-0-0000-7300-5903-720 | 0000968340115 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-620075 | 000295-01 ALBERTSONS \| SAF | 04/08/2025 | 394.41 | PV250805-0001 | 239.53 | 01-0111-0-1420-2140-4300-740-0101 | 726211-013025-03 |
| | | | 394.41 | PV250806-0001 | 154.88 | 01-0111-0-1420-2140-4300-740-0101 | 807332-022825-03 |
| W-620076 | 000105-04 BFI OF CA OX MTN | 04/08/2025 | 462.74 | PO250260-0006 | 462.74 | 01-0000-0-0000-8205-5504-720 | 4227-000070438 |
| W-620077 | 009675-02 READY REFRESH BY | 04/08/2025 | 163.16 | PO250062-0017 | 81.58 | 01-2600-0-0000-2490-4300-000 | 15C0034251553 |
| | | | 163.16 | PO250062-0017 | 81.58 | 12-6105-0-0001-1000-4300-100 | 15C0034251553 |
| W-620078 | 000105-05 REPUBLIC SERVICE | 04/08/2025 | 2,982.46 | PO250194-0021 | 474.63 | 01-0000-0-0000-8205-5504-331 | 0925-001699670 |
| | | | 2,982.46 | PO250194-0022 | 474.63 | 01-0000-0-0000-8205-5504-211 | 0925-001699700 |
| | | | 2,982.46 | PO250194-0023 | 474.63 | 01-0000-0-0000-8205-5504-105 | 0925-001699828 |
| | | | 2,982.46 | PO250265-0027 | 1,558.57 | 01-0000-0-0000-8205-5504-107 | 0925-001699673 |
| W-620079 | 001352-01 RICE TRUCKING-SO | 04/08/2025 | 500.94 | PO250922-0001 | 500.94 | 01-9538-0-1110-1000-4300-331 | 62338 |
| W-620080 | 012239-01 SCOOT EDUCATION | 04/08/2025 | 1,808.00 | PO250810-0008 | 1,808.00 | 01-0000-0-1110-1000-5800-105-SUB | 114041 |
| W-620081 | 009413-01 SOUTHERN COUNTIE | 04/08/2025 | 1,550.77 | PO250086-0016 | 1,550.77 | 01-9723-0-0000-3600-4300-788 | 340777 |
| W-620082 | 009623-01 STEVEN MELO INC | 04/08/2025 | 14,700.00 | PO250102-0004 | 1,200.00 | 01-8150-0-0000-8110-5603-780 | 609632 |
| | | | 14,700.00 | PO250102-0005 | 3,500.00 | 01-8150-0-0000-8110-5603-780 | 609622 |
| | | | 14,700.00 | PO250102-0006 | 10,000.00 | 01-8150-0-0000-8110-5603-780 | 609623 |
| W-620083 | 011358-01 TAFT, ERINN | 04/08/2025 | 49.14 | TC250081-0001 | 49.14 | 01-6500-0-5750-1190-5200-730 | MILEAGE_REIMB25 |
| W-620576 | 011909-01 ARCADIO'S PRODUC | 04/10/2025 | 246.00 | PO250193-0031 | 246.00 | 13-5466-0-0000-3700-4710-331 | 370066 |
| W-620577 | 008911-01 DAVID'S BAGELS | 04/10/2025 | 198.00 | PO250212-0050 | 77.00 | 13-5310-0-0000-3700-4712-331 | 41237 |
| | | | 198.00 | PO250212-0051 | 44.00 | 13-5310-0-0000-3700-4712-331 | 41224 |
| | | | 198.00 | PO250212-0052 | 77.00 | 13-5310-0-0000-3700-4712-331 | 41235 |
| W-620578 | 010760-01 THE LUNCH MASTER | 04/10/2025 | 53,631.55 | PO250259-0036 | 24,585.00 | 13-5310-0-0000-3700-4710-105 | CUAH033125 |
| | | | 53,631.55 | PO250259-0037 | 9,284.05 | 13-5310-0-0000-3700-4710-101 | CUEG033125 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 53,631.55 | PO250259-0038 | 6,165.10 | 13-5310-0-0000-3700-4710-103 | CUFV033125 |
| | | | 53,631.55 | PO250259-0039 | 2,814.40 | 13-5310-0-0000-3700-4710-107 | CUKM033125 |
| | | | 53,631.55 | PO250259-0040 | 10,783.00 | 13-5310-0-0000-3700-4710-211 | CUMC033125 |
| W-620579 | 005163-01 SYSCO FOOD SERVI | 04/10/2025 | 827.18 | PO250245-0049 | 472.02 | 13-5310-0-0000-3700-4712-331 | 750265187 |
| | | | 827.18 | PO250245-0049 | 308.79 | 13-5310-0-0000-3700-4710-331 | 750265187 |
| | | | 827.18 | PO250245-0049 | 46.37 | 13-5310-0-0000-3700-4300-331 | 750265187 |
| W-620580 | 012096-01 CADDELL FLEET SE | 04/10/2025 | 400.00 | PV250809-0001 | 400.00 | 01-9723-0-0000-3600-5603-788 | 031925 |
| W-620581 | 008304-01 CALIFORNIA WATER | 04/10/2025 | 495.07 | PO250263-0009 | 495.07 | 01-0000-0-0000-8205-5503-107 | 2188039386_03272 |
| W-620582 | 009750-01 CINTAS | 04/10/2025 | 67.09 | PO250114-0038 | 67.09 | 01-8150-0-0000-8110-5603-780 | 4224957995 |
| W-620583 | 007419-03 CLARK PEST CONTR | 04/10/2025 | 185.00 | PO250674-0004 | 185.00 | 01-8150-0-0000-8110-5800-780 | 37158295 |
| W-620584 | 004961-02 DEMCO INC. | 04/10/2025 | 77.06 | PO250928-0001 | 77.06 | 01-9450-0-1110-1000-4300-103 | 7623804 |
| W-620585 | 000583-01 DEPARTMENT OF JU | 04/10/2025 | 1,127.00 | PO250332-0008 | 1,127.00 | 01-0000-0-0000-7400-5800-750 | 800702 |
| W-620586 | 000128-01 FOLLETT CONTENT | 04/10/2025 | 63.30 | PO250874-0002 | 63.30 | 01-0111-0-1110-1000-4200-211-0201 | 542179F |
| W-620587 | 011547-01 LONGAKER, LISA | 04/10/2025 | 709.25 | PO250865-0001 | 709.25 | 01-6383-0-6205-1000-5200-331 | REIMB_2025 |
| W-620588 | 005398-01 MOBILE MODULAR M | 04/10/2025 | 1,045.00 | PO250033-0009 | 1,045.00 | 25-9010-0-9100-8700-5600-331 | 2692277 |
| W-620589 | 011578-01 MURRAY'S TRUCK A | 04/10/2025 | 1,301.64 | PO250523-0003 | 1,301.64 | 01-9723-0-0000-3600-5603-788 | 30902 |
| W-620590 | 000380-01 ODP BUSINESS SOL | 04/10/2025 | 709.99 | PO250882-0001 | 215.65 | 01-0107-0-1210-2700-4300-107 | 412059617001 |
| | | | 709.99 | PO250882-0002 | 15.13 | 01-0107-0-1210-2700-4300-107 | 412212698001 |
| | | | 709.99 | PO250882-0003 | 11.19 | 01-0107-0-1210-2700-4300-107 | 412212759001 |
| | | | 709.99 | PO250882-0004 | 23.67 | 01-0107-0-1210-2700-4300-107 | 414010357001 |
| | | | 709.99 | PO250911-0001 | 221.61 | 01-0331-0-1326-1000-4300-331 | 412826004001 |
| | | | 709.99 | PO250911-0002 | 32.70 | 01-0331-0-1326-1000-4300-331 | 412826004002 |

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 709.99 | PO250911-0003 | 7.85 | 01-0331-0-1326-1000-4300-331 | 412837112001 |
| | | | 709.99 | PO250911-0004 | 32.78 | 01-0331-0-1326-1000-4300-331 | 412837115001 |
| | | | 709.99 | PO250916-0001 | 149.41 | 01-0000-0-0000-0000-9320-000 | 416676033001 |
| W-620591 | 011171-01 ON POINT LANGUAG | 04/10/2025 | 1,502.00 | PO250820-0001 | 1,502.00 | 01-6331-0-0000-2495-5800-735 | 01-2025 |
| W-620592 | 012241-01 RAMON MIRAMONTES | 04/10/2025 | 1,734.60 | TC250084-0001 | 1,734.60 | 01-0000-0-0000-7150-5200-710 | MILEAGE_25 |
| W-620593 | 010824-01 RAMOS-CARLONI, J | 04/10/2025 | 62.30 | TC250086-0001 | 62.30 | 01-3060-0-7110-2490-5200-000 | MILEAGE_FEB25 |
| W-620594 | 005037-01 TK ELEVATOR CORP | 04/10/2025 | 2,991.39 | PO250098-0007 | 1,719.39 | 01-8150-0-0000-8110-5602-780 | 3008459381 |
| | | | 2,991.39 | PO250095-0004 | 1,272.00 | 01-8150-0-0000-8110-5602-780 | 3008459106 |
| W-620595 | 009206-01 TRADE CREDIT SER | 04/10/2025 | 2,867.67 | PO250140-0018 | 363.51 | 01-0000-0-0000-8220-4300-785 | 1661857289 |
| | | | 2,867.67 | PO250140-0018 | 2,504.16 | 01-8150-0-0000-8110-4300-780 | 1661857289 |
| W-620596 | 009346-01 U S BANK CORP PA | 04/10/2025 | 609.28 | PV250810-0001 | 16.81 | 11-6391-0-4110-2700-5200-561 | 4246-0470-0103-6 |
| | | | 609.28 | PV250811-0001 | 302.12 | 01-6266-0-1420-2140-5200-740 | 4246-0446-2279-1 |
| | | | 609.28 | PV250812-0001 | 290.35 | 01-6266-0-1420-2140-5200-740 | 4246-0446-2279-1 |
| W-620597 | 011478-01 UNITED BEHAVIORA | 04/10/2025 | 440.86 | PV250808-0001 | 440.86 | 01-0000-0-0000-0000-9564-000 | APR-25 |
| W-620598 | 011517-01 YOUNG AUDIENCES | 04/10/2025 | 2,576.67 | PO250962-0001 | 2,576.67 | 01-6770-0-1110-2490-5800-107 | INV002399 |
| W-620599 | 011898-01 APPROACH LLC | 04/10/2025 | 4,216.00 | PO250076-0010 | 4,216.00 | 11-6391-0-4110-2700-5100-561 | 4794 |
| W-620600 | 011836-02 CAMFIL USA INC | 04/10/2025 | 2,948.86 | PO250951-0001 | 2,948.86 | 01-8150-0-0000-8110-4300-780 | 30543005 |
| W-620601 | 000128-01 FOLLETT CONTENT | 04/10/2025 | 34.39 | PO250942-0001 | 34.39 | 01-0111-0-1110-1000-4200-211-0201 | 557285 |
| W-620602 | 005779-01 HD SUPPLY | 04/10/2025 | 815.85 | PO250136-0025 | 815.85 | 01-8150-0-0000-8110-4300-780 | 855327946 |
| W-620603 | 011075-01 MAIN STREET SCHO | 04/10/2025 | 12,450.00 | PO250960-0001 | 12,450.00 | 01-6500-0-5750-1180-5100-730 | INV-11382904 |
| W-620604 | 011760-01 MARABEL, TATIANA | 04/10/2025 | 2,000.00 | PO250765-0005 | 2,000.00 | 01-0000-0-0000-2421-5800-790 | 0005_04012025 |
| W-620605 | 010927-02 METLIFE SMALL MA | 04/10/2025 | 379.75 | PV250807-0001 | 379.75 | 01-0000-0-0000-0000-9564-000 | 05372885-APRIL20 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-620606 | 012179-01 NORTH COAST BACK | 04/10/2025 | 610.00 | PO250293-0005 | 610.00 | 01-8150-0-0000-8110-5603-780 | 0102 |
| W-620607 | 008883-01 PACIFICA COMMUNI | 04/10/2025 | 400.00 | PO250330-0009 | 400.00 | 01-0000-0-0000-7150-5800-710 | PCTCUSD0325 |
| W-620608 | 011178-01 PAULO'S AUTO CAR | 04/10/2025 | 301.57 | PO250115-0010 | 301.57 | 01-8150-0-0000-8110-5603-780 | 75756 |
| W-620609 | 008443-01 RECOLOGY OF THE | 04/10/2025 | 6,099.58 | PO250032-0009 | 6,099.58 | 01-0000-0-0000-8205-5504-101 | 8902 |
| W-620610 | 012239-01 SCOOT EDUCATION | 04/10/2025 | 2,260.00 | PO250810-0009 | 2,260.00 | 01-0000-0-1110-1000-5800-105-SUB | 115861 |
| W-620611 | 011989-01 SHRED WORKS INC. | 04/10/2025 | 45.00 | PO250279-0009 | 45.00 | 01-0000-0-0000-7300-5800-720 | 70564 |
| W-620612 | 007779-01 SWEETWATER SOUND | 04/10/2025 | 2,787.24 | PO250940-0001 | 2,787.24 | 01-6770-0-1110-2490-4300-211 | 44892315 |
| W-620613 | 012029-01 TAYLOR TAFT | 04/10/2025 | 68.04 | TC250085-0001 | 68.04 | 01-3410-0-5770-1190-5200-331 | MILEAGE_MAR25 |
| W-620614 | 009491-01 SOUND AND SIGNAL | 04/10/2025 | 94,000.00 | PO250825-0001 | 41,600.00 | 21-9711-0-9653-8520-5800-335 | 12979 |
| | | | 94,000.00 | PO250826-0001 | 52,400.00 | 21-9711-0-9653-8520-5800-105 | 12950 |
| W-621456 | 012268-01 LARRY BAKER | 04/15/2025 | 2,441.60 | PV250801-0001 | 2,441.60 | 25-9010-0-0000-0000-8681-000 | 04012025 |
| W-621457 | 008096-01 ACOSTA, ROSIBEL | 04/15/2025 | 194.54 | PV250816-0001 | 194.54 | 01-0000-0-0000-7110-4300-710 | REIMB_FEB25 |
| W-621458 | 005837-04 BIG CREEK LUMBER | 04/15/2025 | 1,496.39 | PO250892-0001 | 152.41 | 01-9538-0-1110-1000-4300-331 | 2375597 |
| | | | 1,496.39 | PO250892-0002 | 1,853.01 | 01-9538-0-1110-1000-4300-331 | 2374179 |
| | | | 1,496.39 | CM250026-0001 | (509.03) | 01-9538-0-1110-1000-4300-331 | 237133 |
| W-621459 | 011951-01 CESILIA GUTIERRE | 04/15/2025 | 173.92 | PV250815-0001 | 173.92 | 01-2600-0-0000-2490-4300-000 | REIMB_25 |
| W-621460 | 009750-01 CINTAS | 04/15/2025 | 201.27 | PO250114-0039 | 67.09 | 01-8150-0-0000-8110-5603-780 | 4226434575 |
| | | | 201.27 | PO250114-0040 | 67.09 | 01-8150-0-0000-8110-5603-780 | 4224217304 |
| | | | 201.27 | PO250114-0041 | 67.09 | 01-8150-0-0000-8110-5603-780 | 4223474783 |
| W-621461 | 001232-01 ESBRO CHEMICAL | 04/15/2025 | 2,334.21 | PO250216-0003 | 2,334.21 | 01-8150-0-0000-8110-4300-780 | 115572 |
| W-621462 | 007701-01 LONGAKER, LISA | 04/15/2025 | 114.40 | TC250087-0001 | 114.40 | 01-6383-0-3805-1000-5200-331 | MILEAGE_MAR25 |
| W-621463 | 000380-01 ODP BUSINESS SOL | 04/15/2025 | 156.01 | PO250081-0013 | 156.01 | 01-0000-0-0000-7300-4300-720 | 414999492001 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-621464 | 000550-01 PACIFIC GAS AND | 04/15/2025 | 2,743.38 | PO250078-0018 | 2,743.38 | 01-0000-0-0000-8205-5502-601 | 5189451218-8_040 |
| W-621465 | 000105-05 REPUBLIC SERVICE | 04/15/2025 | 2,325.50 | PO250265-0028 | 1,080.30 | 01-0000-0-0000-8205-5504-720 | 0925-001699937 |
| | | | 2,325.50 | PO250265-0028 | 86.06 | 01-0000-0-0000-8205-5504-105 | 0925-001699937 |
| | | | 2,325.50 | PO250265-0028 | 539.07 | 01-0000-0-0000-8205-5504-211 | 0925-001699937 |
| | | | 2,325.50 | PO250265-0028 | 620.07 | 01-0000-0-0000-8205-5504-331 | 0925-001699937 |
| W-621466 | 000458-01 RIORDAN, SEAN | 04/15/2025 | 779.60 | PO250937-0001 | 779.60 | 01-6383-0-3805-1000-4300-331 | REIMB_2025 |
| W-621467 | 009206-01 TRADE CREDIT SER | 04/15/2025 | 605.86 | PO250321-0009 | 486.84 | 01-3550-0-3800-1000-4300-331 | 1661738718 |
| | | | 605.86 | PO250140-0019 | 119.02 | 01-8150-0-0000-8110-4300-780 | 1661738739 |
| W-621468 | 012252-01 WONDER WORKSHOP | 04/15/2025 | 590.59 | PO250948-0001 | 590.59 | 01-6388-0-1110-1000-4300-211-RD05 | WON117615 |
| W-621469 | 011438-02 ACSIG | 04/15/2025 | 4,491.53 | PV250814-0001 | 4,491.53 | 01-0000-0-0000-0000-9572-000 | 30083486-0390, M |
| W-621470 | 011427-01 COLBI TECHNOLOGI | 04/15/2025 | 2,070.00 | PV250819-0001 | 2,070.00 | 21-9711-0-9006-8520-5800-000 | 15577 |
| W-621471 | 006312-03 COUNTY OF SAN MA | 04/15/2025 | 3,265.00 | PV250818-0001 | 3,265.00 | 01-0000-0-0000-7400-5810-750 | 4756 |
| W-621472 | 011438-01 ACSIG DENTAL | 04/15/2025 | 40,448.57 | PV250813-0001 | 40,448.57 | 01-0000-0-0000-0000-9571-000 | 20441-MAR25 |
| W-621473 | 010763-01 QUATTROCCHI KWOK | 04/15/2025 | 113,278.61 | PO250496-0006 | 3,512.00 | 21-9711-0-9654-8520-6210-101 | 26744 |
| | | | 113,278.61 | PO250496-0007 | 1,918.75 | 21-9711-0-9654-8520-6210-101 | 27201 |
| | | | 113,278.61 | PO250497-0009 | 18,801.03 | 21-9711-0-9640-8520-6210-101 | 27092 |
| | | | 113,278.61 | PO250497-0010 | 18,549.68 | 21-9711-0-9640-8520-6210-101 | 27200 |
| | | | 113,278.61 | PO250500-0009 | 21,703.22 | 21-9711-0-9640-8520-6210-101 | 27093 |
| | | | 113,278.61 | PO250500-0010 | 32,497.50 | 21-9711-0-9640-8520-6210-101 | 27202 |
| | | | 113,278.61 | PO250809-0001 | 11,490.20 | 21-9711-0-9654-8520-6210-101 | 27204 |
| | | | 113,278.61 | PO250961-0001 | 4,806.23 | 21-9721-0-9006-8520-4300-000 | 27203 |
| W-621474 | 008911-01 DAVID'S BAGELS | 04/15/2025 | 132.00 | PO250212-0053 | 55.00 | 13-5310-0-0000-3700-4712-331 | 41255 |

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**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 132.00 | PO250212-0054 | 77.00 | 13-5310-0-0000-3700-4712-331 | 41263 |
| W-621475 | 009571-01 GOLD STAR FOODS | 04/15/2025 | 846.33 | PO250244-0107 | 756.45 | 13-5310-0-0000-3700-4712-331 | 8644545 |
| | | | 846.33 | PO250244-0109 | 89.88 | 13-5310-0-0000-3700-4710-331 | 8692027 |
| W-621476 | 006946-01 JUAREZ, ADRIANA | 04/15/2025 | 5.67 | PV250823-0001 | 5.67 | 13-5310-0-0000-3700-4710-331 | 104323663 |
| W-621477 | 004891-01 ORKIN EXTERMINAT | 04/15/2025 | 172.00 | PO250215-0010 | 172.00 | 13-5310-0-0000-8205-5504-331 | 2777745264 |
| W-621478 | 004981-01 STRAW HAT PIZZA | 04/15/2025 | 569.62 | PO250228-0051 | 59.96 | 13-5310-0-0000-3700-4710-335 | 46455 |
| | | | 569.62 | PO250228-0052 | 509.66 | 13-5310-0-0000-3700-4710-331 | 46456 |
| W-621479 | 005163-01 SYSCO FOOD SERVI | 04/15/2025 | 425.00 | PO250245-0050 | 28.79 | 13-5310-0-0000-3700-4712-331 | 750280410 |
| | | | 425.00 | PO250245-0050 | 396.21 | 13-5310-0-0000-3700-4712-211 | 750280410 |
| W-621480 | 000903-01 AGUILAR, SILVIO | 04/15/2025 | 183.00 | PO250885-0001 | 183.00 | 01-0103-0-1310-1000-4300-103 | REIMB_TOLEDO |
| W-621481 | 000295-01 ALBERTSONS \| SAF | 04/15/2025 | 20.91 | PV250817-0001 | 20.91 | 01-2600-0-0000-2490-4300-000 | 721508-011725-03 |
| W-621482 | 012255-02 ALSO ENERGY | 04/15/2025 | 725.01 | PO250881-0001 | 241.67 | 01-8150-0-0000-8110-5603-780 | INV-01AE-604253 |
| | | | 725.01 | PO250881-0002 | 241.67 | 01-8150-0-0000-8110-5603-780 | INV-01AE-604254 |
| | | | 725.01 | PO250881-0003 | 241.67 | 01-8150-0-0000-8110-5603-780 | INV-01AE-604255 |
| W-621483 | 012253-01 BIRDBRAIN TECHNO | 04/15/2025 | 1,031.75 | PO250949-0001 | 1,031.75 | 01-6388-0-1110-1000-4300-211-RD05 | 66489 |
| W-621484 | 005664-02 CDW GOVERNMENT | 04/15/2025 | 8,817.25 | PO250945-0001 | 4,408.62 | 01-0000-0-0000-2421-4300-790 | AD4N34J |
| | | | 8,817.25 | PO250945-0001 | 4,408.63 | 01-8150-0-0000-8110-4300-780 | AD4N34J |
| W-621485 | 010924-01 REISS, MARTINA | 04/15/2025 | 59.42 | PV250822-0001 | 59.42 | 01-6500-0-5770-1120-4300-730 | REIMB_MAR25 |
| W-621486 | 009571-01 GOLD STAR FOODS | 04/15/2025 | 453.56 | PO250244-0108 | 337.32 | 13-5310-0-0000-3700-4710-331 | 8676258 |
| | | | 453.56 | PO250244-0108 | 39.64 | 13-5310-0-0000-3700-4712-331 | 8676258 |
| | | | 453.56 | PO250244-0110 | 76.60 | 13-5310-0-0000-3700-4710-331 | 8706437 |
| W-621487 | 012020-01 ALVAREZ, MARIANN | 04/15/2025 | 20.15 | PO250981-0001 | 20.15 | 01-0331-0-1210-1000-4300-331 | REIM_MAR25 |

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**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-621488 | 008758-01 AMERICAN PORTABL | 04/15/2025 | 132.47 | PO250139-0010 | 132.47 | 01-8150-0-0000-8110-5603-780 | 134851 |
| W-621489 | 000194-01 COASTSIDE COUNTY | 04/15/2025 | 6,815.42 | PO250079-0009 | 1,017.24 | 01-0000-0-0000-8205-5503-720 | MARCH_2025 |
| | | | 6,815.42 | PO250079-0009 | 837.07 | 01-0000-0-0000-8205-5503-211 | MARCH_2025 |
| | | | 6,815.42 | PO250079-0009 | 2,209.64 | 01-0000-0-0000-8205-5503-331 | MARCH_2025 |
| | | | 6,815.42 | PO250079-0009 | 978.15 | 01-0000-0-0000-8205-5503-101 | MARCH_2025 |
| | | | 6,815.42 | PO250079-0009 | 1,773.32 | 01-0000-0-0000-8205-5503-105 | MARCH_2025 |
| W-621490 | 009538-01 D1 SFSRA | 04/15/2025 | 972.00 | PO250984-0001 | 972.00 | 01-9335-0-1110-4200-5800-331 | 3147 |
| W-621491 | 012083-01 GUZMAN, VICTOR | 04/15/2025 | 20.00 | PO250941-0001 | 20.00 | 01-9547-0-1110-2490-4300-211 | REIMB_MARCH25 |
| W-621492 | 012233-01 HOPE C. ELSBREE | 04/15/2025 | 510.56 | PO250979-0001 | 510.56 | 01-0331-0-1352-1000-4300-331 | REIMB_MAR25 |
| W-621493 | 011253-01 INVOICE PROCESSI | 04/15/2025 | 8.00 | PV250833-0001 | 8.00 | 01-8150-0-0000-8110-4300-780 | I71258844427 |
| W-621494 | 011171-01 ON POINT LANGUAG | 04/15/2025 | 841.60 | PO250992-0001 | 841.60 | 01-0111-0-4760-2495-5800-740-0303 | 03-2025 |
| W-621495 | 011492-02 PTR MITSUBISHI F | 04/15/2025 | 2,297.76 | PO250199-0037 | 382.96 | 01-9723-0-0000-3600-5603-788 | 12217 |
| | | | 2,297.76 | PO250199-0038 | 382.96 | 01-9723-0-0000-3600-5603-788 | 12218 |
| | | | 2,297.76 | PO250199-0039 | 382.96 | 01-9723-0-0000-3600-5603-788 | 12220 |
| | | | 2,297.76 | PO250199-0040 | 382.96 | 01-9723-0-0000-3600-5603-788 | 12221 |
| | | | 2,297.76 | PO250199-0041 | 382.96 | 01-9723-0-0000-3600-5603-788 | 12222 |
| | | | 2,297.76 | PO250199-0042 | 382.96 | 01-9723-0-0000-3600-5603-788 | 12219 |
| W-621496 | 008412-01 TOTAL SCHOOL SOL | 04/15/2025 | 3,341.25 | PV250826-0001 | 3,341.25 | 01-0000-0-0000-7300-5800-720 | 18-4788 |
| W-621497 | 009346-01 U S BANK CORP PA | 04/15/2025 | 1,136.71 | PV250834-0001 | 147.64 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| | | | 1,136.71 | PO250935-0001 | 100.82 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| | | | 1,136.71 | PO250935-0002 | 118.41 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| | | | 1,136.71 | PO250930-0001 | 395.82 | 01-9538-0-1110-1000-4300-331 | 4246-0446-6404-9 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 1,136.71 | PV250829-0001 | 123.60 | 01-9400-0-1110-1000-4300-331 | 4246-0446-6404-9 |
| | | | 1,136.71 | PV250830-0001 | 25.18 | 01-9400-0-1110-1000-4300-331 | 4246-0446-6404-9 |
| | | | 1,136.71 | PV250831-0001 | 225.24 | 01-9400-0-1110-1000-4300-331 | 4246-0446-6404-9 |
| W-621498 | 009069-01 YERBY, TRACI | 04/15/2025 | 150.33 | PO250980-0001 | 150.33 | 01-0331-0-1352-1000-4300-331 | REIMB_MAR25 |
| W-621499 | 009346-01 U S BANK CORP PA | 04/15/2025 | 100.26 | PV250825-0001 | 17.70 | 01-0000-0-0000-2421-4300-790 | 4246-0470-0103-6 |
| | | | 100.26 | PV250832-0001 | 82.56 | 01-9400-0-1110-1000-4300-331 | 4246-0446-6404-9 |
| W-621500 | 000367-02 JOSTENS | 04/15/2025 | 2,319.89 | PO250991-0001 | 2,291.67 | 01-0331-0-1330-2700-4300-331 | 35845934 |
| | | | 2,319.89 | PO250978-0001 | 28.22 | 01-0331-0-1330-2700-4300-331 | 36351754 |
| W-621501 | 011849-01 PHILANTHROPIC VE | 04/15/2025 | 2,700.00 | PO250974-0001 | 2,700.00 | 01-6388-0-1110-1000-5210-211-RD05 | 20250408-SFOA |
| W-621502 | 010725-01 SVSOA | 04/15/2025 | 1,344.00 | PO250985-0001 | 1,344.00 | 01-9335-0-1110-4200-5800-331 | SOFT-24356 |
| W-621503 | 008861-01 ELLEN SILVA CREA | 04/15/2025 | 400.00 | PV250827-0001 | 400.00 | 01-6770-0-1110-1000-5800-335 | REISSUE_7240 |
| W-621504 | 005837-04 BIG CREEK LUMBER | 04/15/2025 | 132.14 | PO250134-0030 | 132.14 | 01-8150-0-0000-8110-4300-780 | 2389541 |
| W-621505 | 011843-01 KEITH HOLDEN | 04/15/2025 | 545.00 | PO250983-0001 | 545.00 | 01-6500-0-5760-1180-5100-730 | REIMB_25 |
| W-621506 | 009750-01 CINTAS | 04/15/2025 | 67.09 | PO250114-0042 | 67.09 | 01-8150-0-0000-8110-5603-780 | 4225587114 |
| W-622928 | 007627-01 AT&T MOBILITY | 04/22/2025 | 193.57 | PO250274-0008 | 193.57 | 01-0000-0-0000-8205-5901-720 | 287298525082X041 |
| W-622929 | 012239-01 SCOOT EDUCATION | 04/22/2025 | 1,808.00 | PO250810-0010 | 1,808.00 | 01-0000-0-1110-1000-5800-105-SUB | 116154 |
| W-622930 | 000295-01 ALBERTSONS \| SAF | 04/22/2025 | 684.13 | PV250843-0001 | 159.98 | 01-2600-0-0000-2490-4300-000 | 724654-031925-03 |
| | | | 684.13 | PV250844-0001 | 100.82 | 01-2600-0-0000-2490-4300-000 | 724384-031925-03 |
| | | | 684.13 | PV250845-0001 | 62.70 | 01-2600-0-0000-2490-4300-000 | 667931-032025-03 |
| | | | 684.13 | PV250846-0001 | 79.00 | 01-2600-0-0000-2490-4300-000 | 720252-040325-03 |
| | | | 684.13 | PV250847-0001 | 253.66 | 01-0111-0-1420-2140-4300-740-0101 | 727799-032825-03 |
| | | | 684.13 | PV250848-0001 | 27.97 | 01-0000-0-0000-7400-4300-750 | 806743-031325-03 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-622931 | 008193-01 COMCAST | 04/22/2025 | 17,693.76 | PO250261-0013 | 17,693.76 | 01-0000-0-0000-2421-5902-790 | 236820335 |
| W-622932 | 009675-01 READY REFRESH BY | 04/22/2025 | 202.59 | PO250062-0018 | 101.30 | 01-2600-0-0000-2490-4300-000 | 05D0034251553 |
| | | | 202.59 | PO250062-0018 | 101.29 | 12-6105-0-0001-1000-4300-100 | 05D0034251553 |
| W-622933 | 009508-01 RESOURCE SOLUTIO | 04/22/2025 | 7,123.95 | PO250130-0019 | 7,123.95 | 01-8150-0-0000-8110-4300-780 | 34473 |
| W-622934 | 009413-02 SOUTHERN COUNTIE | 04/22/2025 | 1,330.85 | PO250086-0017 | 1,330.85 | 01-9723-0-0000-3600-4300-788 | 342426 |
| W-622935 | 000295-01 ALBERTSONS \| SAF | 04/22/2025 | 82.35 | PV250850-0001 | 82.35 | 01-0000-0-0000-7300-4300-720 | 802392-031425-03 |
| W-622936 | 000915-01 HALF MOON BAY GL | 04/22/2025 | 387.90 | PO250137-0004 | 387.90 | 01-8150-0-0000-8110-4300-780 | 9043 |
| W-622937 | 011253-01 INVOICE PROCESSI | 04/22/2025 | 8.00 | PV250855-0001 | 8.00 | 01-8150-0-0000-8110-4300-780 | I712528762972 |
| W-622938 | 006797-01 MONTARA SANITARY | 04/22/2025 | 1,296.40 | PO250084-0009 | 1,287.14 | 01-0000-0-0000-8205-5503-103 | 84-03470-0402202 |
| | | | 1,296.40 | PO250084-0010 | 9.26 | 01-0000-0-0000-8205-5503-103 | 84-4080A-0-04022 |
| W-622939 | 000341-01 NAPA AUTO PARTS | 04/22/2025 | 56.85 | PO250138-0001 | 56.85 | 01-9723-0-0000-3600-4300-788 | 303057 |
| W-622940 | 011902-01 PITNEY BOWES INC | 04/22/2025 | 1,000.00 | PO250280-0016 | 1,000.00 | 01-0000-0-0000-7300-5903-720 | 8000-9000-1075-0 |
| W-622941 | 012271-01 SAN FRANCISCO GI | 04/22/2025 | 494.00 | PO251007-0001 | 494.00 | 01-9587-0-1324-2490-4300-331 | 746695 |
| W-622942 | 012239-01 SCOOT EDUCATION | 04/22/2025 | 1,356.00 | PO250810-0011 | 1,356.00 | 01-0000-0-1110-1000-5800-105-SUB | 117108 |
| W-622943 | 010759-02 WEX BANK | 04/22/2025 | 205.78 | PO250317-0006 | 205.78 | 01-6387-0-3800-1000-4300-331 | 104137166 |
| W-622944 | 011431-01 KIS | 04/22/2025 | 1,117.50 | PO250391-0003 | 1,117.50 | 01-0000-0-0000-2421-5800-790 | 83488 |
| W-622945 | 009599-01 LEE, JANICE | 04/22/2025 | 311.01 | PO250994-0001 | 311.01 | 01-9547-0-1327-1000-4300-211 | REIMB_25 |
| W-622946 | 011760-01 MARABEL, TATIANA | 04/22/2025 | 2,000.00 | PO250765-0006 | 2,000.00 | 01-0000-0-0000-2421-5800-790 | 0006_04162025 |
| W-622947 | 009231-02 MIZKAN AMERICA I | 04/22/2025 | 1,256.00 | PO250233-0003 | 1,256.00 | 01-0000-0-0000-8220-4300-785 | 000146253-2 |
| W-622948 | 004143-02 RICOH USA INC | 04/22/2025 | 747.13 | PO250264-0014 | 747.13 | 01-0000-0-0000-7300-5601-720 | 9033080842 |
| W-622949 | 012029-01 TAYLOR TAFT | 04/22/2025 | 1,718.78 | PV250851-0001 | 303.32 | 01-3410-0-5770-1190-4300-331 | REIMB_APR25 |
| | | | 1,718.78 | PV250852-0001 | 449.60 | 01-6520-0-5770-1190-5200-331 | REIMB_APR25-2 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 1,718.78 | PV250853-0001 | 840.00 | 01-6520-0-5770-1190-5200-331 | REIMB_APR25-3 |
| | | | 1,718.78 | PV250854-0001 | 125.86 | 01-6520-0-5770-1190-4300-331 | REIMB_APR25-4 |
| W-623515 | 008079-01 ALVAREZ, ESTEFAN | 04/24/2025 | 42.00 | PV250828-0001 | 42.00 | 01-0000-0-0000-7400-5200-720 | 3/26/25 |
| W-623516 | 011909-01 ARCADIO'S PRODUC | 04/24/2025 | 45.60 | PO250193-0032 | 45.60 | 13-5466-0-0000-3700-4710-331 | 371435 |
| W-623517 | 009571-01 GOLD STAR FOODS | 04/24/2025 | 969.06 | PO250244-0111 | 218.20 | 13-5310-0-0000-3700-4710-331 | 8642940 |
| | | | 969.06 | PO250244-0112 | 504.30 | 13-5310-0-0000-3700-4712-331 | 8676259 |
| | | | 969.06 | PO250244-0113 | 102.92 | 13-5310-0-0000-3700-4712-331 | 8723260 |
| | | | 969.06 | PO250244-0114 | 143.64 | 13-5310-0-0000-3700-4710-331 | 872386 |
| W-623518 | 000295-01 ALBERTSONS \| SAF | 04/24/2025 | 26.36 | PV250842-0001 | 2.99 | 13-5310-0-0000-3700-4710-331 | 802392-0314-0308 |
| | | | 26.36 | PV250836-0001 | 4.47 | 13-5310-0-0000-3700-4710-331 | 720688-031025-03 |
| | | | 26.36 | PV250837-0001 | 3.78 | 13-5310-0-0000-3700-4710-331 | 7121108-031125-0 |
| | | | 26.36 | PV250839-0001 | 7.49 | 13-5310-0-0000-3700-4710-331 | 439367-032825-03 |
| | | | 26.36 | PV250840-0001 | 7.63 | 13-5310-0-0000-3700-4300-331 | 725282-032125-03 |
| W-623519 | 008938-01 AMAZON CAPITAL S | 04/24/2025 | 19.68 | PV250835-0001 | 19.68 | 13-5310-0-0000-3700-4300-331 | 1QR1-3FK9-GTHQ |
| W-623520 | 009571-01 GOLD STAR FOODS | 04/24/2025 | 756.38 | PO250244-0115 | 756.38 | 13-5310-0-0000-3700-4712-331 | 8705805 |
| W-623521 | 010901-01 WEBRESTAURANT ST | 04/24/2025 | 182.74 | PV250841-0001 | 182.74 | 13-5310-0-0000-3700-4300-105 | 107827708 |
| W-623522 | 009538-03 D1 SFSRA | 04/24/2025 | 920.00 | PO250984-0002 | 920.00 | 01-9335-0-1110-4200-5800-331 | 3148 |
| W-623523 | 003580-01 EMPLOYMENT DEVEL | 04/24/2025 | 3,896.09 | PV250857-0001 | 3,896.09 | 01-0000-0-0000-0000-9565-000 | 942-4605-5 |
| W-624992 | 009571-01 GOLD STAR FOODS | 04/29/2025 | 431.16 | PO250244-0102 | 73.00 | 13-5310-0-0000-3700-4710-331 | 8552901 |
| | | | 431.16 | PO250244-0106 | 67.06 | 13-5310-0-0000-3700-4712-331 | 8676374 |
| | | | 431.16 | PO250244-0104 | 172.18 | 13-5310-0-0000-3700-4710-331 | 8642939 |
| | | | 431.16 | PO250244-0104 | 118.92 | 13-5310-0-0000-3700-4712-331 | 8642939 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-624993 | 004981-01 STRAW HAT PIZZA | 04/29/2025 | 509.66 | PO250228-0050 | 509.66 | 13-5310-0-0000-3700-4710-331 | 45454 |
| W-624994 | 002112-01 CA DEPT OF TAX & | 04/29/2025 | 39.00 | PV250821-0001 | 39.00 | 01-9723-0-0000-3600-4300-788 | 057-415036, 0331 |
| W-624995 | 012269-01 ALLIE SCHULZ | 04/29/2025 | 58.83 | PO251022-0001 | 58.83 | 01-0111-0-1110-1000-4300-101-0301 | REIMB_2025 |
| W-624996 | 008058-05 AT&T | 04/29/2025 | 1,396.70 | PO250272-0009 | 1,396.70 | 01-0000-0-0000-8205-5901-720 | 97909999903 |
| W-624997 | 005837-04 BIG CREEK LUMBER | 04/29/2025 | 90.36 | PO250134-0032 | 90.36 | 01-8150-0-0000-8110-4300-780 | 2392240 |
| W-624998 | 008436-01 BRIDGE WIRELESS | 04/29/2025 | 3,044.39 | PO250958-0001 | 3,044.39 | 01-0000-0-0000-2421-4300-790 | 42679 |
| W-624999 | 005218-01 BUS WEST | 04/29/2025 | 109.66 | PO250100-0002 | 109.66 | 01-9723-0-0000-3600-5603-788 | XA410058751:01 |
| W-625000 | 012270-01 CHRISTOPHER BENO | 04/29/2025 | 133.50 | PO251012-0001 | 133.50 | 01-0211-0-1310-1000-4300-211 | REIMB_2025 |
| W-625001 | 012073-01 COASTSIDE LAND T | 04/29/2025 | 230.20 | PO251004-0001 | 230.20 | 01-0111-0-1110-2495-4300-103-303 | 0425 |
| W-625002 | 000583-01 DEPARTMENT OF JU | 04/29/2025 | 633.00 | PO250332-0009 | 633.00 | 01-0000-0-0000-7400-5800-750 | 807300 |
| W-625003 | 011213-02 EXPLORE LEARNING | 04/29/2025 | 3,295.00 | PO250998-0001 | 3,295.00 | 01-3010-0-1110-2490-4300-101 | CI-00030094 |
| W-625004 | 008337-01 JONES, DAVID | 04/29/2025 | 544.14 | PO250971-0001 | 544.14 | 01-9538-0-1110-1000-4300-331 | REIMB_25 |
| W-625005 | 008272-01 LOPEZ, GERRY | 04/29/2025 | 550.00 | PO251013-0001 | 550.00 | 01-3010-0-1110-1000-5200-211 | CUSD31325 |
| W-625006 | 012179-01 NORTH COAST BACK | 04/29/2025 | 1,310.00 | PO250293-0006 | 1,310.00 | 01-8150-0-0000-8110-5603-780 | 0105 |
| W-625007 | 006911-01 O'CONNOR-BROWN, | 04/29/2025 | 575.60 | PO250990-0001 | 575.60 | 01-3010-0-1110-2490-4300-101 | REIMB_25 |
| W-625008 | 012246-01 PAIGE RICHARDS | 04/29/2025 | 129.25 | PV250866-0001 | 129.25 | 01-3010-0-1110-1000-4300-105 | REIMB_2025 |
| W-625009 | 011178-01 PAULO'S AUTO CAR | 04/29/2025 | 1,263.43 | PO250115-0011 | 1,263.43 | 01-8150-0-0000-8110-5603-780 | 76270 |
| W-625010 | 012108-02 RELIAS LLC | 04/29/2025 | 120.80 | PO250294-0010 | 120.80 | 11-3926-0-4110-1000-4300-561 | SI-419628 |
| W-625011 | 008767-03 SMARTSIGN | 04/29/2025 | 2.00 | PO250173-0004 | 2.00 | 01-8150-0-0000-8110-4300-780 | SMT-805090_2 |
| W-625012 | 009346-01 U S BANK CORP PA | 04/29/2025 | 598.76 | PV250871-0001 | 146.34 | 01-0000-0-0000-7110-4300-710 | 4246-0446-7592-7 |
| | | | 598.76 | PV250864-0001 | 207.23 | 01-6266-0-1420-2140-5200-740 | 4246-0446-2279-1 |
| | | | 598.76 | PV250865-0001 | 40.00 | 01-6266-0-1420-2140-5200-740 | 4246-0446-2279-1 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 598.76 | PV250860-0001 | 15.20 | 01-7010-0-3800-1000-4300-331 | 4246-0446-6404-9 |
| | | | 598.76 | PV250862-0001 | 189.99 | 01-0111-0-1420-2140-4300-740-0102 | 4246-0446-2279-1 |
| W-625013 | 011057-01 UPS | 04/29/2025 | 30.00 | PO250275-0006 | 30.00 | 01-0000-0-0000-7300-5903-720 | 0000968340165 |
| W-625014 | 011761-01 ZOO-PHONICS, INC | 04/29/2025 | 474.88 | PO251015-0001 | 474.88 | 01-9354-0-1110-1000-4300-556 | 68505 |
| W-625015 | 008058-01 AT&T | 04/29/2025 | 3,444.20 | PV250824-0001 | 3,444.20 | 01-0000-0-0000-8205-5901-720 | BAN#: 9391000531 |
| W-625016 | 008337-01 JONES, DAVID | 04/29/2025 | 806.61 | PV250820-0001 | 806.61 | 01-8150-0-0000-8110-4300-780 | 040825 REIMB. |
| W-625017 | 011915-01 VALENCIA-BECERRA | 04/29/2025 | 28.50 | PV250849-0001 | 28.50 | 01-0000-0-0000-7111-4300-750 | REIMB_25 |
| W-625018 | 008938-02 AMAZON CAPITAL S | 04/29/2025 | 17,525.07 | PV250858-0001 | 54.68 | 01-0331-0-1210-2700-4300-331 | 1TGK-RR4K-H3L1 |
| | | | 17,525.07 | PO250919-0001 | 1,796.65 | 01-6547-0-0001-1000-4300-100 | 1N3J-6HF3-HCHL |
| | | | 17,525.07 | PO250855-0001 | 464.46 | 01-9664-0-1110-1000-4300-000 | 1D6Q-4RJX-GTN7 |
| | | | 17,525.07 | PV250859-0001 | 19.66 | 01-0105-0-1310-1000-4300-105 | 1W6K-M6HW-GQW4 |
| | | | 17,525.07 | PO250048-0009 | 545.92 | 01-6010-0-1110-4000-4300-101 | 173R-K4W7-GNJN |
| | | | 17,525.07 | PO250320-0002 | 27.21 | 01-6387-0-1110-1000-4300-331 | 1D6Q-4RJX-GVKG |
| | | | 17,525.07 | PO250195-0002 | 7.43 | 01-9723-0-0000-3600-4300-788 | 1X3H-H1GH-GFP6 |
| | | | 17,525.07 | PO250087-0005 | 639.82 | 11-6391-0-4110-2700-4300-561 | 1FJJ-K1T1-GRMX |
| | | | 17,525.07 | PO250964-0001 | 82.30 | 01-0335-0-3250-1000-4300-335 | 1XT1-NDNN-H3DK |
| | | | 17,525.07 | PO250907-0001 | 18.58 | 01-0331-0-1210-2700-4300-331 | 1WX4-QNRM-H9J1 |
| | | | 17,525.07 | PO250946-0001 | 185.24 | 01-0331-0-1210-1000-4300-331 | 1WX4-QNRM-GPXP |
| | | | 17,525.07 | PO250955-0001 | 63.28 | 01-0111-0-1110-1000-4300-101-0303 | 1WJT-MKKR-HFLN |
| | | | 17,525.07 | PO250895-0001 | 303.94 | 01-0107-0-1210-2700-4300-107 | 1TGC-LV7C-H3LP |
| | | | 17,525.07 | PO250080-0018 | 10.92 | 01-0000-0-0000-7300-4300-720 | 1PHY-HV3F-GK43 |
| | | | 17,525.07 | PO250080-0019 | 73.62 | 01-0000-0-0000-7300-4300-720 | 1RVM-C3CD-H4WX |

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| | | | 17,525.07 | PO250915-0001 | 1,673.48 | 01-6547-0-0001-1000-4300-100 | 1R7V-PH3W-H4P3 |
| | | | 17,525.07 | PO250950-0001 | 104.08 | 01-0331-0-1354-1000-4300-331 | 1R3F-R9TH-GPLK |
| | | | 17,525.07 | PO250924-0001 | 590.78 | 01-0105-0-1310-1000-4300-105 | 11GR-QLDK-GWW1 |
| | | | 17,525.07 | PO250906-0001 | 22.22 | 01-0331-0-1354-1000-4300-331 | 14KK-RLTV-HLDW |
| | | | 17,525.07 | PO250897-0001 | 40.49 | 01-0103-0-1210-2700-4300-103 | 173R-K4W7-GMFX |
| | | | 17,525.07 | PO250897-0001 | 38.14 | 01-0111-0-1110-2495-4300-103-303 | 173R-K4W7-GMFX |
| | | | 17,525.07 | PO250859-0001 | 214.30 | 01-6388-0-1110-1000-4300-211-RD05 | 173R-K4W7-GYQR |
| | | | 17,525.07 | PO250946-0002 | 105.29 | 01-0331-0-1210-1000-4300-331 | 17HV-DRF9-GRQ1 |
| | | | 17,525.07 | PO250089-0010 | 2,511.26 | 01-0000-0-0000-2421-4300-790 | 1QR1-3FK9-GKKT |
| | | | 17,525.07 | PO250368-0008 | 50.29 | 01-6500-0-5750-2100-4300-730 | 1QR1-3FK9-GKV6 |
| | | | 17,525.07 | PV250856-0001 | 18.32 | 01-0103-0-1310-1000-4300-103 | 1RVM-C3CD-GLHK |
| | | | 17,525.07 | CM250027-0001 | (18.01) | 01-0103-0-1310-1000-4300-103 | 1TV4-QXXV-GVV3 |
| | | | 17,525.07 | PO250956-0001 | 200.54 | 01-0331-0-1455-1000-4300-331 | 1TV4-QXXV-GMDH |
| | | | 17,525.07 | PO250047-0016 | 93.32 | 12-6105-0-0001-1000-4300-100 | 17Y7-93XQ-HGLF |
| | | | 17,525.07 | PO250044-0019 | 3,411.68 | 01-8150-0-0000-8110-4300-780 | 17Y7-93XQ-HKGM |
| | | | 17,525.07 | PO250927-0001 | 433.11 | 01-0331-0-1354-1000-4300-331 | 199N-99XH-HCV3 |
| | | | 17,525.07 | PO250963-0001 | 79.39 | 01-0211-0-1310-1000-4300-211 | 1KR4-7QL3-H9LK |
| | | | 17,525.07 | PO250953-0001 | 1,463.28 | 01-6383-0-3802-2490-4300-331 | 1KRL-PVH7-GL3V |
| | | | 17,525.07 | PO250953-0001 | 1,367.08 | 01-6388-0-1110-1000-4300-211-RD06 | 1KRL-PVH7-GL3V |
| | | | 17,525.07 | PO250047-0017 | 886.32 | 01-2600-0-0000-2490-4300-000 | 1QKX-74GH-GTXF |
| | | | 17,525.07 | CM250028-0001 | (54.00) | 01-6500-0-5750-2100-4300-730 | 1XKH-LC3L-GN61 |
| W-625019 | 006312-03 COUNTY OF SAN MA | 04/29/2025 | 460.00 | PV250868-0001 | 460.00 | 01-0000-0-0000-7400-5810-750 | 4781 |

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**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-625020 | 011550-01 EICHLER ASSOCIAT | 04/29/2025 | 1,475.00 | PO250715-0005 | 1,475.00 | 21-9711-0-9645-8520-5800-103 | 2230 |
| W-625021 | 000388-01 HILL'S POOL SERV | 04/29/2025 | 8,060.79 | PO250118-0004 | 9,240.98 | 01-8150-0-0000-8110-5603-780 | 275872-2 |
| | | | 8,060.79 | PO250118-0005 | (1,180.19) | 01-8150-0-0000-8110-5603-780 | CRM0009914 |
| W-625022 | 012175-02 TERRAVERDE ENERG | 04/29/2025 | 2,740.00 | PV250867-0001 | 2,740.00 | 01-0000-0-0000-7300-5800-720 | 2284 |
| W-625023 | 012076-01 CIS INC | 04/29/2025 | 30,760.00 | PO250146-0009 | 10,360.00 | 21-9711-0-9645-8520-6290-103 | FV MOD -18 |
| | | | 30,760.00 | PO250147-0009 | 20,400.00 | 21-9711-0-9640-8520-6290-101 | EG - 011 |
| W-625024 | 011153-01 CONSOLIDATED ENG | 04/29/2025 | 18,414.21 | PO250524-0018 | 18,414.21 | 21-9711-0-9665-8520-6240-101 | 227643 |
| W-625025 | 012054-01 CORE WEST INC | 04/29/2025 | 861,483.25 | PO250150-0009 | 861,483.25 | 21-9711-0-9645-8520-6200-103 | 21 |
| W-625026 | 010763-01 QUATTROCCHI KWOK | 04/29/2025 | 125,485.78 | PO250496-0008 | 227.50 | 21-9711-0-9654-8520-6210-101 | 27330 |
| | | | 125,485.78 | PO250497-0011 | 18,897.30 | 21-9711-0-9640-8520-6210-101 | 27329 |
| | | | 125,485.78 | PO250809-0002 | 34,470.60 | 21-9711-0-9654-8520-6210-101 | 27333 |
| | | | 125,485.78 | PO250500-0011 | 65,768.75 | 21-9711-0-9640-8520-6210-101 | 27331 |
| | | | 125,485.78 | PO250961-0002 | 6,030.00 | 21-9721-0-9801-8520-6210-331 | 27332 |
| | | | 125,485.78 | PO250961-0002 | 91.63 | 21-9721-0-9006-8520-4300-000 | 27332 |
| W-625027 | 010685-01 TMP SERVICES | 04/29/2025 | 24,993.02 | PO250672-0001 | 24,993.02 | 21-9711-0-9661-8520-6170-000 | 53778 |
| W-625028 | 012132-01 RODAN BUILDERS I | 04/29/2025 | 1,655,889.32 | PO250164-0009 | 1,655,889.32 | 21-9711-0-9640-8520-6200-101 | 23-1292 12 MARCH |
| W-625029 | 011589-01 A+ LIVESCAN SERV | 04/29/2025 | 300.00 | PV250872-0001 | 300.00 | 01-0000-0-0000-7400-5800-750 | 20654A |
| W-625030 | 008079-01 ALVAREZ, ESTEFAN | 04/29/2025 | 77.40 | PV250873-0001 | 54.15 | 01-0000-0-0000-7400-5200-720 | REIMB_APR25 |
| | | | 77.40 | PV250873-0001 | 23.25 | 01-7311-0-1110-2140-5200-000 | REIMB_APR25 |
| W-625031 | 008938-02 AMAZON CAPITAL S | 04/29/2025 | 985.03 | PO250914-0001 | 467.09 | 01-9664-0-1110-1000-4300-000 | 17Y7-93XQ-GYMR |
| | | | 985.03 | PO250920-0001 | 517.94 | 01-9664-0-1110-1000-4300-000 | 1RH3F-R9TH-GJW3 |
| W-625032 | 012273-01 AMY POPOVICH | 04/29/2025 | 47.00 | PV250861-0001 | 47.00 | 01-0000-0-0000-7400-5800-750 | REIMB_2025 |

040125-043025 WARRANT REGISTER
**41 Cabrillo Unified School District** **Fiscal Year: 2025**

| Warrant/EFT | Vendor | Date | Amount | Reference | Payment | Fu Rs Y Goal Func Obj Sch Mgmt | Invoice # |
|---|---|---|---|---|---|---|---|
| W-625033 | 005837-04 BIG CREEK LUMBER | 04/29/2025 | 135.46 | PO250134-0031 | 135.46 | 01-8150-0-0000-8110-4300-780 | 2390454 |
| W-625034 | 007419-03 CLARK PEST CONTR | 04/29/2025 | 185.00 | PO250674-0005 | 185.00 | 01-8150-0-0000-8110-5800-780 | 37312992 |
| W-625035 | 011505-01 DOCUSIGN INC | 04/29/2025 | 3,312.00 | PO250944-0001 | 3,312.00 | 01-0000-0-0000-2421-5800-790 | 111100495076 |
| W-625036 | 012083-01 GUZMAN, VICTOR | 04/29/2025 | 88.78 | PO250993-0001 | 88.78 | 01-3010-0-1110-1000-4300-211 | REIMB_MAR25 |
| W-625037 | 011821-01 HARRIS STRIPING | 04/29/2025 | 10,320.00 | PO250893-0001 | 10,320.00 | 01-8150-0-0000-8110-5603-780 | 04412 |
| W-625038 | 011601-01 HMB SMOG | 04/29/2025 | 547.22 | PO250198-0003 | 547.22 | 01-9723-0-0000-3600-5603-788 | 11248 |
| W-625039 | 011927-01 JW PEPPER & SON | 04/29/2025 | 45.00 | PO251001-0001 | 45.00 | 01-9547-0-1345-1000-4300-211 | 367434090 |
| W-625040 | 009599-01 LEE, JANICE | 04/29/2025 | 104.30 | PO251010-0001 | 104.30 | 01-9547-0-1327-1000-4300-211 | REIMB_2025 |
| W-625041 | 007160-01 LYNNE, HOLLY | 04/29/2025 | 83.80 | TC250088-0001 | 83.80 | 01-0000-0-0000-7300-5200-720 | MILEAGE_APR2025 |
| W-625042 | 011738-01 POWERSCHOOL GROU | 04/29/2025 | 1,300.00 | PV250863-0001 | 1,300.00 | 01-7311-0-1110-2140-5200-000 | INV438697 |
| W-625043 | 005581-01 ROTARY CLUB OF H | 04/29/2025 | 600.00 | PO250298-0001 | 600.00 | 11-6391-0-4110-1000-5300-561 | 3541 |
| W-625044 | 011328-01 SCHOOL FACILITY | 04/29/2025 | 6,232.50 | PO250767-0004 | 1,283.75 | 21-9711-0-9006-8520-5800-000 | 0022901 |
| | | | 6,232.50 | PO250767-0002 | 3,172.50 | 21-9711-0-9006-8520-5800-000 | 0022469 |
| | | | 6,232.50 | PO250767-0003 | 1,776.25 | 21-9711-0-9006-8520-5800-000 | 0022876 |
| W-625045 | 006566-01 SILVERIA, DEBBIE | 04/29/2025 | 16.95 | PO251006-0001 | 16.95 | 01-0107-0-1210-2700-4300-107 | REIMB_2025 |
| W-625046 | 008871-01 UNITED COACH TOU | 04/29/2025 | 820.00 | PO251003-0001 | 820.00 | 01-6383-0-3804-2490-5210-331 | 23496WF |
| W-625047 | 012019-01 VANIR CONSTRUCTI | 04/29/2025 | 102,995.00 | PO250010-0009 | 102,995.00 | 21-9711-0-9006-8520-5800-000 | 180564 |

**Warrant/EFT Count:** 278 **Total Warrant/EFT Amount:** 4,744,678.35

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Action
**ITEM TITLE:** Renewal of Ricoh Copier Lease Agreement

## BACKGROUND INFORMATION

The current district-wide copier lease agreement with Ricoh is set to expire on May 31, 2025. Ricoh has provided reliable service and support throughout the term of the existing contract.

## REPORT/PROPOSAL

We are renewing our copier lease with Ricoh for another five-year term. As part of this new agreement, the district will receive an entirely new fleet of copiers at all sites. A recent staff survey indicates the overwhelming majority of staff are satisfied with both the performance of the current copier fleet and Ricoh's service. The updated machines offered through the new contract will be even more efficient and aligned with our operational needs.

## FISCAL ANALYSIS

The new agreement will be funded through the district's existing operational budget allocated for copier services. There is no significant increase in cost, and the lease will continue to provide predictable expenses over the next five years.

## RECOMMENDATION

It is recommended that the Governing Board approve the copier lease agreement with Ricoh for an additional five-year term.

***Prepared by:*** *Holly Lynne*

Docusign Envelope ID: CC2EB5DD-E218-4417-A959-5802A8C48501

RICOH

# ORDER AGREEMENT

**Sales Type:** LEASE

Master Maintenance and Sale Agreement Number: MMSA33107177
Master Maintenance and Sale Agreement Date:

| EQUIPMENT BILL TO INFORMATION | | |
|---|---|---|
| **Customer Legal Name:** Cabrillo Unified School District | | |
| **Address Line 1:** 498 KELLY AVE | | **Contact:** Stig Lynne |
| **Address Line 2:** | | **Phone:** (650)638-8637 |
| **City:** HALF MOON BAY | | **E-mail:** LynneS@cabrillo.k12.ca.us |
| **ST/Zip:** CA / 94019-6102 | **County:** SAN MATEO | **Fax:** |

| | | | | |
|---|---|---|---|---|
| | PO Included PO# | | | TS PO# (if applicable) _ |
| | Sales Tax Exempt (Attach Valid Exemption Certificate) | | | Add to Existing Service Contract # |
| Yes | Syndication | | Yes | Fixed Rate Service Term 60 Months |
| | PS Service (Subject to and governed by additional Terms and Conditions) | | | Annual Escalation (after initial Fixed term) 15% |
| | IT Service (Subject to and governed by additional Terms and Conditions) | | | |

This is an Order made pursuant to the terms and conditions of the above referenced Master Agreement(s) between Customer and Ricoh USA, Inc. The signature below indicates that the customer accepts all terms and conditions of the applicable Master Agreement(s) for this sale, all of which are incorporated herein by reference and made part of this Order. This Order is not valid unless and until signed by and Authorized Signatory of Ricoh USA, Inc.

| SERVICE INFORMATION | | | |
|---|---|---|---|
| **SERVICE BILL TO INFORMATION** | | | |
| **Customer Legal Name:** Cabrillo Unified School District | | | |
| **Address Line 1:** 498 KELLY AVE | | **Contact:** Stig Lynne | |
| **Address Line 2:** | | **Phone:** (650)638-8637 | |
| **City:** HALF MOON BAY | | **E-mail:** LynneS@cabrillo.k12.ca.us | |
| **ST/Zip:** CA /94019-6102 | **County:** SAN MATEO | **Fax:** | |

| Service Term (Months) | Base Billing Frequency | Overage Billing Frequency | Service Type |
|---|---|---|---|
| 60 Months | | QUARTERLY | GOLD |

| Guaranteed Group Total Allowance *QUARTERLY* | | Group Overages | | Service Base |
|---|---|---|---|---|
| **B/W** | **Color** | **B/W** | **Color** | |
| 0 | 0 | 0.0067 | 0.0538 | $0.00 |

## SHIP TO / PRODUCT INFORMATION

| Product Description | QTY | Service Level | 11 x 17 | B/W Allowance *QUARTERLY* | B/W Ovg | Color Allowance *QUARTERLY* | Color Ovg | Service Base | Ship To / Equipment Address Contact Info |
|---|---|---|---|---|---|---|---|---|---|

RICOH

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| RICOH IM7000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 1 LEWIS FOSTER DR<br>HALF MOON BAY CA<br>94019-1766 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 1 LEWIS FOSTER DR<br>HALF MOON BAY CA<br>94019-1766 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC300F CONFIGURABLE PTO MODEL | 2 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 498 KELLY AVE<br>HALF MOON BAY CA<br>94019-6102 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC6010 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 1100 LE CONTE AVE<br>MONTARA CA<br>94037 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IM5000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 490 MIRAMONTES AVE<br>HALF MOON BAY CA<br>94019-1824 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH PROC5300SLT CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 498 KELLY AVE<br>HALF MOON BAY CA<br>94019-6102 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 490 MIRAMONTES AVE<br>HALF MOON BAY CA<br>94019-1824 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IM7000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 600 CHURCH ST<br>HALF MOON BAY CA<br>94019-1904 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 498 KELLY AVE<br>HALF MOON BAY CA<br>94019-6102 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 600 CHURCH ST<br>HALF MOON BAY CA<br>94019-1904 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 400 SANTIAGO AVE<br>EL GRANADA CA<br>94018-8145 US<br>Stig Lynne<br>(650)638-8637<br>LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 211 SWETT RD<br>WOODSIDE CA<br>94062-4709 US<br>Stig Lynne<br>(650)638-8637 |

RICOH

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 490 MIRAMONTES AVE HALF MOON BAY CA 94019-1824 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 498 KELLY AVE HALF MOON BAY CA 94019-6102 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 498 KELLY AVE HALF MOON BAY CA 94019-6102 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IM550F CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 1100 LE CONTE AVE MONTARA CA 94037 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IM9000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 1 LEWIS FOSTER DR HALF MOON BAY CA 94019-1766 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IM9000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 490 MIRAMONTES AVE HALF MOON BAY CA 94019-1824 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IM9000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 600 CHURCH ST HALF MOON BAY CA 94019-1904 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |
| RICOH IM9000 CONFIGURABLE PTO MODEL | 1 | GOLD | Double Click | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | Service (TS) Contract info outlined above | 400 SANTIAGO AVE EL GRANADA CA 94018-8145 US Stig Lynne (650)638-8637 LynneS@cabrillo.k12.ca.us |

## BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION

| BASIC CONNECTIVITY / PS / IT Services Description | QTY |
|---|---|
| TS-TRAINING STANDARD HARDWARE ONLY-REMOTE | 10 |
| [OA] CIP ISF PPSE TRAINING - PROC5300 FAMILY GW | 1 |
| [OOD]USED TO MIGRATE SSCD CONTRACTS ONLY | 1 |
| [SOW NO SDA]RICOH PS PAPERCUT 3 MONTH DEPLOYMENT RETAINER (PER HOUR) | 35 |
| SOFTWARE MAINTENANCE AND SUPPORT LEASE RENEWAL NC | 1 |
| DATA ERASE WITH HD SURRENDER G707M161150R1 | 1 |
| DATA ERASE WITH HD SURRENDER 3670C200011 | 1 |
| DATA ERASE WITH HD SURRENDER C340R300054 | 1 |
| DATA ERASE WITH HD SURRENDER C310L500085 | 1 |
| DATA ERASE WITH HD SURRENDER G696MC60381R1 | 1 |

Docusign Envelope ID: CC2EB5DD-E218-4417-A959-5802A8C48501

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| | |
|---|---|
| DATA ERASE WITH HD SURRENDER C339RB00114 | 1 |
| DATA ERASE WITH HD SURRENDER C340R300065 | 1 |
| DATA ERASE WITH HD SURRENDER 3670C300037 | 1 |
| DATA ERASE WITH HD SURRENDER 3920P500273 | 1 |
| DATA ERASE WITH HD SURRENDER 3080R400130 | 1 |
| DATA ERASE WITH HD SURRENDER G707M161301R1 | 1 |
| DATA ERASE WITH HD SURRENDER 3080R400103 | 1 |
| DATA ERASE WITH HD SURRENDER G696MC60599R1 | 1 |
| DATA ERASE WITH HD SURRENDER 3080R400141 | 1 |
| DATA ERASE WITH HD SURRENDER 3120R300681 | 1 |
| DATA ERASE WITH HD SURRENDER C310L500066 | 1 |
| DATA ERASE WITH HD SURRENDER G706MB60082R1 | 1 |
| DATA ERASE WITH HD SURRENDER C340R300119 | 1 |
| DATA ERASE WITH HD SURRENDER 3670C300028 | 1 |
| DATA ERASE WITH HD SURRENDER 3670C200004 | 1 |
| DATA ERASE WITH HD SURRENDER 3670C200030 | 1 |
| DATA ERASE WITH HD SURRENDER 3920P500009 | 1 |
| PROMO GRAPHIC COMMUNICATIONS TEAM 0 AND REDUCED LEASE RATES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 1 AND DESKTOP DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
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| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 1 AND DESKTOP DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| TS NETWORK & SCAN - PRINTER | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| TS NETWORK & SCAN CONNECT - SEG 5 | 1 |
| RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES | 1 |
| TS NETWORK & SCAN CONNECT - SEG 5 | 1 |

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| | |
|---|---|
| RETURN CHARGE - SEGMENT 1 AND DESKTOP DEVICES | 1 |
| TS NETWORK & SCAN CONNECT - SEG 5 | 1 |
| TS NETWORK & SCAN CONNECT - SEG 5 | 1 |

| ORDER TOTALS | | |
|---|---|---|
| ***Service Type Offerings:*** | **Product Total:** | |
| **Gold:** Includes all supplies and staples. Excludes paper.<br>**Silver:** Includes all supplies. Excludes paper and staples.<br>**Bronze:** Parts and labor only. Excludes paper, staples and supplies. | **BASIC CONNECTIVITY / PS / IT Services :** | |
| | **BuyOut After Promotions:** | |
| **Additional Provisions:** ***Insert ANY additional provisions here*** | **Grand Total: (Excludes Tax)** | |
| | | |

**Accepted by Customer**

Signed by:

By: X Jennifer Marsh

0BA9E187E1F8461...

*Authorized Signer Signature*

Printed Name: Jennifer Marsh

Title: Chief Business Officer Date: 4/29/2025

**Accepted: Ricoh USA, Inc.**

By: _____

*Authorized Signer Signature*

Printed Name: _____

Title: _____ Date: _____

Docusign Envelope ID: CC2EB5DD-E218-4417-A959-5802A8C48501

RICOH

## EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 1 LEWIS FOSTER DR | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1766 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | IMC2000 | 3080R400103 / C86296401 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 600 CHURCH ST | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1904 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | PRO8300S | 3670C200004 / C86297486 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 1 LEWIS FOSTER DR | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1766 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | PRO8300S | 3670C200030 / C86297488 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 498 KELLY AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-6102 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | IMC300F | 3920P500273 / C86297499 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 490 MIRAMONTES AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1824 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MPC3004-RM | G696MC60599R1 / C94029866 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 600 CHURCH ST | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1904 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MP6055SP | C340R300119 / C86297035 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 211 SWETT RD | | | **City:** | WOODSIDE |

RICOH

| | | | | | |
|---|---|---|---|---|---|
| **State:** | CA | **Zip:** | 94062-4709 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MPC3504-RM | G706MB60082R1 / C86319552 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 211 SWETT RD | | | **City:** | WOODSIDE |
| **State:** | CA | **Zip:** | 94062-4709 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
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| | MP3555SP | C310L500066 / C86297021 |

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| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 498 KELLY AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-6102 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | IMC4500 | 3120R300681 / C86297461 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 400 SANTIAGO AVE | | | **City:** | EL GRANADA |
| **State:** | CA | **Zip:** | 94018-8145 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | PRO8300S | 3670C300028 / C86297489 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 1100 LE CONTE AVE | | | **City:** | MONTARA |
| **State:** | CA | **Zip:** | 94037 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
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| | MP6055SP | C340R300054 / C86297037 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 498 KELLY AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-6102 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
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| | PRO8300S | 3670C300037 / C86297460 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 498 KELLY AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-6102 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MP3555SP | C310L500085 / C86297022 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 400 SANTIAGO AVE | | | **City:** | EL GRANADA |
| **State:** | CA | **Zip:** | 94018-8145 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | IMC2000 | 3080R400141 / C86296403 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 600 CHURCH ST | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1904 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

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|---|---|---|
| | IMC2000 | 3080R400130 / C86296402 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 1100 LE CONTE AVE | | | **City:** | MONTARA |
| **State:** | CA | **Zip:** | 94037 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MPC3504-RM | G707M161150R1 / C86319551 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 498 KELLY AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-6102 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | IMC300F | 3920P500009 / C86297500 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 490 MIRAMONTES AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1824 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | PRO8300S | 3670C200011 / C86297487 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 490 MIRAMONTES AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1824 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MP5055SP | C339RB00114 / C86297462 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 1 LEWIS FOSTER DR | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1766 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

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| Make | Model | Serial Number |
|---|---|---|
| | MP6055SP | C340R300065 / C86297036 |

| | | | | | |
|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 498 KELLY AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-6102 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MPC3004-RM | G696MC60381R1 / C94011665 |

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|---|---|---|---|---|---|
| **Customer Name:** | Cabrillo Unified School District | | | | |
| **Contact Name:** | Stig Lynne | | | **Phone:** | (650)638-8637 |
| **Address:** | 490 MIRAMONTES AVE | | | **City:** | HALF MOON BAY |
| **State:** | CA | **Zip:** | 94019-1824 | **Fax/Email:** | LynneS@cabrillo.k12.ca.us |

| Make | Model | Serial Number |
|---|---|---|
| | MPC3504-RM | G707M161301R1 / C86319550 |

**This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option**
This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Ricoh") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by either its signature or by commencing performance (e.g. equipment removal, initiating Services, etc.).Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.

**Equipment Removal (Leased by Customer)**. In addition to the terms and conditions set forth above, the following terms and conditions shall apply for equipment removals of equipment leased by Customer: Except for the obligations of Ricoh to pick up and remove the identified equipment, Ricoh does not assume any obligation, payment or otherwise, under any lease agreement, which shall remain Customer's sole responsibility. As a material condition to the performance by Ricoh, Customer hereby releases Ricoh from, and shall indemnify, defend and hold Ricoh harmless from and against, any and all claims, liabilities, costs, expenses and fees arising from or relating to any breach of Customer's representations or obligations in this Authorization or of any obligation owing by Customer under its lease agreement.

| **CUSTOMER** | **Accepted by: RICOH USA, INC.** |
|---|---|
| Signed by: Jennifer Marsh 0BA9E187E1F8461... | |
| By:X _____ | By: _____ |
| *Authorized Signer Signature* | *Authorized Signer Signature* |
| Printed Name : Jennifer Marsh | Printed Name : |
| Title: Chief Business Officer Date: 4/29/2025 | Title: Date: |

Docusign Envelope ID: CC2EB5DD-E218-4417-A959-5802A8C48501



RICOH

Ricoh USA, Inc.
300 Eagleview Blvd. Suite 200
Exton,PA 19341

**Product Schedule Number:**
**Master Lease Agreement Number :**MLA29441890

# Omnia Partners Public Sector Product Schedule

This Omnia Partners Public Sector Product Schedule (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") andCabrillo Unified School District , as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the Omnia Partners Public Sector Master Lease Agreement (together with any amendments, attachments and addenda thereto, the "Lease Agreement") identified above, between you and . All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

## CUSTOMER INFORMATION

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Cabrillo Unified School District | | | | Stig Lynne | | | |
| Customer (Bill To) | | | | Billing Contact Name | | | |
| 498 KELLY AVE | | | | 498 KELLY AVE | | | |
| Product Location Address | | | | Billing Address *(if different from location address)* | | | |
| HALF MOON BAY | SAN MATEO | CA | 94019-6102 | HALF MOON BAY | US | CA | 94019-6102 |
| City | County | State | Zip | City | County | State | Zip |

| | | |
|---|---|---|
| Billing Contact Telephone Number<br>(650)638-8637 | Billing Contact Facsimile Number | Billing Contact E-Mail Address<br>LynneS@cabrillo.k12.ca.us |



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35447315

## PRODUCT DESCRIPTION ("Product")

| Qty | Product Description: Make & Model | Street Address/City/State/Zip |
|---|---|---|
| 1 | RICOH IM7000 CONFIGURABLE PTO MODEL | 1 LEWIS FOSTER DR HALF MOON BAY CA94019-1766 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 1 LEWIS FOSTER DR HALF MOON BAY CA94019-1766 US |
| 2 | RICOH IMC300F CONFIGURABLE PTO MODEL | 498 KELLY AVE HALF MOON BAY CA94019-6102 US |
| 1 | RICOH IMC6010 CONFIGURABLE PTO MODEL | 1100 LE CONTE AVE MONTARA CA94037 US |
| 1 | RICOH IM5000 CONFIGURABLE PTO MODEL | 490 MIRAMONTES AVE HALF MOON BAY CA94019-1824 US |
| 1 | RICOH PROC5300SLT CONFIGURABLE PTO MODEL | 498 KELLY AVE HALF MOON BAY CA94019-6102 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 490 MIRAMONTES AVE HALF MOON BAY CA94019-1824 US |
| 1 | RICOH IM7000 CONFIGURABLE PTO MODEL | 600 CHURCH ST HALF MOON BAY CA94019-1904 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 498 KELLY AVE HALF MOON BAY CA94019-6102 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 600 CHURCH ST HALF MOON BAY CA94019-1904 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 400 SANTIAGO AVE EL GRANADA CA94018-8145 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 211 SWETT RD WOODSIDE CA94062-4709 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 490 MIRAMONTES AVE HALF MOON BAY CA94019-1824 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 498 KELLY AVE HALF MOON BAY CA94019-6102 US |
| 1 | RICOH IMC3510 CONFIGURABLE PTO MODEL | 498 KELLY AVE HALF MOON BAY CA94019-6102 US |
| 1 | RICOH IM550F CONFIGURABLE PTO MODEL | 1100 LE CONTE AVE MONTARA CA94037 US |
| 1 | RICOH IM9000 CONFIGURABLE PTO MODEL | 1 LEWIS FOSTER DR HALF MOON BAY CA94019-1766 US |
| 1 | RICOH IM9000 CONFIGURABLE PTO MODEL | 490 MIRAMONTES AVE HALF MOON BAY CA94019-1824 US |
| 1 | RICOH IM9000 CONFIGURABLE PTO MODEL | 600 CHURCH ST HALF MOON BAY CA94019-1904 US |
| 1 | RICOH IM9000 CONFIGURABLE PTO MODEL | 400 SANTIAGO AVE EL GRANADA CA94018-8145 US |

## PAYMENT SCHEDULE

| Minimum Term *(months)* | Minimum Payment *(Without Tax)* | Minimum Payment Billing Frequency | Advance Payment |
|---|---|---|---|
| 60 | $4,388.50 | MONTHLY | ☐ 1st Payment<br>☐ 1st & Last Payment<br>☐ Other |

Sales Tax Exempt: N

Addendum Attached:

Customer Billing Reference Number (P.O.#, etc.)

## TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date."



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2. You, the undersigned Customer, have applied to us to rent the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to rent the above Product from us, and we agree to rent such Product to you, on all the terms hereof, including the terms and conditions of the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.**

3. Additional Provisions (if any) are: _____

_____

**THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.**

| **CUSTOMER** | **Accepted by: RICOH USA, INC.** |
|---|---|
| By: X Signed by: Jennifer Marsh 0BA9E187E1E8461... <br> Authorized Signer Signature | By: _____ <br> Authorized Signer Signature |
| Printed Name: Jennifer Marsh | Printed Name: _____ |
| Title: Chief Business Officer Date: 4/29/2025 | Title: _____ Date: _____ |



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## Certificate Of Completion

Envelope Id: CC2EB5DD-E218-4417-A959-5802A8C48501
Status: Completed
Subject: Ricoh Docs for Cabrillo Unified School District to Review and Sign. Quote No 35447315, PO )
Source Envelope:
Document Pages: 12
Signatures: 3
Envelope Originator:
Certificate Pages: 4
Initials: 0
Ricoh DocuSign
AutoNav: Enabled
PO Box 6117
EnvelopeId Stamping: Enabled
Macon, GA 31208
Time Zone: (UTC-08:00) Pacific Time (US & Canada)
RicohDocuSign@Ricoh-usa.com
IP Address: 130.35.17.146

## Record Tracking

Status: Original
4/29/2025 11:45:39 AM
Holder: Ricoh DocuSign
RicohDocuSign@Ricoh-usa.com
Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Jennifer Marsh<br>marshj@cabrillo.k12.ca.us<br>Chief Business Officer<br>Cabrillo Unified School District (CA)<br>Security Level: Email, Account Authentication (None) | Signed by:<br>Jennifer Marsh<br>0BA9E187E1F8461...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 50.219.42.178 | Sent: 4/29/2025 11:45:41 AM<br>Viewed: 4/29/2025 12:43:33 PM<br>Signed: 4/29/2025 12:49:31 PM |

**Electronic Record and Signature Disclosure:**
Accepted: 4/29/2025 12:43:33 PM
ID: 231fb464-3a44-4660-8a36-9aeed5c878ae

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Mackenzie Jeffrey D<br>Jeffrey.Mackenzie@ricoh-usa.com<br>Ricoh USA, Inc.<br>Security Level: Email, Account Authentication (None) | COPIED | Sent: 4/29/2025 11:45:41 AM<br>Viewed: 5/2/2025 7:54:31 AM |

**Electronic Record and Signature Disclosure:**
Not Offered via Docusign

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 4/29/2025 11:45:41 AM |
| Certified Delivered | Security Checked | 4/29/2025 12:43:33 PM |
| Signing Complete | Security Checked | 4/29/2025 12:49:31 PM |
| Completed | Security Checked | 4/29/2025 12:49:31 PM |

| Payment Events | Status | Timestamps |
| --- | --- | --- |
| **Electronic Record and Signature Disclosure** | | |

**CONSUMER DISCLOSURE**

From time to time, RICOH USA Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

**Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you.

**Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

**Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact RICOH USA Inc.**

Please contact your Ricoh Sales Executive directly for any questions or to change your preferred contact method.

**To withdraw your consent with RICOH USA Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent

**Required hardware and software**

| | |
|---|---|
| Operating Systems: | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X |
| Browsers: | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader: | Acrobat® or similar software may be required to view and print PDF files |
| Screen Resolution: | 800 x 600 minimum |
| Enabled Security Settings: | Allow per session cookies |

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RICOH USA Inc.as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RICOH USA Inc. during the course of my relationship with you.

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of Vanir Contract for Field Turf Replacement Projects

## BACKGROUND INFORMATION

As part of the District's commitment to upgrading and maintaining high-quality athletic facilities, the turf replacement projects at Half Moon Bay High School (HMBHS) and Cunha Middle School (CMS) are scheduled to take place this summer. These improvements require comprehensive project management to ensure effective coordination and execution from design through construction and closeout.

## REPORT/PROPOSAL

Vanir Construction Management, Inc. has submitted a proposal to provide project management services for the field turf replacement projects at HMBHS and CMS. The scope of work will cover the period from March 31, 2025, through October 2025.

Design services include management and coordination with the design team from concept through construction documents (CDs), estimating/reconciliation, constructability reviews, scheduling services, design meetings, hazmat, and public agency coordination as needed, and final review of CDs for compliance prior to bidding/procurement phase.

Construction services include job-walks, bidding, day-to-day management of contractors on site, scheduling review, budget management, coordination with subconsultants and inspection, all pertinent jobsite meetings, and closeout activities.

Vanir proposes to assign Assistant Project Manager Ken Li to lead these efforts.

## FISCAL ANALYSIS

The proposed contract is for a not-to-exceed amount of $183,400 for project management services from March 31, 2025, through October 2025. Funding for this contract will be provided by Fund 40 and will be included as part of the overall project budget, which will be split between CUSD and the Boys & Girls Club of the Coastside.

## RECOMMENDATION

Staff recommends the approval of the contract with Vanir Construction Management, Inc. in the not-to-exceed amount of $183,400 for project management services related to the HMBHS and CMS field turf replacement projects.

***Prepared by:*** *Holly Lynne*

**Vanir Construction Management, Inc.**
180 Montgomery Street, Suite 2360
San Francisco, CA 94104
T 415-284-9050
F 916-575-8887
vanir.com

Jennifer Marsh
Chief Business Official
Cabrillo Unified School District
498 Kelly Avenue
Half Moon Bay, CA 94019

March 25, 2025

**Re: CUSD HMBHS Baseball & Cunha MS Soccer Field Replacement Projects**
**Proposal for Project Management Services**

Dear Jennifer,

Thank you for the opportunity to submit this fee proposal to provide project management services for the sports field replacement projects at Half Moon Bay HS (HMBHS) & Cunha MS (CMS). This proposal is for services from March 31, 2025 thru October 2025, for a not-to-exceed (NTE) fee of $183,400.

For this work we are proposing Assistant Project Manager, Ken Li. Ken holds a masters in construction management, has experience working on multi-faceted complex projects and is adept at focusing on multiple activities at once while paying close attention to the details. Ken is prepared to deliver day-to-day project management services from design phase through construction and closeout phases of these projects.

Please see the attached staffing plan which includes the invoice payment schedule by month. This staffing plan anticipates the level of effort needed to complete project design and construction services.

Design services include management and coordination with the design team from concept through construction documents (CDs), estimating/reconciliation, constructability reviews, scheduling services, design meetings, hazmat and public agency coordination as needed, and final review of CDs for compliance prior to bidding/procurement phase.

Construction services include job-walks, bidding, day-to-day management of contractors on site, scheduling review, budget management, coordination with subconsultants and inspection, all pertinent jobsite meetings and closeout activities.

Vanir is proud of the work we have accomplished together and truly enjoy our ongoing partnership with the District. If you have any questions, please contact me at lisa.mclean@vanir.com or 415-310-5743.

Sincerely,

Vanir Construction Management, Inc.

Lisa McLean
*Project Director*

Attachment: 032525 CUSD Sports Field Project Staffing Plan.pdf

DATE: 03/25/25

PROJECT NUMBER: R230096.004

PROJECT NAME: CUSD HMBHS & CMS Sports Field Replacment Projects

CABRILLO UNIFIED SCHOOL DISTRICT MEASURE M & S BOND PROGRAM

DESIGN | BID /AWD | CONSTRUCTION | C/O

| POSITION | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 | PROJECT TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ASSISTANT PROJECT MANAGER: KEN LI - *SPORTS FIELD PROJECTS 3/31/25 - 10/15/25*** | | | | | | | | | | | | | |
| BUDGET RATE | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | |
| BUDGET HOURS | - | - | 8 | 160 | 160 | 160 | 160 | 160 | 160 | 80 | - | - | 1,048 |
| BUDGET BILLING | | | 1,400 | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | 14,000 | | | 183,400 |
| **SUMMARY OF BUDGET ANALYSIS** | | | | | | | | | | | | | |
| SUBTOTAL BUDGET FEE/MONTH | | | 1,400 | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | 28,000 | 14,000 | 0 | 0 | |
| SUBTOTAL REIMBURSABLES | | | | | | | | | | | | | |
| | | | | | | | | | | | | | $183,400 ✓ |

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of Contract with AstroTurf for Cunha Middle School Soccer Field and HMB HS Baseball Field Turf Replacement Project

## BACKGROUND INFORMATION

The Cunha Intermediate School soccer field and the Half Moon Bay High School (HMBHS) baseball field are due for turf replacement and drainage improvements. These facilities are critical to supporting physical education and athletic programs across multiple levels. The planned upgrades will improve safety, durability, and flexibility of use across a broader range of student activities and athletic programs.

## REPORT/PROPOSAL

The District has selected AstroTurf to complete the turf replacement and site improvements at both Cunha and HMBHS following a competitive bid process.

Work at the Cunha soccer field will include drainage improvements, reuse of existing Brock padding, replacement of turf playing and seating areas, and the addition of two new practice zones. Striping will be applied to accommodate three soccer levels and girls' flag football.

At the HMBHS baseball field, the project will include renewal of subgrade drainage, replacement of Brock cushion padding, installation of new turf across all playing surfaces, and replacement of the pitching mounds and home plate areas.

The construction schedule is June 9, 2025, through August 15, 2025, with both sites completed in time for the fall athletic season.

## FISCAL ANALYSIS

The bid from AstroTurf totals $5,666,840.49, with $3,028,271.58 allocated to Cunha and $2,639,461.58 allocated to HMBHS. A maintenance aftercare contract for both fields will be issued with a separate purchase order for $114,000.00. The cost of the project will be shared equally between Cabrillo Unified School District (CUSD) and the Boys & Girls Club of the Coastside. CUSD will use Fund 40 to support its share of the project expenses. An MOU will be brought to the Governing Board at the first June meeting.

## RECOMMENDATION

Approve the contract with AstroTurf in the amount of $5,780,840.49 for the Cunha Middle School Soccer Field and HMBHS Baseball Field Turf Replacement Project.

***Prepared by:*** *Holly Lynne*

# AstroTurf Corporation

THE WORLD LEADER IN SPORTS & RECREATION SURFACES

AstroTurf FIELDS | Rekortan TRACKS | Laykold COURTS | SYNLAWN LANDSCAPE

**Date:** May 1, 2025
**To:** Jennifer Marsh - Chief Business Officer
**Project:** Half Moon Bay Baseball field and Cunha Soccer Fields Replacement
**Location:** Half Moon Bay, California
**Scope:** Astroturf Synthetic Turf Field
**Cont. Lic:** 890821
**DIR#**: 1000729333
**CMAS #.** 4-20-00-0130A
**Omnia-NIPA** # R220501
**Sourcewell** # 031622-AST

**Astroturf Corporation.** appreciates the opportunity to provide you with a Sourcewell proposal to remove and repurpose your existing turf fields and install new **AstroTurf Synthetic Turf Systems** at Half Moon Bay High School and Cunha Elementary in **Half Moon Bay, California**. Our quote includes all labor, materials, tools, and equipment necessary to install in-place the synthetic turf applications (in accordance with our published product specifications).

**Cunha Elementary School Soccer Fields – Astroturf 3D3 Blend GTB-60 USDA turf system $3,058,554.30**

***Includes removal and repurposing of existing turf fields*
***Includes demolition of exiting asphalt Dzones and construction of new Dzones*
***Includes light base regrade for planarity*
***Includes 15% allowance for replacement of Brock SP23 shockpad*
***Includes Installation of new Astroturf 3D3 Blend GTB-60 USDA Synthetic Turf Material*
***Includes all field markings as specified*
***Includes proprietary infill of Supernatural Ice, zeolite and silica sand*
***Includes 3d3 blend 100xl for lawn seating area*
***Includes 8 warranty (warranty to be extended to 10 years upon signing of long term aftercare contract)*
***Includes Insured Warranty*
***Includes Prevailing Wages*
***Includes Sourcewell fees*
***Includes Payment and Performance Bonds*

**Half Moon Bay Baseball Field Fields – Astroturf 3D3 Blend GTB-60 USDA turf system $2,608,286.20**

***Includes removal and repurposing of existing turf field*
***Includes demolition and reconstruction of clay mounds*
***Includes light regrade for planarity*
***Includes new Mirifi fabric*
***Includes full replacement of existing Brock SP23 shockpad with new Brock Powerbase YSR shockpad*
***Includes Installation of new Astroturf 3D3 Blend GTB-60 USDA (green) and Astroturf Diamond Series (brown)Synthetic Turf Material*
***Includes all field markings as specified*
***Includes proprietary infill of Supernatural Ice, zeolite and silica sand*
***Includes Lava Rock topper at warning track*
***Includes 8 warranty (warranty to be extended to 10 years upon signing of long term aftercare contract)*
***Includes winterization protection*
***Includes Insured Warranty*
***Includes Prevailing Wages*
***Includes Sourcewell fees*
***Includes Payment and Performance Bonds*

## Subtotal - $5,666,840.49

**Maintenance Aftercare contract for both fields (extends warranty to 10 years) to be issued as separate Purchase Order**

**$114,000.00**

**Total combined Bid amount with Maintenance contract**
**$5,780,840.49**

**Synthetic Turf Inclusions**

- Samples, submittal information, and shop drawings as required
- Installation of AstroTurf turf systems by certified crews
  - ➢
- All seams and inlays to be installed using cold glue
- Prevailing/Union wages

- Cleanup and disposal of our debris into dumpsters
- Based on AstroTurf's standard color palette
- ASBA Certified Field Builder – Synthetic Fields on staff
- Performance and Payment Bonds
- Greensgroomer turf grooming unit

**Exclusions**

- Nailer board
- Temp toilets, fencing and tree protection
- Any site work applications including drainage systems, sub-base construction, laser grading, concrete apron curb or attachment board applications other than what is specifically stated in scope of work
- Additional material for remediation in addition to specified scopes
- Construction entrance and/or concrete protection
- Infiltration testing
- Any survey, layout, certification, testing, or inspection costs, other than those associated with visual base inspection
- Any sports equipment/maintenance equipment not stated in scope
- Design/ construction drawings and/ or permitting for SWPPP
- Silt Fence/Inlet protection
- Fence work of any kind
- Fees and/or permits of any kind
- Asphalt work of any kind
- Any and/or all synthetic track surfacing
- All brick and/or masonry work
- Repair or patching of any existing concrete or asphalt paving
- Locating, relocation, removal, and/or repair of any existing utilities
- Supply and/or installation of electrical lines
- Liquidated damages surcharges
- Anything not specifically included in stated scope of work

Our proposal is submitted based on our assumption that all owner-approved net payments will be received within (30) days of the approval date, and that final payment will be released to us within thirty (30) days of the completion of all final punch list items as certified by owner.

**Estimated By:**
Luis Mariscal and Joe Devivo
Luis.mariscal@astroturf.com
Joe.devivo@astroturf.com

**Submitted By:**
Dominick Berarducci
Dominick.berarducci@astroturf.com
559.612.9065

***3% fee on all credit card Payments*

***Our work is based on visual inspection of the existing facilities. Any survey, geotechnical testing, engineered plans, permitting, or inspections are not included in our scope of work but are available at an additional cost. If scope revisions are required after such services are performed, AstroTurf Corporation will provide an updated proposal.*

***AstroTurf takes pride in manufacturing and providing industry leading products, made from quality materials, purchased through reputable vendors, for you, our VALUED CUSTOMER. Supply and demand for all construction materials and freight are as volatile as they have ever been due to the economic climate that has affected the construction industry as whole, from local municipalities to global communities. As a result, AstroTurf may require additional compensation for any unforeseen cost increase greater than five percent (5%) as noted from the time the project was estimated to the time materials are purchased and shipped from our manufacturing facilities. Any cost increase shall be documented using material quotes, supplier list prices, invoices, or receipts if requested. Any cost increases due to conditions caused by AstroTurf will be the responsibility of AstroTurf. We appreciate your understanding of the construction world that we live in and value the opportunity to provide you with our services.*

***AstroTurf is only bound to the scope, schedule, and conditions of this proposal. AstroTurf reserves the right to revise this proposal prior to issuing a final, binding contract in the event the scope of the*




*subject project changes and/or market conditions affect material or freight cost. AstroTurf expressly*

*excludes any liquidated or actual damages or material price increases caused by industry-wide shortages in materials or labor. Furthermore, this proposal contains confidential and proprietary information of AstroTurf Corporation, and it should not be shared by you with any 3rd parties other than representatives or advisors retained by you. This proposal is valid for a period of 30 days. We look forward to working with you!*

# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
Roger Anchartechahar, Senior Project Manager, Vanir Construction
**CATEGORY:** Consent/Action
**ITEM TITLE:** Authorization to Liquidate Surplus Furniture at Farallone View Elementary and El Granada Elementary School Phase 2

## BACKGROUND INFORMATION

Farallone View Elementary (Building B) and El Granada Elementary (Buildings A, D, and K) are undergoing furniture upgrades as part of their modernization projects. To accommodate new furniture installations, existing surplus furniture must be liquidated. At Farallone View, the listed items were previously stored in the Connex container and are no longer needed. In the case of El Granada Elementary, the furniture listed below comes from classrooms A1–A7, A9, and A10. Angela Work's classroom furniture will transition with her to her new location in the P wing and is therefore not included in the liquidation.

All other furniture remaining in the occupied classrooms at both sites will be retained to support enrollment growth and ongoing classroom needs.

## REPORT/PROPOSAL

The following furniture items are proposed for liquidation:

Farallone View Elementary:

- Single/Double Desks – 5
- Student Chairs – 49

El Granada Elementary School:

- Single Desks – 86
- Double Desks – 40
- Student Chairs – 234
- Tables – 11
- Tall Cabinets – 7
- Short Cabinets – 5
- Filing Cabinets – 8
- U Tables – 4
- Circle Tables – 4
- Trapezoid Tables – 22

Upon Board approval, these surplus items will be removed in accordance with the District's procedures for the disposition of obsolete property.

**FISCAL ANALYSIS**

There is no anticipated cost to the District for this furniture liquidation. If possible, items may be offered for reuse or recycling to minimize disposal costs.

**RECOMMENDATION**

It is recommended that the Governing Board approve the liquidation of surplus furniture as listed above for Farallone View Elementary and El Granada Elementary Phase 2.

***Prepared by:*** *Holly Lynne*

# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of New Bond & Parcel Tax Oversight Committee Members

## BACKGROUND INFORMATION

In accordance with Education Code Sections 15264–15288, school districts that pass a bond measure under Proposition 39 are required to establish a Citizens' Oversight Committee. The purpose of this committee is to ensure that bond and parcel tax funds are expended only for the purposes authorized by voters, and not for any other uses, such as teacher or administrative salaries. The committee plays a critical role in maintaining public accountability and transparency in the use of voter-approved funds.

## REPORT/PROPOSAL

The District has identified five individuals to serve as new members of the Bond & Parcel Tax Oversight Committee. These community members have expressed a willingness to serve and contribute to the integrity and oversight of bond and parcel tax expenditures. The following individuals are recommended for appointment:

- Lisa Zanette
- Kendra Holland
- Hiro Ellis
- Chris Giannini
- Shawn Holle

Their approval will ensure the committee continues to meet the legal requirements and maintain its role in overseeing the proper use of public funds.

## FISCAL ANALYSIS

There is no fiscal impact associated with the approval of these committee appointments.

## RECOMMENDATION

Staff recommends the approval of the appointment of Lisa Zanette, Kendra Holland, Hiro Ellis, Chris Giannini, and Shawn Holle to the Bond & Parcel Tax Oversight Committee.

***Prepared by:*** *Holly Lynne*

# CABRILLO UNIFIED SCHOOL DISTRICT

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**INTERIM SUPERINTENDENT**
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# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Jennifer Marsh, Chief Business Officer
Roger Anchartechahar, Senior Project Manager, Vanir Construction
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of El Granada Elementary Phase 2 DSA Inspector of Record (IOR) Services

## BACKGROUND INFORMATION

The El Granada Elementary Phase 2 project requires Division of the State Architect (DSA) certified Inspector of Record (IOR) services to ensure compliance with state construction requirements. The IOR plays a critical role in monitoring construction activities, maintaining documentation, and ensuring all work aligns with DSA-approved plans and specifications.

## REPORT/PROPOSAL

The District received proposals from two prequalified, reputable IOR service providers for El Granada Phase 2. Both firms have demonstrated experience with DSA requirements and have previously contributed to successful Cabrillo Unified School District projects. [Enter report or proposal.

- CIS, Inc. submitted a proposal in the amount of $283,500.
- DSA Inspectors, Inc. submitted a proposal in the amount of $292,284.

CIS, Inc. was selected for this contract based on its proven track record with the District, competitive pricing, and thorough documentation practices. Their inspectors have consistently provided professional and detail-oriented services that meet project and DSA standards.

## FISCAL ANALYSIS

The contract with CIS, Inc. for IOR services totals $283,500. This cost will be funded through Bond funds.

## RECOMMENDATION

Approve the contract with CIS, Inc. in the amount of $283,500 to provide DSA IOR services for the El Granada Phase 2 project.

***Prepared by:*** *Holly Lynne*

To: Cabrillo Unified School District
Roger Anchartechahar
Senior Project Manager

March 12, 2025

Re: Proposal for Inspection Services
Project: El Granda Elementary School Modernization Phase 2
DSA application #01-122015

Dear Mr. Anchartechahar,

This is a not to exceed cost proposal for Project Inspection services to be provided for the upcoming El Granada Modernization Phase 2 Project. Our proposal is estimating this project will have an 12-month construction schedule commencing in July 2025 and completing in July 2026. The construction value is estimated to be $18 mil.

---

**Project Inspector**: We are proposing to utilize a full time (part-time when appropriate) Class One project inspector, with an allowance of **1890** hours, to provide inspection services on this project.

- Inspection time allotted per day may need to be adjusted upon further review of the Contractor's schedule and progress during the construction phase. Should the construction schedule require a lesser or greater amount of services than that estimated herein, the cost will vary accordingly

---

The CIS Inc. Inspector's "regular time" hourly rate for this project is:
**$150.00 per hour.**

**Total estimated fees: Two Hundred Eighty-Three Thousand Five Hundred Dollars ($283,500.00)**

---

- These fees do not include any "special inspection services", in-plant inspections, office space or data/phone lines.
- Additional change order work, overtime work, extensions to the proposed construction schedule or additional inspections due to Contractor failures may require an increase in inspection fees which will be negotiated with the District at that time.

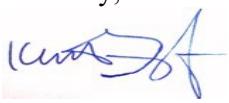
**Scope of Services** included in our fees:

- Attend on or off-site pre-construction and required project meetings.
- Have comprehensive knowledge of the approved construction documents and every phase of construction
- Provide field inspections (and IOR allowed shop inspections as needed) of all work and materials in a timely manner to ensure compliance with the Title 24 codes, the approved plans and specifications and to gain personal knowledge of all ongoing construction activities.
- Schedule, coordinate and supervise all special inspections and inspectors
- Notify the Contactor of any non-compliances with the contract plans and specifications in a timely manner

- Maintain current approved plans and specifications, with any clarifications noted and posted to the approved project documents
- Ensure all facilities are constructed in accordance with applicable plans, specifications and state and local regulations
- Maintain an effective working relationship with the Contractor, the Design Professionals and the Construction Manager, as to safeguard the interests of the Owner
- Be tactful, firm and fair in insistence to adherence of the intent of the approved plans and documents
- Keep digital photos and written records of the daily occurrences
- Support the Design and Construction Management teams with construction issues, Contractor payment requests, and attend Owner, Architect and Contractor meetings
- File Inspector required closeout documents upon completion of project

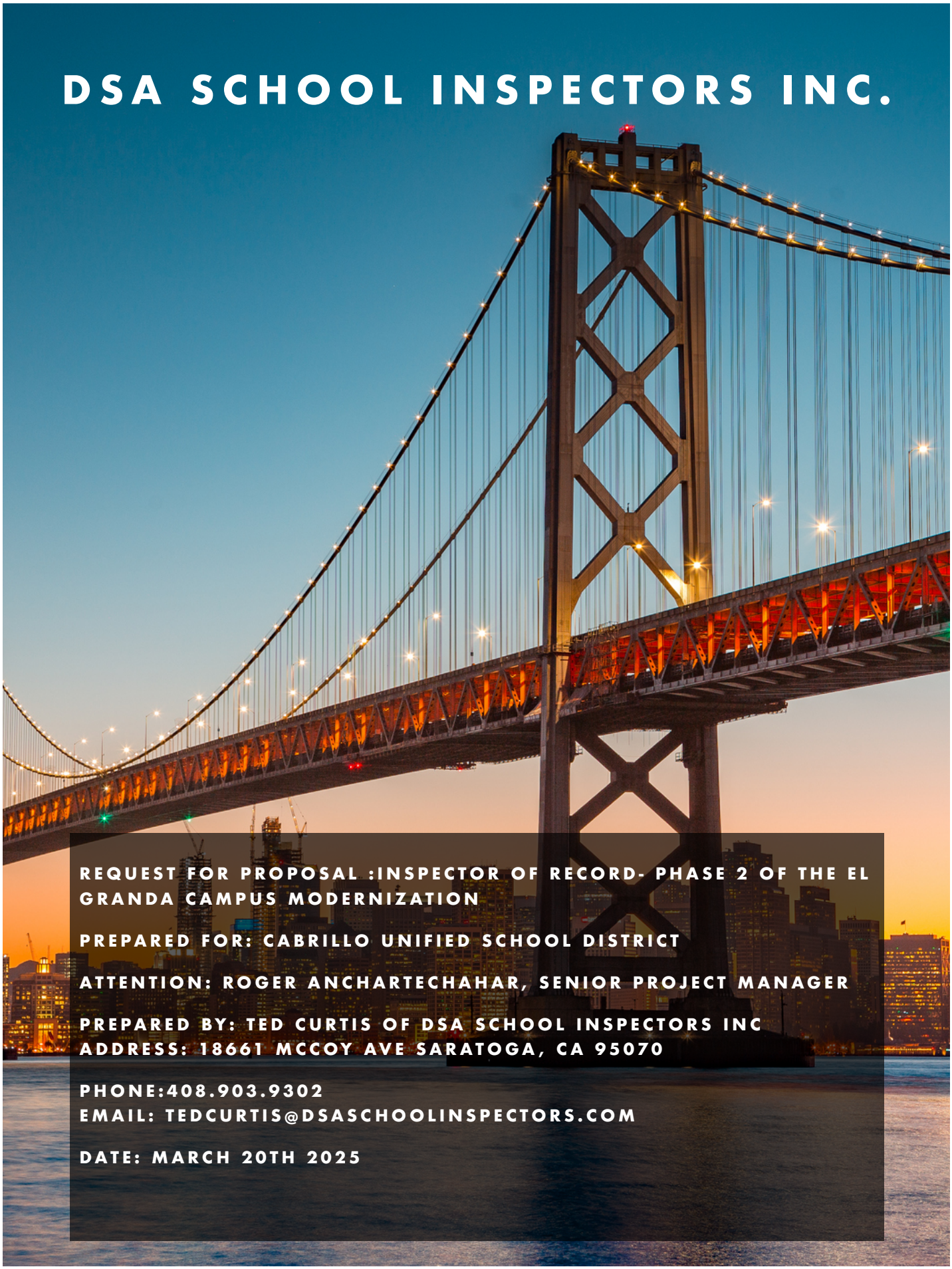
Thank you for the opportunity to submit this proposal and we look forward to the prospect of working with you and your construction team on this project. Please do not hesitate to contact me at (650) 208-0524 for any questions or comments.

Sincerely,



Kurt Dodge
President
CIS Inc.

# DSA SCHOOL INSPECTORS INC.



**REQUEST FOR PROPOSAL :INSPECTOR OF RECORD- PHASE 2 OF THE EL GRANDA CAMPUS MODERNIZATION**

**PREPARED FOR: CABRILLO UNIFIED SCHOOL DISTRICT**

**ATTENTION: ROGER ANCHARTECHAHAR, SENIOR PROJECT MANAGER**

**PREPARED BY: TED CURTIS OF DSA SCHOOL INSPECTORS INC**
**ADDRESS: 18661 MCCOY AVE SARATOGA, CA 95070**

**PHONE:408.903.9302**
**EMAIL: TEDCURTIS@DSASCHOOLINSPECTORS.COM**

**DATE: MARCH 20TH 2025**



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## COVER LETTER:

REQUEST FOR proposal: Inspector of Record- Phase 2 of the El Granda campus modernization

PREPARED FOR: Cabrillo unified school district

attention: Roger Anchartechahar, LEED AP Senior Project Manager C 415-314-3195
anchartechaharr@cabrillo.k12.ca.us

DSA School Inspectors Inc, Thanks you for your consideration in hiring us for the above-mentioned project, we are excited about the opportunity to provide our services to ***Cabrillo unified school district*** We are DIR certified #1000025455 & DVBE/SBE Company Bay area owned and operated providing Inspection, CM,Quality control, document management and plan review.

Interest And Commitment In the projects,

DSA School Inspectors Inc. and its staff have experience with all types of construction we have DSA, OSHPD, CASP, City and County Certified inspectors And Part time Architects. Servicing this contract requires Experience, Flexibility and Reliability. The professionals at DSA School Inspectors Inc. have these assets and a history of proven performance. Our team members pride themselves on work ethic and professionalism. We take ownership of each project seriously. Together we can make this your most successful project yet.

DSA School Inspectors Inc. is committing our best team members to your project. Each of the dedicated members specializes in this particular area of construction. We operate our business 100 percent transparent giving our clients instant access to all of our files, inspections and or questions.

We look forward to the opportunity to serve you. Should you have any questions, please don't hesitate to contact us.

Respectfully Submitted,

Ted Curtis,

Ted Curtis

DSA School Inspectors Inc.
18661 McCoy Ave
Saratoga, CA 96070

Direct (408) 903-9302 Email: TedCurtis@DSASchoolinspectors.com



## QUALIFICATIONS:

DSA School Inspectors Inc. will provide state of the art services based on the design teams direction, approved plans and documents. Our staff will ensure all new construction is in conformance and compliance with the (CBC) and all other volumes and referenced applicable codes within Title 24. Our staff will provide the owner and design team quality control throughout the project to ensure that everything meets the owner and design team's standards

DSA School inspectors Inc. staffs up to 5 full time employees and 5+ consultants during peak working months. With multiple projects ongoing at all times we are constantly working with design teams and have become experts at inspection of projects. We hold monthly meetings to go over changes in code or construction with our team. This keeps us ahead of the game at all times. Our advanced technology, use keeps our team members communication at the forefront. If a team member ever has an issue or is unsure with anything that comes up on a job he can videoconference with another team member who specializes in the area in question. This gives us a cutting edge, with no extra costs to the client. We uphold this proactive approach and catch problems before they come up, and maintain a safe work environment.

Our staff works with the latest technology to help in the building process. On a daily basis we provide real time data to the owner and design team using I-pads.. It allows us to instantly share information, pictures, notes, quality control issues and track inspectors' daily activities. We then take the information and create a daily report form. These reports include contractors manpower, work performed, Inspections and special inspections accomplished, documents received from the design team, photos and work locations. Reports are then sent electronically to the owners, architect and contractor. Our administrative team actively updates all staff with up-to-date approved drawings, codes and design team correspondences. This allows the inspectors more time in the field, helping contractor avoid errors resulting in time and money saved on the project. Moving forward, DSA School Inspectors Inc. will continue to advance with the changes in construction, changes in technology, and pass our knowledge on to our clients for a better and more efficient project.

We pride ourselves on integrity to build a safe structure that is sound structurally, and has excellent mechanical, electrical and plumbing systems. We ensure all Fire Suppression and Fire Safety operate at 100%. And building accessibility meets all regulations. Here at DSA School Inspectors Inc. our staff are experts with Public Works. As a team, we understand the importance of this section and will be able to make sound decisions and communicate with all individuals involved in the construction process.

If awarded this contract to preform inspection services we would operate all business, inspections and any other needed service for the project out of a satellite office on the site. With an onsite office we are 100% accessible to everyone involved with the project and welcome any of them at anytime.

Firm Information:

The complete Legal name of our company is: DSA School Inspectors Incorporated
The company's complete corporate office is: 18661 McCoy Ave Saratoga California 95070
The company's contact for this proposal is: Ted Curtis: Email: Tedcurtis@dsaschoolinspectors.com
Phone: 408.903.9302
DSA School Inspectors Incorporated has been doing business in California for 15+ years.
The company's Tax ID is 47-4411900
The company's business license number is. Saratoga CA Business # 13-09409/HO|
Our website is dsaschoolinspectors.com
We carry all the required insurance and will provide certificate upon request.
We are DIR certified #1000025455 & DVBE/SBE Company (#1749853)
DSA School inspectors generally hire sub consultants when and if needed with the approval of the district. If sub consultants are needed to be hired we hire in house and oversee all activities and duties then report to district through our reporting process.



## STATEMENT OF SERVICES:

DSA School Inspectors Generally Works out of space provided by the client and or contractor on the site of the project. Our price does not include office space. We require an office space provided by the client and or contractors. We provide all other aspects needed to complete the project such as computers and or materials needed for inspection related items. We are  a paperless company and keep all our files electronically and provide access to the client of all said documents. All Daily, Weekly and semi monthly reporting will be accessible electronically for The School District to review at anytime through our dropbox electronic files.

In the event our lead full time inspector is out of work. We will provide coverage with our supporting inspectors on a full time basis. Our fee's and monthly invoicing will not change. Each of the inspectors within this package have passed all appropriate background checks needed to provide onsite inspections. All inspectors have all the appropriate training and certificates to provide inspections for the project.

Inspections are generally requested  and scheduled with 24 hours notice through our inspection request form that can be emailed to us and cc the entire construction team and city so everyone is always in the loop. We are an accessible inspection firm and will provide inspections on the fly as long as the appropriate paperwork and documentation is filled out for tracking purposes.

The project inspector schedules all special inspections. Each special inspector that comes to the site meets with the project inspector to verify the duties that are to be done. The project inspector at the end of the special inspectors completed task collects a report.

Our inspectors comply and enforce with all Federal/State/local building codes. During such site visits from any of these agency's our inspectors comply with the request of these agency's, collect any reports from the agency's and provide copies to the Owner, Construction Manager and Architect.

All our inspectors provide either full time or part time inspection as required. Each inspector keeps a complete job site file to include, daily reports, CCD's, RFI's, Semi monthly reports, DSA field trip notes, a complete set of logs for all communications, electronic copies of all job site files, approved plans and specifications, shop drawings and differed approval drawings. All our inspectors have access to our administration staff for help in keeping the paper work up to date and per the requirements of DSA.

Our inspectors work closely with the project management team, DSA, Contractors and Architect to provide a complete knowledge of each project from the beginning phase to the end of the project. This approach allows the inspector to have personal knowledge of all phases of the ongoing work. From new work to a modernization our inspectors work with the design, owner and CM team to enforce the required codes, approved plans and specifications to comply with all federal, state, and local applicable code and requirements.

Our firm takes the proactive approach when dealing with DSA. We collect verified reports and all documents required to achieve the successful close out and certification of each project we work on. We have over time developed a working relationship with DSA, in accordance with the standard procedures as defined by the processes, required by the DSA box and inspection card protocol.

Our inspectors have a vast amount of knowledge. This knowledge allows the inspector to use common sense when inspecting the ongoing work. Pointing out to the contractor areas that may need to be redone in order to accomplish the desired look often occurs.

For all close out requirements our firm takes pride in that all documents required by DSA to close out the project are complied by the inspector and turned over to the DSA. Any and all deviations written during construction are closed within a timely manner to ensure the contractor has complied and the design team approves.

Our firm is fully licensed, insured and has all the necessary DSA certified inspectors to fully facilitate the School districts needs

During construction non-compliance issues arise. It is our firm's policy to issue a statement after a verbal notice is given. Once the non-compliance is issued we work with the contractor to resolve it quickly to help maintain the current schedule.

All our records are kept onsite by each inspector. At the end of each project the inspector turns over to the district an electronic copy of the inspectors job site file. The inspector also keeps a cop of the file for the next five years.

Our firm is dedicated to all the districts needs and with our use of technology and support staff we feel we can meet the needs of any schedule thoroughly.

DSA School Inspectors Inc. Has worked on all variety's of projects where we have worked hand in hand with Cities, City planing departments, Poison control, Osha, Toxic substance control, Water quality board, Air quality control district, Air control testing, Department of education, DSA, Allocation board and the office of public school construction to ensure each project is done per each standard and or desired wishes.



## APPROACH:

- ➢ The project inspector schedules all special inspections. Each special inspector that comes to the site meets with the project inspector to verify the duties that are to be done. The project inspector at the end of the special inspectors completed task collects a report.
- ➢ Our inspectors comply and enforce with all Federal/State/local building codes. During such site visits from any of these agency's our inspectors comply with the request of these agency's, collect any reports from the agency's and provide copies to the Owner, Construction Manager and Architect.
- ➢ All our inspectors provide either full time or part time inspection as required. Each inspector keeps a complete job site file to include, daily reports, CCD's, RFI's, Semi monthly reports, DSA field trip notes, a complete set of logs for all communications, electronic copies of all job site files, approved plans and specifications, shop drawings and differed approval drawings. All our inspectors have access to our administration staff for help in keeping the paper work up to date and per the requirements of DSA.
- ➢ Our inspectors work closely with the project management team, contractor and Architect to provide a complete knowledge of each project from the beginning phase to the end of the project. This approach allows the inspector to have personal knowledge of all phases of the ongoing work. From new work to a modernization our inspectors work with the design, owner and CM team to enforce the required codes, approved plans and specifications to comply with all federal, state, and local applicable code and requirements.
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- ➢ Our firm is fully licensed, insured and has all the necessary DSA certified inspectors to fully facilitate The School districts needs
- ➢ During construction non-compliance issues arise. It is our firm's policy to issue a statement after a verbal notice is given. Once the non-compliance is issued we work with the contractor to resolve it quickly to help maintain the current schedule.
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## STAFFING PLAN ORGANIZATION CHART:

TED CURTIS: DSA CLASS 1 INSPECTOR - Principal in Charge

SUPPORTING DSA INSPECTOR(S) AS NEEDED Class 1-3

ADMINASTRATIVE ASSISTANT

## AVAILABILITY OF PERSONNEL:

We are proposing Ted Curtis as principal in charge with some of our bay area team members.

## PROOF OF REGISTRATION WITH DIR:

DSA SCHOOL INSPECTORS, INC.

View Details + Add to My List

Detail:

| | |
|---|---|
| Registration Number: | 1000025455 |
| Status: | Active |
| CSLB Number: | |
| Legal Entity Type: | Corporation |
| Mailing Address: | 18661 MCCOY AVE<br>SARATOGA<br>CA 95070 |
| County: | Santa Clara |
| Craft: | Consultant;Inspector/Field Soils, Material Tester |
| Email: | tedcurtis@dsaschoolinspectors.com |

r

Registration History

| Effective Date | Expiration Date |
|---|---|
| 7/1/2022 | 6/30/2025 |
| 7/1/2020 | 6/30/2022 |
| 7/1/2019 | 6/30/2020 |
| 5/14/2018 | 6/30/2019 |
| 5/17/2017 | 6/30/2018 |
| 8/3/2016 | 6/30/2017 |
| 7/8/2015 | 6/30/2016 |

## CONFLICT OF INTEREST/CLAIMS:

DSA School Inspectors inc. certifies no conflict of interest with the district or any of its members.
DSA School inspectors inc. has never had any litigation or claims against the firm.

## REFERENCES:

Javier Castruita, Director of facilities, West Valley-Mission Community College School District: Contact 408.741.2042

Bruno Telalcu Construction Management 714.474.4072
Don Houston, Mission College, Faculties Director 408.593.1390
Chris Bradley SVA Architecture 562.881.0637
Mike Smith - Scotts Valley USD - 831-566-6576
Allan France - Claremont High School Sequoia Unified School District - 831 600 6314



# RESUME TED CURTIS:



(408)903-9302

Tedcurtis@DSAschoolinspectors.

## Ted CURTIS

CLASS 1 DSA INSPECTOR

### STATEMENT

35+ years of experience can help advance the company's goals. Able to perform inspections and/or work to ensure compliance with construction codes, DSA requirements, standards, the requirements of approved plans and specifications, and work with support staff members relating to required documents, reports, records and files.

### PROFESSIONAL SKILLS

- Construction IOR
- General Contractor
- Business Owner
- entrepreneur

### COMPETENCIES

- Excellent communication skills
- Best decision making
- Structured thinking
- Leadership oriented
- Good planning capabilities

### LANGUAGES

- English
- Some Spanish
- Construction

### HOBIES

Cycling • Traveling • Literature • Nature • Sports • TV Series • Psihology

RESUME

### WORK EXPERIENCE

Nov 2018 - Present

FREMONT UNIFIED SCHOOL DISTRICT

MEASURE A BOND INSPECTION SERVISES

- Provided executive inspection oversight for multiple projects
- Managed a team of inspectors
- 700 million in project costs
- all buildings certified

Aug 2007 - Present

WEST VALLEY-MISSION COMUNITY COLLEGE SCHOOL DISTRICT

MEASURE A,B,C BOND INSPECTION SERVISES

- Provided executive inspection oversight for multiple projects
- Managed a team of inspectors
- 1.5 billion in project costs
- Project building Inspector

Jan 2014 - Present

SANTA CLARA UNIFIED SCHOOL DISTRICT

PROJECT INSPECTOR

- Provided executive inspection oversight for multiple projects
- Managed a team of inspectors
- 850 million in project costs
- Project building Inspector

Jan 2017 - Present

RAVENSOWOOD UNIFIED SCHOOL DISTRICT

PROJECT INSPECTOR

- Provided executive inspection oversight for multiple projects
- Managed a team of inspectors
- 125 million in project costs
- Project building Inspector

### CONSTRUCTION HISTORY

2003 - 2022

DIVISION OF THE STATE ARCHITECT

CLASSIFICATIONS 1,2.3

Worked up the ranks with on site education from a class 3 DSA Inspector all the way to Class 1 DSA Inspector

1980 - 2005

GENERAL CONTRACTOR

CLASS B HELD IN MULTIPLE STATES

Ted owned and operated multiple contracting business spaning from remodels to new construction in both private and public sectors. He has an outstanding reputation and always delivered.

## RESUME TED CURTIS CONT:



(408)903-9302

Tedcurtis@DSAschoolinspectors.

# Ted CURTIS

OWNER, PROJECT INSPECTOR CLASS 1

TED CURTIS
Class 1 DSA Inspector
DSA SCHOOL INSPECTORS INC

CONTACT
TEDCURTIS@DSASCHOOLINSPECTORS.COM
Direct (408) 903-9302

TED CURTIS

Owner DSA School Inspectors Inc.
Owner Acumen Construction Management Inc.
Owner Boxer Trucking Inc.
Project Executive/Class 1 Inspector

Ted Curtis has over 36 years of experience in the construction industry ranging from construction of military bases from the ground up to the inspections of state-of-the-art school construction here in California. He has excelled at the top of his industry by providing project executive experience, project management at projects from small level projects to multimillion-dollar projects, ensuring that ACMI provides the right level of resources and attention to ensure a successful project. Ted works closely with the Project Managers on various items including safety, quality, schedule, subcontractor performance, financials, customer service and more. Ted is known for his attention to detail and his strong leadership abilities.

RESUME



## FEE HOURLY RATES/PROPOSED COST:

DSA SCHOOL INSPECTORS INC. Hourly Cost Breakdown:

| Staff | Hourly Rate |
|---|---|
| Lead Inspector | $123 |
| Supporting Inspector(s) | $118 |
| Administrative assistants | $75 |

**Proposed lump sum fee: $292,284.00**

Additional Information:

A: Travel Time: Not Applicable
B: Mileage: Not Applicable
C: Vehicle Expense: Not Applicable
D: Overtime Rate: 1.5 times hourly rate: (Hours after 8 hour day or 40 hour week and Saturdays) Sundays are double the hourly rate.
C: Reimbursable Anticipated: insurance fee per project

Notes/general conditions:

All fees are subject to negotiation.
Overtime Hours will be billed at 150% of the above rates Sundays if required with written request will be charged at double the hourly rate.
These rates are effective from on or before July, 2025 through July, 2026
DSA School Inspectors Proposed rates are an all inclusive rate. Hourly rate encompasses the following: Inspections, overhead and profit, computer, phone, personal protective equipment. Fee does not include insurance fee. Insurance fee will be submit with 1st or 2nd invoice
All Inspection related work is subject to a daily minimum charge Per the staffing plan of allotted hours each work day and work performed longer then 8 hours is subject to a overtime charge from approval of contract to completion of contract in July, 2026, slow down in contractor work schedule will not effect the billing cycle of the inspection company. Inspection services are from start of project to the completion of the project. The inspection services contract is not a time and material contract. Inspection services is a retainer for inspection services during the construction phase to the completion of the project
Invoicing will be lump sum divided equally over the amount of months proposed if project goes over our monthly lump sum charge will remain the same over the amount of months it takes to finish the project.
DSA may require additional time or additional staff. In the event DSA requires additional staff we will submit the additional cost to the district.
All administrative work is charged per staffing plan called our hours per each work day.
Rates and Job cost are based on draft schedule provided by district/CM.
Delays or Stoppages to the project will not effect the minimum monthly billing with approved IOR.
(this is specifically if any delay or stoppage keeps IOR from working or taking on another project)
Changes during construction resulting in approved CCD's, extension of time and or re-inspections will result in additional fees submitted for payment at time of changes with normal invoicing.
All invoicing will be billed as a monthly lump sum of the total amount submitted equally divided over the amount of months per the staffing plan. 292,284.00/13 = $22,483.38 Per month
Invoicing will be submitted on the 20th day of each month for payments due between the 1st and 7th of each month
Approval of this proposal means the district takes no exceptions to our general conditions/Monthly invoicing and the district agrees to include our rate sheet and general conditions form(this form) into the agreement between DSA School inspectors inc and the school district.



## STAFFING PLAN PER PROJECT & COST PER PROJECT:

| Staffing Plan | **Inc 2** | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rates IOR | | 123 | | Admin | | 75 | | | | | | | | |
| Lead IOR | | | | | | | | | | | | | | |
| Month | July 25 | Aug 25 | Sep 25 | Oct 25 | Nov 25 | Dec 25 | Jan 26 | Feb 26 | Mar 26 | Apr 26 | May 26 | Jun 26 | Jul 26 | Totals |
| Working days | 22 | 21 | 21 | 23 | 19 | 20 | 21 | 20 | 22 | 22 | 21 | 22 | 22 | |
| Hours per day | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | |
| Total hours | 176 | 168 | 168 | 184 | 152 | 160 | 168 | 160 | 176 | 176 | 168 | 176 | 176 | 2208 |
| Admin | | | | | | | | | | | | | | |
| Month | July 25 | Aug 25 | Sep 25 | Oct 25 | Nov 25 | Dec 25 | Jan 26 | Feb 26 | Mar 26 | Apr 26 | May 26 | Jun 26 | Jul 26 | |
| Working days | 22 | 21 | 21 | 23 | 19 | 20 | 21 | 20 | 22 | 22 | 21 | 22 | 22 | |
| Hours per day | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| Total hours | 22 | 21 | 21 | 23 | 19 | 20 | 21 | 20 | 22 | 22 | 21 | 22 | 22 | 276 |
| **cost Lead IOR** | | | | | | | | | | | | | | 271584 |
| **Cost Admin** | | | | | | | | | | | | | | 20700 |
| **Total** | | | | | | | | | | | | | | $292284.00 |
| **Monthly Lump sum cost** | | | | | | | | | | | | | | $22483.38 |

# CABRILLO UNIFIED SCHOOL DISTRICT

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

**INTERIM SUPERINTENDENT**
Dr. Ramon Miramontes

**GOVERNING BOARD**
Mary Beth Alexander
Peter Cerneka
Lizet Cortes
Carmen Daniel
Breanna Lafontaine


# MEMORANDUM

**MEETING DATE:** May 15, 2025
**TO:** Members of the Governing Board
**FROM:** Dr. Ramon Miramontes, Interim Superintendent
**CATEGORY:** Consent/Action
**ITEM TITLE:** Approval of Governing Board Policy Updates as Recommended by the California School Boards Association and CUSD Staff

## BACKGROUND INFORMATION

The Cabrillo Unified School District (CUSD) participates in the California School Boards Association's (CSBA) Policy Online and Manual Maintenance Service. One important component of this optional service is that participating districts receive a quarterly "Policy Maintenance Report" to help keep Board policies up to date and fully compliant. Most often, the proposed changes are mandate-driven. In such instances, staff will suggest that the Board waive additional readings and adopt the suggested revisions via action.

When a quarterly maintenance review indicates 1) a need for a change in a policy that provides optional courses of action or 2) the need for a new policy to address a particular issue, staff may suggest that the Board engage in a first and second reading of the document prior to considering policy adoption.

## REPORT/PROPOSAL

This month, the following Board Policies are provided for adoption. These Board documents have been reviewed by the appropriate staff and are submitted for your consideration. CUSD staff have further concluded that the proposed revisions reflect new laws, federal law compliance, and/or additional CSBA suggested wordsmithing that could be considered for adoption under consent items.

1. Policy 0460: Local Control and Accountability Plan
2. Policy 0470: COVID-19 Mitigation Plan - DELETE
3. Policy 0520: Intervention in Underperforming Schools
4. Policy 1113: District and School Websites
5. Policy 1312.2: Complaints Concerning Instructional Materials
6. Policy 5126: Awards for Achievement
7. Policy 5141.21: Administering Medication and Monitoring Health Conditions
8. Policy 5141.5: Mental Health
9. Policy 5141.6: School Health Services
10. Policy 6120: Response to Instruction and Intervention
11. Policy 6141.2: Recognition of Religious Beliefs and Customs
12. Policy 6142.5: Environmental Education
13. Policy 6142.8: Comprehensive Health Education
14. Policy 6143: Courses of Study
15. Policy 6146.1: High School Graduation Requirements
16. Policy 6146.4: Differential Graduation and Competency Standards for Students with Disabilities
17. Policy 6159.2: Nonpublic, Nonsectarian School and Agency Services for Special Education
18. Policy 6161.1: Selection and Evaluation of Instructional Materials
19. Policy 6161.11: Supplementary Instructional Materials
20. Policy 6162.5: Student Assessment

21. Policy 6163.1: Library Media Centers
22. Policy 6173.4: Education for American Indian Students
23. Policy 6174: Education for English Learners
24. Policy 6177: Summer Learning Programs
25. Policy 6178: Career Technical Education

**FISCAL ANALYSIS**

There is no financial impact to the General Fund associated with the approval of these updates.

**RECOMMENDATION**

Approve the Governing Board Policy updates as submitted.

***Prepared by:*** *Rosibel Acosta, Administrative Assistant to the Superintendent*

# CABRILLO UNIFIED SCHOOL DISTRICT
## POLICY GUIDESHEET
May 15, 2025

Note: This guidesheet provides a brief summary of the policy revisions for this update.

**Board Policy 0460 - Local Control and Accountability Plan**

Policy updated to reflect NEW LAW (AB 181, 2022) which states, by January 31, 2025, an Individuals with Disabilities Education Act (IDEA) Addendum adopted by the State Board of Education (SBE) shall completed by districts which are identified by the California Department of Education (CDE) as needing an improvement plan. Additionally, policy is updated to reflect NEW LAW (AB 181, 2022) requiring the LCAP parent advisory committee to include at least a parent/guardian of currently enrolled students with disabilities. Policy also updated to reflect NEW LAW (SB 997, 2022) which requires, beginning July 1, 2024, districts serving middle or high school students to include two students as full members of the existing parent advisory committee or establish a student advisory committee to provide advice to the Board and the Superintendent or designee.

Policy updated to reflect NEW LAW (SB 114, 2023) which (1) requires numerous changes to the local control and accountability plan (LCAP) for use in the 2024-25 school year, and (2) adds "long-term English learners," defined by NEW LAW (SB 141, 2023) as a student who has not attained English language proficiency within seven years of initial classification as an English learner, as a numerically significant subgroup. Policy also updated to add headers for clarity, align the structure of the policy with the LCAP process, and clarify references to the annual update and budget overview for parents/guardians.

**Board Policy 0470 - COVID-19 Mitigation Plan - DELETE**

Policy deleted as unnecessary due to expiration of COVID-19 public health emergency declaration, with relevant concepts incorporated into other policies.

**Board Policy 0520 - Intervention in Underperforming Schools**

Policy updated to reflect NEW LAW (SB 114, 2023) which (1) expands technical assistance based on anumerically significant student subgroup not making sufficient progress towards its local control and accountability plan (LCAP) to include identifying student subgroups that are low performing or experiencing significant disparities from other students or subgroups as identified on the California School Dashboard, (2) creates a new basis for technical assistance when the district fails to meet specified data submission requirements which includes identifying areas of strengths and weaknesses in the identified goals, actions, and services addressed in the LCAP, and reviewing the district's data management policies and collection and submission processes to ensure the submission of accurate data according to the processes and timelines established by the California Department of Education, and (3) specifies when the California Collaborative for Educational Excellence (CCEE) will consult with the district and any provider of technical assistance to determine if assistance from CCEE is necessary.

**Board Policy 1113 - District and School Websites**

Policy updated to incorporate concepts from NEW LAW (AB 2273, 2022) which, although not necessarily applicable to districts, requires a business that provides an online service, product, or feature likely to be accessed by children to comply with specified requirements and provides good guidance for districts seeking to create a safe online space for students.

**Board Policy 1312.2 - Complaints Concerning Instructional Materials**

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (2) clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (3) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified, and (4) requires CDE to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are

culturally relevant. Policy also updated to expand and amend the list of criteria to be considered when instructional or library materials are being challenged; and, to provide that, unless required by law, any challenged material that is reviewed by the district will not be subject to further reconsideration for 12 months.

**Board Policy 5126 - Awards for Achievement**

Policy updated to add that a budget be established for the purpose of student awards, and that no fee or other cost be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards. Additionally, policy updated to separate out the State Seal of Biliteracy material from district established awards for biliteracy, and to clarify that the Governing Board may prohibit the district committee which administers the district's scholarship and loan fund from accepting any donation under conditions it finds incompatible with the fund's intents and purposes as specified in Board Policy 3290 - Gifts, Grants and Requests.

**Board Policy 5141.21 - Administering Medication and Monitoring Health Conditions**

Policy updated to reflect NEW LAW (AB 1283, 2023) which authorizes districts to provide emergency stock albuterol inhalers to school nurses or trained personnel who have volunteered, who may use the inhaler to provide emergency medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress, and NEW LAW (AB 1722, 2023) which authorizes districts to hire a licensed vocational nurse following Governing Board approval that a diligent search was conducted for a credentialed school nurse.

**Board Policy 5141.5 - Mental Health**

Policy updated to expand the first philosophical paragraph and reflect the U.S. Surgeon General's NEW GUIDANCE regarding the importance of social connection and the impact of social media on health and well-being. Policy also updated to reflect NEW LAW (SB 14, 2021) which requires the California Department of Education (CDE) to recommend best practices and identify training programs to address student behavioral and mental health, including common psychiatric conditions and substance use disorders, safely deescalating crisis situations involving students with a behavioral health disorder, linking students with referrals, and providing instruction on how to maintain student privacy and confidentiality. Policy also updated to reflect that districts are required to notify students and parents/guardians twice a year about how to access mental health services, NEW LAW (AB 748, 2022) which requires each school site serving students in any of grades 6-12 to create a mental health poster, and NEW LAW (AB 167, 2021) which requires CDE to develop guidelines for the use of telehealth technology in schools.

**Board Policy 5141.6 - School Health Services**

Policy updated to expand the first philosophical paragraph to include the unique position of districts to increase health equity and the utilization of telehealth as a method to deliver health care services in schools. Policy also updated to provide for preventative programming and intervention strategies as types of health services to be provided by districts.

**Board Policy 6120 - Response to Instruction and Intervention**

Policy updated to emphasize the importance of learning and behavioral outcomes and progress monitoring as it relates to response to instruction and intervention (RtI$^2$), reference multi-tiered system of supports (MTSS) and the integration of RtI$^2$ into such frameworks, expand the list of individuals that may be included in designing the district's RtI$^2$ system, add the examination of student social-emotional well-being as one of the bases for design, provide more detail regarding strategies and interventions including ten core components of the RtI$^2$ model identified by the California Department of Education, and that RtI$^2$ may be utilized as one component when considering the referral of a student for evaluation for special education or other services.

**Board Policy 6141.2 - Recognition of Religious Beliefs and Customs**

Policy updated to reflect NEW GUIDANCE from the U.S. Department of Education regarding constitutionally protected prayer and religious expression in public schools and Appendix F of the California Department of Education's History and Social Science Framework which offers guidance and support for educators regarding the recognition of religious beliefs and customs. Additionally, policy updated to add that instruction regarding the role of religion in society be consistent with adopted instructional materials and state standards. In addition, policy updated to reflect U.S. Supreme Court decision (Kennedy v. Bremerton) which held that the employee, a football coach, did not coerce students to pray when the employee knelt at midfield after games to offer a quiet personal prayer, rejected the district's argument that any visible religious conduct by a teacher or coach amounted to impermissible coercion on students, and concluded that the coach was acting in a private capacity

and not in the capacity of an employee of the district when the prayer was offered during a time when school employees were free to attend to personal matters. Policy also updated to reflect NEW COURT DECISION (Fellowship of Christian Athletes v. San Jose Unified School District) in which the Ninth Circuit U.S. Court of Appeals held that it would be discrimination for a district to fail to recognize a student club with religiously based leadership requirements upon a finding that multiple student clubs imposed certain requirements for membership or leadership positions—i.e., discriminated against certain students—but that the district only objected to the Fellowship of Christian Athletes' requirements because of the religious basis of the requirements.

**Board Policy 6142.5 - Environmental Education**

Policy updated to reflect law which required that the state-adopted environmental principles and concepts be integrated into content standards, curriculum frameworks, and textbook criteria. Policy also reflects legislative intent that governing boards undertake specified actions to promote instruction in environmental literacy, including by embedding environmental literacy in the local priorities addressed in the district's local control and accountability plan, collaborating with other agencies to enhance the environmental curriculum, providing professional development in environmental literacy, and ensuring equity in the provision of environment-based learning opportunities.

**Board Policy 6142.8 - Comprehensive Health Education**

Policy updated to reflect NEW U.S. SURGEON GENERAL GUIDANCE related to (1) the importance of social connection in individual and societal health and well-being, and (2) the impact of social media on children and adolescents. Policy also updated to include the requirement that if districts offer health education courses to middle or high school students the course must include mental health instruction.

**Board Policy 6143 - Courses of Study**

Policy updated to (1) expand student characteristics for which districts may not provide any course separately or require or refuse participation, (2) include that the district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares students for high school graduation and career entry, and (3) clarify that the a-g requirements for the University of California and California State University system is 15 yearlong or 30 semesters.

Policy updated to expand the list of characteristics for which the district may not, on the basis of the student's actual or perceived characteristic, provide any course separately or require or refuse participation by any student, to more closely align with law.

**Board Policy 6146.1 – High School Graduation Requirements**

Policy updated to reflect NEW LAW (AB 185, 2022) which restores the option to authorize the completion of a course in career technical education in lieu of the visual or performing arts or world language course requirement for high school, which authority was deleted by prior legislation.

Policy updated to reflect NEW LAW (AB 714, 2023) which changes "students participating in a newcome program" to "newcomer students" for purposes of exemptions from district-adopted graduation requirements, and NEW LAW (SB 114, 2023) and NEW LAW (SB 141, 2023) which (1) specifies that the exemption for a student with a disability from all coursework and other requirements adopted by the Board that are in addition to statewide course requirements applies to a student with a disability who entered 9th grade in the 2022-23 school year, (2) revises the eligibility criteria for the exemption, and (3) provides that participation in graduation activities by a student with a disability who is exempted from district-adopted graduation requirements that are in addition to the statewide course requirements may not be construed as a termination of the district's responsibility to provide a free appropriate public education unless the student's individualized education program team has determined that the student has completed the high school experience. Policy also updated to add to the list of permissible retroactive diplomas a former member of the military who is a resident of California and received an honorable discharge, or, a current member of the military who is a resident of California and was a resident of California when entered the military.

Student Exit section transferred to Regulation 5125 Student Records.

**Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities**

Policy updated to reflect NEW LAW (SB 114, 2023) and NEW LAW (SB 141, 2023) which (1) specifies that the exemption for a student with a disability from all coursework and other requirements adopted by the Board that

are in addition to statewide course requirements applies to a student with a disability who entered 9th grade in the 2022-23 school year, (2) revises the eligibility criteria for the exemption, and (3) provides that participation in graduation activities by a student with a disability who is exempted from district-adopted graduation requirements that are in addition to the statewide course requirements may not be construed as a termination of the district's responsibility to provide a free appropriate public education unless the student's individualized education program team has determined that the student has completed the high school experience.

**Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education**

Policy updated to reflect a December 2022 Davis Joint Unified School District Resolution Agreement with the U.S. Department of Education, Office for Civil Rights, regarding the use of seclusion and restraint as it relates to a free appropriate public education for students with disabilities placed in nonpublic schools.

**Board Policy 6161.1 - Selection and Evaluation of Instructional Materials**

Policy updated to reflect NEW LAW (AB 1078, 2023) which (1) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (2) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, (3) requires the Governing Board to submit a copy of any resolution reflecting a finding of insufficient textbooks or other instructional materials to the County Superintendent of Schools no later than three business days after the hearing on such materials, (4) clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, and (5) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to expand the list in the first philosophical statement regarding the Governing Board's desires for the district's instructional materials; clarify that instructional materials for mathematics and English language arts that are aligned to common core academic content standards are deemed to be aligned to state academic content standards adopted by the State Board of Education, move up the statement regarding the inclusion of the degree to which every student has sufficient access to standards-aligned instructional materials into the district's local control and accountability plan, and provide that the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year if the County Superintendent makes the district aware of a school that does not have sufficient instructional materials.

**Board Policy 6161.11 - Supplementary Instructional Materials**

Policy updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Governing Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Policy also updated to delete the section "Supplementary Materials Aligned with Common Core Standards" as these interim materials are no longer necessary since the State Board of Education has adopted K-8 textbooks and instructional materials aligned to the Common Core Standards. Additionally, policy updated to include factual accuracy and whether the material contains pervasive vulgarity or profanity in the determination of compliance of supplemental materials with district criteria, and, add that the Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

**Board Policy 6162.5 – Student Assessment**

Policy updated to reflect that prohibited and permitted student use of technology, including artificial intelligence, in relation to assessment, be as specified in Board Policy 5131.9 – Academic Honesty and Board Policy 6163.4 –

Student Use of Technology, reference **NEW LAW (AB 114, 2023)** which includes long term English learners as a numerically significant student subgroup for purposes of demonstrating comparable improvement in academic achievement by all numerically significant subgroups, include that state interim and formative assessments may be used to communicate with students' parents/guardians and for use in identifying professional development, and that results of an individual student on the California Assessment of Student Performance and Progress may be released to a postsecondary educational institution for the purpose of credit, placement, or admission.

**Board Policy 6163.1 - Library Media Centers**

Policy updated to expand the first philosophical paragraph regarding the Governing Board's recognition of how school libraries support the educational program and the Board's desire for books and other resources that are stocked in school libraries. Policy also updated to reflect NEW LAW (AB 1078, 2023) which clarifies when it is unlawful discrimination for the Board to refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library, (2) requires the California Department of Education (CDE) to issue, by July 1, 2025, guidance regarding how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant, (3) requires CDE to develop, by July 1, 2025, guidance and public educational materials to ensure that all Californians can access information about educational laws and policies that safeguard the right to an accurate and inclusive curriculum, and (4) provides that complaints alleging discrimination related to the use or prohibited use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or resource in a school library may be brought under the district's uniform complaint procedures or may be directly filed with the Superintendent of Public Instruction, as specified. Additionally, policy updated in regard to the criteria for evaluation of the condition and use of school libraries to add (1) that the quality of the collection at each library include types of materials (fiction, non-fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, and provision of a broad spectrum of knowledge and viewpoints, and (2) that principals, teachers, and library personnel have knowledge of the process to follow when a library material(s) is challenged.

**Board Policy 6173.4 - Education for American Indian Students**

New policy addresses legal implications and best practices for the education of American Indian students, including a philosophical statement which recognizes the unique cultural, language, and educational needs of Indian students and the ways those needs may be addressed, the importance of culturally relevant curriculum for all students related to local American Indian tribes, and the practice of implementing strategies necessary for the improvement of the academic achievement of American Indian students. Policy also provides for the involvement of a California Indian Education Task Force as encouraged by NEW LAW (AB 1703, 2022), the identification of and related supports for American Indian students most at-risk of not meeting state academic standards, the additional protections for American Indian students prior to a suspension, expulsion, assignment to a supervised suspension classroom, or involuntary transfer to a continuation school in accordance with NEW LAW (AB 740, 2022), the provision of programs to facilitate the successful transition of American Indian students to post-secondary education and employment, professional development to assist those working with students regarding the unique needs of American Indian students, and annual reporting to the Governing Board regarding the outcomes of American Indian students. Additionally, policy includes a section entitled, "Title VI Indian Education Program," with material moved from deleted Administrative Regulation 6173.4 - Title VI Indian Education Program, and reflects major requirements for districts that receive Title VI Indian education funding.

**Board Policy 6174 - Education for English Learners**

Policy updated to remove outdated material and reflect NEW LAW (SB 941, 2022) which permits a district to enter into an instruction collaboration agreement with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations to science, technology, engineering, and mathematics classes, or dual language immersion programs.

**Board Policy 6177 - Summer Learning Programs**

Policy updated to clarify that summer learning programs are part of the Expanded Learning Opportunities (ELO) Program and to reflect the requirements of the ELO programs to offer access to specified students, as provided in NEW LAW (AB 181 and 185, 2022). Policy also updated to reference NEW GUIDANCE from the California Department of Education which clarifies that districts are prohibited from charging fees for summer school.

**Board Policy 6178 – Career Technical Education**

Policy updated to make a minor revision to the note to reflect NEW LAW (AB 185, 2022) which restores the option to authorize the completion of a course in career technical education in lieu of the visual or performing arts or world language course requirement for high school, which authority was deleted by prior legislation.

## Policy 0460: Local Control And Accountability Plan

**Status:** DRAFT

**Original Adopted Date:** 12/12/2013 | **Last Revised Date:** 02/13/2020 | **Last Reviewed Date:** TBD

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

The Board shall adopt a districtwide local control and accountability plan (LCAP~~),~~) and an annual update to the LCAP, based on the most up-to-date template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP and the annual update shall be adopted or updated, as required, on or before July 1 of each year ~~and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years.~~ . (Education Code 52060, 52064; 5 CCR 15494-15497)

The LCAP **and the annual update** shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming. **(Education Code 52060, 52064)**

~~Unduplicated students include students~~ An "unduplicated student" is a student who ~~are~~is eligible for free or reduced-price meals, who is an English ~~learners, and~~learner, or who is a foster youth, as defined in Education Code 42238.01 ~~for purposes of the local control funding formula (LCFF).~~ (Education Code 42238.02)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term English learners, students with disabilities, foster youth, and ~~homeless~~ students experiencing homelessness, when there are at least 30 students in the subgroup or at least 15 foster youth ~~or homeless~~, students **experiencing homelessness, or long-term English learners**. (Education Code 52052)

**Beginning July 1, 2025, if the district is identified by the California Department of Education (CDE) as needing an improvement plan pursuant to 34 CFR 300.600-300.647, the Board shall adopt, and update on an annual basis, an Individual with Disabilities Education Act (IDEA) Addendum, based on the template adopted by SBE. However, if the district adopts an improvement plan after being identified, but before July 1, 2025, the IDEA Addendum shall be developed upon expiration of the adopted improvement plan, but no later than July 1, 2028, whichever occurs first. The IDEA addendum shall be developed, reviewed, and approved in conjunction with and in the same manner as the LCAP and the annual update and shall be submitted to CDE within 15 days of adoption by the Board. (Education Code 52064.3**)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

The LCAP shall also be aligned with other district and school plans, to the extent possible, in order to minimize duplication of effort and provide clear direction for program implementation.

As part of the ~~LCAP~~ adoption of the LCAP and the annual update ~~to the LCAP~~, the Board shall separately adopt ~~an LCFF~~a local control funding formula budget overview for parents/guardians, based on the template developed by ~~the~~ SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

~~Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)~~

~~**Plan Development**~~

~~The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.~~

~~The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)~~

**Public Review and Input**

The Board shall establish a parent advisory committee ~~to review and comment on the LCAP. The committee,~~ which shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students students ~~as defined above~~ **and parents/guardians of students with disabilities**. (Education Code 52063; 5 CCR 15495)

**Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee, which shall be composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)**

**Beginning July 1, 2024, unless a student advisory committee is established to provide advice to the Board and Superintendent, two students shall be included as full members of the parent advisory committee. The students shall serve for a renewable term of one full school year. (Education Code 52063)**

**Student members of the parent advisory committee or the student advisory committee shall represent the diversity of the district's students, including geographical, socioeconomic, cultural, physical, and educational diversity, and particular effort shall be made to reach out to at-risk or disadvantaged students to serve as members of such committees. (Education Code 52063**)

~~Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)~~

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). ~~(Education Code 52062)~~

**LCAP Development and Consultation**

**The Superintendent or designee shall gather data and information needed for effective and meaningful development of the LCAP and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.**

**The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP and the annual update. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums and committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)**

~~The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)~~

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

**The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP and the annual update. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP and the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)**

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. and the annual update. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and ~~AR~~ Board Policy 3100 ~~-~~ – Budget. (Education Code ~~42127,~~ 52062)

**Adoption ~~of the Plan~~ and Submission**

The Board shall adopt the LCAP **and the annual update** prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. ~~(Education Code 52062)~~

~~The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)~~

~~**Submission of Plan to County Superintendent of Schools**~~

Not later than five days after adoption of the LCAP, **the annual update,** the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, **the annual update,** the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP **and the annual update**, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments ~~to the LCAP~~ within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP and the annual update, the Board shall accept technical assistance from the County Superintendent focused on revising the ~~plan so that it can be approved. (Education Code 52071)~~ LCAP and the annual update so that they can be approved. (Education Code 52071)

**Revisions**

**The Board may adopt revisions to the LCAP and the annual update at any time during the period in which it is in effect, provided the Board follows the process to adopt the LCAP and the annual update pursuant to Education Code 52062 and the revisions are adopted in a public meeting.**

**Monitoring Progress and Complaints**

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to Administrative Regulation 1312.3 – Uniform Complaint Procedures. (Education Code 52075)
Technical Assistance

If the district's LCAP and the annual update are not approved, the district shall accept technical assistance or other intervention that may be required pursuant to Education Code 52071.

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## Policy 0470: COVID-19 Mitigation Plan

**Status:** ADOPTED

**Original Adopted Date:** 08/13/2020 | **Last Revised Date:** 03/10/2022 | **Last Reviewed Date:** TBD

**CSBA:** 03/2024

~~The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal or state law and/or order or local order may conflict with this policy, the law or order shall govern.~~

~~The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.~~

~~To limit the impact of the pandemic on the education of district students, the district shall implement learning recovery, social-emotional support, and other measures and strategies designed to keep students learning and engaged in the instructional program.~~

### ~~COVID-19 Safety Plan~~

~~The Superintendent or designee shall establish, implement, and maintain a COVID-19 safety plan that complies with any mandatory public health guidance of the California Department of Public Health (CDPH), the COVID-19 prevention program ("CPP") consistent with the regulations of the California Division of Occupational Safety and Health, any orders of state or local health authorities, and any other applicable law and/or health order(s). The Superintendent or designee shall ensure, at a minimum, that the COVID-19 safety plan complies with all mandatory guidance and gives priority to recommended practices that are identified as being particularly effective at COVID-19 mitigation. The Superintendent or designee shall regularly review public health guidance to ensure that the district's COVID-19 mitigation strategies are current with public health mandates or recommendations.~~

~~The district's COVID-19 safety plan shall be posted on the district's web site.~~

~~To promote transparency and facilitate decision-making regarding COVID-19 mitigation strategies, the Superintendent or designee shall report to the Board on a regular basis regarding the following:~~

1. ~~Level of community transmission of COVID-19~~
2. ~~COVID-19 vaccination coverage in the community and among students and staff~~
3. ~~Any local COVID-19 outbreaks or increasing trends~~
4. ~~Changes to local, state, and/or federal public health guidance, orders, and laws~~
5. ~~Any revisions to the district's COVID-19 safety plan~~

### ~~Reporting to the Public Health Department~~

~~Upon learning that a school employee or student who has tested positive for COVID-19 was present on campus while infectious, the Superintendent or designee shall immediately, and in no case later than 24 hours after learning of the positive case, notify the local health officer or the local health officer's representative about the positive case. The notification shall be made even if the individual who tested positive has not provided prior consent to the disclosure of personally identifiable information and shall include all of the following information, if known: (Education Code 32090)~~

1. ~~Identifying information of the individual who tested positive, including full name, address, telephone number, and date of birth~~

2. The date of the positive test, the school(s) at which the individual was present, and the date the individual was last onsite at the school(s)

3. The name, address, and telephone number of the person making the report

If a school has two or more outbreaks of COVID-19 and is subject to a safety review by CDPH pursuant to Education Code 32090, the Superintendent or designee shall cooperate fully with the review.

**Statewide Instructional Mode Survey**

On or before the second and fourth Monday of each month, the Superintendent or designee shall submit to the California Collaborative for Educational (CCEE) information required under Education Code 32091, in accordance with the form and procedures determined by CCEE.

**Stakeholder Engagement and Community Relations**

The district shall solicit input from stakeholders on how to best support students following the learning disruptions of the pandemic through appropriate methods, which may include surveys, community and family meetings, and other methods identified by the Superintendent or designee.

The Superintendent or designee shall collaborate with local health authorities to ensure that parents/guardians are provided with the information needed to ensure that public health guidance is observed in the home as well as in school, such as information about isolation and quarantine requirements, face mask requirements, symptom checks prior to school attendance, and who to contact when students have symptoms and/or were exposed.

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding community transmission levels, district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for COVID-19 mitigation strategies. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

**Learning Recovery and Social-Emotional Support**

The Superintendent or designee shall develop a plan for assessing students' current academic levels early in the school year to ensure that each student is provided with appropriate opportunities for learning recovery based on need. The plan may include:

1. Use of interim or diagnostic assessments

2. Review of available data from assessments within the California Assessment of Student Performance and Progress

3. Review of attendance data from the 2020-2021 school year

4. Review of prior year grades

5. Discussion of student needs and strengths with parents/guardians and former teachers

The Superintendent or designee shall develop and implement a learning recovery program that, at a minimum, provides supplemental instruction and support for social emotional well-being, and to the maximum extent permissible meals and snacks, to eligible students. (Education Code 43522)

**Supplemental Instruction and Support**

~~The district shall provide students with evidence-based supports and interventions in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports through a program of engaging learning experiences in a positive school climate. (Education Code 43522)~~

~~Targeted and intensive supports may include: (Education Code 43522)~~

1. ~~Extending instructional learning time based on student learning needs including through summer school or intersessional instructional programs~~
2. ~~Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff~~
3. ~~Learning recovery programs and materials designed to accelerate student academic proficiency, English language proficiency, or both~~
4. ~~Integrated student supports to address other barriers to learning, such as:~~
    a. ~~The provision of health, counseling, or mental health services~~
    b. ~~Access to school meal programs~~
    c. ~~Access to before and after school programs~~
    d. ~~Programs to address student trauma and social-emotional learning~~
    e. ~~Referrals for support for family or student needs~~
5. ~~Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports~~
6. ~~Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility~~
7. ~~Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning~~
8. ~~Other interventions identified by the Superintendent or designee~~

~~To ensure schoolwide implementation of the district's tiered framework of supports, the Superintendent or designee shall plan staff development that includes: (Education Code 43522)~~

1. ~~Accelerated learning strategies and effective techniques for closing learning gaps, including training in facilitating quality learning opportunities for all students~~
2. ~~Strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs~~

**~~Reengagement for Chronically Absent Students~~**

~~The Superintendent or designee shall implement strategies for identifying, locating, and reengaging students who were chronically absent or disengaged during the 2020-21 school year, including students who were kindergarten-age but who did not enroll in kindergarten. Strategies for reengaging students may include:~~

1. ~~Personal outreach to families, including by staff who are known to families~~
2. ~~Door-to-door campaigns~~

3. The use of social media to spread awareness about the implementation of COVID-19 mitigation strategies
4. Welcoming and supporting students who experienced chronic absenteeism due to the COVID-19 pandemic or who are returning to school after a long absence

**Student Absence and Attendance**

The Board recognizes that COVID-19 will continue to impact the attendance of students. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or is subject to a quarantine order to stay home in accordance with state and local health orders.

The Superintendent or designee shall ensure continuity of instruction for students who may be under a quarantine order to stay home, by offering such students independent study or other instructional delivery channels that allows the student to continue to participate in the instructional program to the greatest extent possible.

**Nondiscrimination**

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff except as allowed by law. (Education Code 49450)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on their medical condition or COVID status, exposure, or high-risk status.

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**Policy 0520: Intervention In Underperforming Schools** **Status:** DRAFT

**Original Adopted Date:** 02/13/2020 | **Last Revised Date:** 02/13/2020 | **Last Reviewed Date:** TBD

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard**, educator qualifications data,** and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness

**2. Identifying student subgroups that are low performing or experiencing significant disparities from other subgroups as identified on the California School Dashboard in order to identify and implement effective programs and practices to improve the outcomes and opportunities for these students**

~~2.~~**3.** Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district

**4. Identifying areas of strengths and weaknesses in the identified goals, actions, and services addressed in the LCAP, with a particular focus on those areas considered to be contributing toward meeting the increased or improved services requirement and all required goals**

**5. Reviewing the district's data management policies and collection and submission processes, including monitoring and oversight of the student information system, to ensure the submission of accurate data according to the processes and timelines established by the California Department of Education (CDE)**

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the ~~Board~~ **district** shall ~~work~~**, for a minimum of two years, maintain regular communication** with ~~the County Superintendent,~~ and ~~shall~~ provide ~~the County Superintendent~~ timely documentation ~~of~~ **to, the County Superintendent regarding** the district's completion of the activities listed in ~~items~~ **Items** #1-~~2~~**5** above**,** or substantially similar activities. (Education Code 52071)

~~With the approval of the County Superintendent, the~~ **The** district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)

~~If referred to~~ **The district shall consider any recommendations from** the California Collaborative for Educational Excellence ~~by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency~~ in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, **52072,** 52074)

If the **Superintendent of Public Instruction (**SPI**)** identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072**.1**)

1. Revision of the district's LCAP

2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities

3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

In addition, any school identified by ~~the California Department of Education~~ **CDE** for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

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## Policy 1113: District And School Websites

**Status:** ADOPTED

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 12/14/2017 | **Last Reviewed Date:** TBD

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school ~~web sites~~ **websites**. The use of district and school ~~web sites~~**websites** shall support the district's vision and goals and shall be coordinated with other district communications strategies.

### Design Standards

The Superintendent or designee shall ~~develop content guidelines~~ **establish design standards** for district and school ~~web sites~~ **websites** in order to maintain a consistent identity, professional appearance, and ease of use. ~~The district's design standards shall address the accessibility of district and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.~~

**District design standards shall require an evaluation of products, features, and content accessible to students on district and school websites to prevent access to harmful or potentially harmful material.**

**The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.**

### ~~Web Sites~~ Website Content

The Superintendent or designee shall develop content guidelines for district and school websites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school ~~web sites~~ **websites**.

### Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school ~~web sites~~ **websites**.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school ~~web sites~~ **websites**.

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with ~~his/her~~ **the student's** name, may be published on district or school ~~web sites~~ **websites** unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1 - Release of Directory Information.

**If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.**

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school ~~web sites~~ **websites**.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school ~~web sites~~ **websites** without the prior written permission of that individual. (Government Code 3307.5, ~~6254.21, 6254.24~~**7928.205, 7920.535**)

No public safety official shall be required to consent to the posting on the Internet of his/her **the public safety official's** photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her **the officer's** family. (Government Code 3307.5)

**Policy 1312.2: Complaints Concerning Instructional Materials** **Status:** DRAFT

**Original Adopted Date:** 12/11/2008 **| Last Revised Date:** TBD **| Last Reviewed Date:** TBD

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of **district staff,** parents/guardians, and community members**, and, as appropriate, students**. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the **accompanying** administrative regulation **and exhibit**.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of children enrolled in a district school. **(Education Code 35160)**

~~When deliberating upon challenged materials, the Superintendent and/or review committee shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.~~

~~Complainants are encouraged to accept the Superintendent's or review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.~~

~~The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.~~

**However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 – Uniform Complaint Procedures.**

**When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the degree to which the materials aligned with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.**

**The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.**

**If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.**

~~When any~~ **Any** challenged instructional material **that** is reviewed by the district~~, it~~ shall not be subject to further reconsideration for 12 months, unless ~~the Superintendent determines that reconsideration is warranted~~ **required by law**.

Complaints related to **the** sufficiency of textbooks or instructional materials shall be resolved ~~pursuant to the district's~~ **as specified in Administrative Regulation 1312.4 –** Williams ~~uniform complaint procedure at AR 1312.4~~ **Uniform Complaint Procedures**.

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## Policy 5126: Awards For Achievement

**Status:** DRAFT

**Original Adopted Date:** 06/25/2009 | **Last Revised Date:** 11/18/2021 | **Last Reviewed Date:** TBD

The Governing Board encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academic, artistic, extracurricular, athletic, and community service activities.

No fee or other cost shall be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards.

### District/School Awards

Student awards may include verbal recognition, a letter, a certificate, a Board resolution, public ceremony, trophy, gift, plaque, or monetary gift. The Board shall establish a budget for this purpose. (Education Code 44015)

The Superintendent or designee shall develop criteria for the selection of student award recipients.

### Golden State Seal Merit Diploma

At graduation from high school, students whose academic achievements in core curriculum areas have been outstanding shall receive special recognition.

The Superintendent or designee shall identify graduating high school students who have demonstrated mastery of the high school curriculum qualifying them for the Golden State Seal Merit Diploma. (Education Code 51454)

### State Seal of Biliteracy

The district shall present the State Seal of Biliteracy to each graduating high school student who has attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English., as specified in the accompanying administrative regulation. (Education Code 51460-51464)

### District Awards for Biliteracy

In order to affirm the value of bilingualism and encourage students' enrollment in world language programs, the Superintendent or designee may present awards at appropriate grade levels to recognize the pursuit and/or attainment of grade-level proficiency in one or more languages in addition to English. The Superintendent or designee may also present awards to English learners who are reclassified as fluent English proficient to recognize proficiency in both English and the student's native language.

### State Seal of Civic Engagement

The Superintendent or designee shall present the State Seal of Civic Engagement to each 11th or 12th grade student who demonstrates excellence in civics education and participation and has demonstrated an understanding of the U.S. Constitution, the California Constitution, and the democratic system of government. (Education Code 51470-~~51474~~51475)

All district students shall be afforded the opportunity to earn the State Seal of Civic Engagement, regardless of their background, communities, or experiences. No student shall be denied such opportunity based on academic ability, alternative school setting, or unique or unconventional expression of civic engagement.

### ~~Scholarship and Loan Fund~~

~~The Board shall establish and maintain a scholarship and loan fund which shall be used to provide interest-free loans for educational advancement, scholarship, and/or grants-in-aid to bona fide organizations, students, or graduates of district schools. (Education Code 35310, 35315)~~

~~The district's scholarship and loan fund shall be administered by a district committee composed of Board members, the Superintendent, and such other community, staff, administrative, and/or student representatives as determined by the Board. (Education Code 35310)~~

~~The Board shall select its own representatives to the committee. Staff, community, and/or student representatives shall be selected by the Superintendent. Members of this committee shall serve two-year terms.~~

~~The committee may accept gifts, donations, and bequests made for the purposes of the fund and may prescribe conditions or restrictions on these gifts and bequests. If the donor imposes any conditions, the committee shall review the conditions and make a recommendation to the Board as to the compatibility of such conditions with the intent and purpose of the fund. The Board may prohibit the committee from accepting any donation under conditions it finds incompatible with the fund's intents and purposes.~~ **~~as specified in Board Policy 3290 – Gifts, Grants and Requests.~~** ~~(Education Code 35313)~~

~~The Superintendent or designee shall report to the Board at least annually regarding the status and activity of the fund. (Education Code 35319)~~

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## Policy 5141.21: Administering Medication And Monitoring Health Conditions

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 10/14/2021 | **Last Reviewed Date:** TBD

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

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

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

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

In accordance with law, ~~The~~ the Superintendent or designee shall make, when available, naloxone hydrochloride or another opioid antagonist and stock albuterol inhalers available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering from an opioid overdose or respiratory distress. (Education Code 49414.3, 49414.7)

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

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

### Administration of Medication by School Personnel

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

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

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

**Policy 5141.5: Mental Health** **Status:** DRAFT

**Original Adopted Date:** 10/14/2021 | **Last Revised Date:** 10/14/2021 | **Last Reviewed Date:** TBD

The Governing Board recognizes that students' emotional well-being and mental health ~~contribute~~ **are critical** to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to **reduce the stigma associated with mental illness, facilitate access to mental health services, and help students** build ~~students'~~ resiliency skills, ~~help students~~ **including digital resilience, increase social connections, and** cope with life challenges~~, and reduce the stigma associated with mental illness~~.

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

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

The district shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

**Information and Training**

The Superintendent or designee shall provide school staff with information and training to recognize the early signs **and symptoms** of an emerging mental health condition **or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse**, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, **safely deescalate crisis situations involving students with a behavioral health disorder,** and link students with effective services**, referrals,** and supports. Such **training shall also provide instruction on how to maintain student privacy and confidentiality. Behavioral health** information **and training** may also be provided to parents/guardians**, students,** and families. **(Education Code 49428.15)**

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

**At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification shall be in at least two of the following methods: (Education Code 49428)**

1. **Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students**

2. **Including the information, at the beginning of the school year, in the parent handbook for parents/guardians and in student orientation materials or a student handbook**

3. **Posting the information on the school's website or social media**

**Parents/guardians and students shall each receive two notices on how to initiate access to student mental health services, which may be delivered by different methods. (Education Code 494280)**

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes

2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors

3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers

4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy

5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

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

Mental health and behavioral health services for students on campus may be provided by way of telehealth technology. (Education Code 49429)

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

Funding Resources

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

## Policy 5141.6: School Health Services

**Status:** DRAFT

**Original Adopted Date:** 02/12/2009 | **Last Revised Date:** 02/11/2021 | **Last Reviewed Date:** TBD

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. **The Board further recognizes that schools are uniquely positioned to increase health equity and to help ensure that all students have access to necessary health care services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses, and may utilize telehealth as a delivery mechanism to increase access to health care services in schools.**

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district**, including preventative programming and intervention strategies to address students' physical, mental, and behavioral health needs**.

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

The Board may prioritize school health services to schools serving students with the greatest need, including schools with medically underserved populations and/or a high percentage of low-income and uninsured children and youth.

School health services shall be provided under the supervision of a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

If a school nurse is employed by the school or district, ~~he/she~~ **the nurse** shall be involved in planning and implementing the school health services as appropriate.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

### Consent and Confidentiality

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code **6920-6930**, **Health and Safety Code 124260,** or other applicable law.

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

### Payment/Reimbursement for Services

~~The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.~~

The Superintendent or designee **may** ~~shall establish procedures for billing~~ **bill** public and private insurance programs and other applicable programs for reimbursement of services as appropriate. **Services may be provided free of charge or on a sliding scale in accordance with law.**
The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

**Program Evaluation**

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but are not necessarily limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; measures of school climate; feedback from staff and participants regarding program accessibility and operations, including accessibility to low- income and linguistically and culturally diverse students and families; and program costs and revenues.

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## Policy 6120: Response To Instruction And Intervention

**Status:** NEW DRAFT

**Original Adopted Date:** TBD | **Last Revised Date:** TBD | **Last Reviewed Date:** TBD

The Governing Board desires to improve learning and behavioral outcomes for all students by providing a high-quality, data-driven educational program that meets the learning and behavioral needs of each student and reduces disparities in achievement among subgroups of students. Students who are not making academic progress pursuant to district measures of performance and/or are struggling behaviorally shall receive intensive instruction and intervention supports designed to meet individual learning needs, with progress monitored.

The Superintendent or designee shall convene a team that may include, as appropriate, staff with knowledge of curriculum and instruction, student services, special education, and instructional and behavioral support, certificated personnel, other district staff, and parents/guardians to assist in designing the district's Response to Instruction and Intervention (RtI$^2$) system, based on an examination of indicators of district and schoolwide student achievement and social-emotional well-being.

The district's RtI$^2$ system shall include instructional strategies and interventions with demonstrated effectiveness and be aligned with the district curriculum and assessments. The Superintendent or designee may conduct ongoing screening to determine student needs, analyze data, identify interventions for students not making adequate academic progress, monitor the effectiveness of the interventions, and adjust interventions according to efficacy.

The district's RtI$^2$ system shall include research-based, standards-based, culturally relevant instruction for students in the general education program; universal screening and continuous classroom monitoring to determine students' needs and to identify those students who are not making progress; criteria for determining the types and levels of interventions to be provided; and subsequent monitoring of student progress to determine the effectiveness of the intervention and to make changes as needed.

Additionally, the district's RtI$^2$ system shall provide for:

1. High-quality classroom instruction
2. High expectations
3. Assessments and data collection
4. Problem-solving systems approach
5. Research-based interventions
6. Positive behavioral support
7. Fidelity of program implementation
8. Staff development and collaboration, which may include training in the use of assessments, data analysis, research-based instructional practices and strategies and emphasize a collaborative approach of professional learning communities among teachers within and across grade spans
9. Parent/guardian and family involvement, including collaboration and engagement

   The Superintendent or designee shall ensure that parents/guardians are involved at all stages of the instructional, intervention, and progress monitoring process. Parents/guardians shall be kept informed of the services that have and will be provided, the strategies being used to increase the student's rate of learning, the supports provided to improve behavioral difficulties, and the performance data that has and will be collected.

10. Consideration of further evaluation utilizing RtI$^2$ data

    The RtI$^2$ system may be utilized as one component when considering the referral of a student for evaluation for special education or other services.

## Policy 6141.2: Recognition Of Religious Beliefs And Customs

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** TBD | **Last Reviewed Date:** TBD

The Governing Board recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature, or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world **and be consistent with the adopted instructional materials and state standards, as applicable.**

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is ~~clearly~~ forbidden in ~~the~~ public schools. **The Superintendent or designee shall ensure that instruction** ~~Instruction~~ about religion ~~shall~~ **does** not promote or denigrate the beliefs or customs of any particular religion or sect, nor ~~should~~ **that** a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces**, and treat all religions and religious conviction, including nonbelief, with fairness and respect**.

Staff shall not endorse, encourage, or solicit religious or anti-religious expression or activities among students during class time.

~~As part of their official duties, staff~~ **Staff** shall not ~~lead~~ **coerce** students in prayer or other religious activities **as part of their official duties**. However, **staff are not prohibited, when acting in their private capacity, from encouraging students' participation in personal prayer or other religious activity. Additionally,** staff shall not prohibit or discourage any student from praying or otherwise expressing ~~his/her~~ **the student's** religious belief ~~as~~ **so** long as this does not disrupt the classroom **or other school sponsored activity.**

Students may express their beliefs about religion in their homework, artwork, and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards**, relevance, and other legitimate pedagogical objectives**.

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the ~~public schools~~ **district**. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature.

~~Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage.~~ The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and ~~are~~ temporary in nature.

**Classroom methods in instruction about religion shall not include religious role-playing activities or simulated religious devotional acts.**

**Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of cultural and religious heritage.**

**District schools shall not prohibit religious activities if the same or similar non-religious activities are permitted.**

## Policy 6142.5: Environmental Education

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** TBD | **Last Reviewed Date:** TBD

The Governing Board recognizes that schools play a crucial role in educating students about the ~~importance of the environment and in preparing them to be stewards of natural resources. The Board believes that students should value the environment, respect all life forms, understand the basic ecological principles which support the planet, and live an ecologically responsible life-style.~~ **relationship between humans and the natural world and in preparing them to have the skills, knowledge, and principles needed to solve environmental problems. The Board believes that all students should understand ecological systems and the impact of human action on such systems, including, but not limited to, climate change. The district's environmental education program shall promote environmental literacy and shall prepare students to be stewards of natural resources and live an environmentally sustainable lifestyle.**

**The district's local control and accountability plan may include local goals and priorities for environmental literacy.**

~~The Superintendent or designee shall develop an environmental education program that is aligned with state academic standards and curriculum frameworks. The Superintendent or designee shall determine how the district's environmental education program will be integrated into the district's science curriculum and other subjects and courses in which the concepts may be explicitly and systematically taught.~~

~~The goal of the district's environmental education program shall be to provide students with an understanding of~~ **The district's environmental education program may be taught across the district curriculum in science, history-social science, English language arts, health, and, to the extent practicable, mathematics. Such instruction shall be aligned with state-adopted standards and curriculum frameworks and may include, but not be limited to,** the interactions and interdependence of human societies and natural systems, people's dependence and influence on natural systems, the ways that natural systems change and how people can benefit and influence that change, the fact that there are no boundaries to prevent matter from flowing between systems, and the fact that decisions affecting resources and natural systems are complex and involve many factors.

The district's program ~~shall~~ **may also provide for** ~~emphasize a coordination of instructional resources with~~ active student participation in onsite resource conservation and management programs and the promotion of service-learning partnerships. **The Superintendent or designee may collaborate with other local educational agencies and/or community-based organizations to enhance the curriculum and learning experiences provided to students.**

**The Superintendent or designee shall ensure that environment-based learning experiences are made available on an equitable basis and that the environmental literacy curriculum reflects the linguistic, ethnic, and socioeconomic diversity of California.**

**As appropriate, the Superintendent or designee shall provide professional development for teachers in the development and effective implementation of curriculum and activities inside and outside of the classroom that promote environmental literacy.**

## Policy 6142.8: Comprehensive Health Education

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 11/10/2022 | **Last Reviewed Date:** TBD

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students. The district's health education program shall be part of a coordinated school health system which **recognizes that mental health and social connection are critical to student's overall health, well-being, and academic success,** supports the physical, mental, and social well-being of students**, reflects the importance of digital and media literacy,** and is linked to district and community services and resources.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other school-based activities that promote student well-being.

**Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 – Courses of Study.**

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

## Policy 6143: Courses Of Study

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 02/11/2021 | **Last Reviewed Date:** TBD

The Governing Board recognizes that a well-aligned sequence of courses fosters academic growth and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful academically, professionally, and personally.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, the Superintendent or designee shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, only utilizes prerequisites that are essential to success in a given program or course, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

The district shall not provide any course separately **or require or refuse participation by any student** on the basis of **the student's actual or perceived** sex, sexual orientation, gender, **gender expression, gender identity,** ethnic group identification, **immigration status,** race, ancestry, national origin, religion, color, mental or physical disability, **age, medical condition, genetic information, marital status, or any other characteristic listed in Education Code 200 and 220, Government Code 11135, or Penal Code 422.55, or the student's association with a person or group with one or more of such actual or perceived characteristics** ~~or require or refuse participation by any of its students on any such basis~~. (**Education Code 200, 220; Government Code 11135; Penal Code 422.55;** 5 CCR 4940)

### Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

### Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. **The district's course of study may provide for a rigorous academic curriculum that integrates academic and career skills, includes applied learning across all disciplines, and prepares all students for high school graduation and career entry.** (Education Code 51228)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet California college admission criteria (referred to as "~~a-g~~ **A-G**" course requirements) are submitted to the University of California for review and certification. The Superintendent or designee shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to all students in grades 9-12 and their parents/guardians, and shall make updated lists readily available. (Education Code 51229, 66204)

**Policy 6146.1: High School Graduation Requirements** **Status:** ADOPTED

**Original Adopted Date**: 12/11/2008 | **Last Revised Date:** 12/14/2021 | **Last Reviewed Date:** TBD **CSBA:** 10/22 & 12/2023

The Governing Board desires to prepare all students to successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

District students shall complete graduation course requirements as specified in Education Code 51225.3. Unless exempted as provided in "Exemptions from District-Adopted Graduation Requirements," district students shall also complete other course requirements adopted by the Board. Students who are exempted from district-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate.

**Course Requirements**

To obtain a high school diploma, students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English, 40 credits (CUSD)

2. Three courses in mathematics, 30 credits (CUSD)

   Students shall complete at least one mathematics course that meets the state academic content standards for Algebra I or Mathematics I. Students may complete such coursework prior to grade 9 provided that they also complete two mathematics courses in grades 9-12. (Education Code 51224.5)

   ~~Students may be awarded up to one mathematics course credit for s~~Successful completion of an approved computer science course that is classified as a "category ~~c~~ C" course based on the ~~"a-g" course~~ University of California (UC) and California State University (CSU) "A-G" admission ~~requirements for college admission, which may~~ shall be counted toward the satisfaction of additional graduation requirements in mathematics. (Education Code 51225.3, 51225.35)

3. Two courses in science, including biological and physical sciences, 20 credits (CUSD)

4. Four courses in social studies, including United States **(US)** history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics, 40 credits (CUSD)

   ~~The CTE course may be offered through different means, including a district-operated program, regional occupational center or program, or county office of education program pursuant to a joint powers agreement. See BP/AR 6178 - Career Technical Education and BP 6178.2 - Regional Occupational Center/Program for program details pertaining to CTE.~~

5. One course in visual or performing arts, world language, or career technical education (CTE). For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language. (Education Code 51225.3)

   To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education. (Education Code 51225.3)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

7. Beginning with the 2029-30 school year, a one-semester course in ethnic studies (Education Code 51225.3)

~~7~~8. Seven courses of electives, 40 credits

The total number of credits required to receive a diploma shall be 230.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

**Exemptions from District-Adopted Graduation Requirements**

~~District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code 51225.3 and those adopted by the Board. However, a~~ **A** foster youth, ~~homeless~~ student **experiencing homelessness**, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or ~~a newly arrived immigrant~~ **newcomer** student who is in the third or fourth year of high school ~~and is participating in a newcomer program,~~ shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the **additional** requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school **by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student,** ~~or of the commencement of participation in a newcomer program,~~ as applicable, the Superintendent or designee shall notify any eligible student**, and others as required by law,** of the availability of the exemption **from local graduation requirements** and whether the student qualifies for it. (Education Code 51225.1)

~~If during the 2020-21 school year a student was in the third or fourth year of high school and is not on track to graduate in four years, the district shall exempt the student from any local graduation requirements adopted by the Board that are in addition to statewide course requirements specified in Education Code 51225.3. (Education Code 51225)~~

~~**Additional Opportunities to Complete Required Coursework**~~

~~The Superintendent or designee shall provide a student who was enrolled in the third or fourth year of high school during the 2020-21 school year and is not on track to graduate in the 2020-21 or 2021-22 school years the opportunity to complete the statewide coursework required for graduation, which may include, but is not limited to, completion of the coursework through a fifth year of instruction, credit recovery, or other opportunity to complete the required coursework. (Education Code 51225)~~

**The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)**

**If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)**

**Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)**

1. **That the student is eligible to take the alternate assessment as described in Education Code 60640**

2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district- adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of student's graduating from the fourth or fifth year of high school who, for the prior school year, graduated with an exemption from district- established graduation requirements that are in addition to statewide coursework requirements.

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)

In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)

1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure

   Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

   In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the ~~United States~~ U.S. or through online or virtual courses.

2. Were interned by order of the federal government during World War II or are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district high school immediately preceding the internment or military service and did not receive a diploma because their education was interrupted due to the internment or military service in those wars

   Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the ~~United States~~ U.S. while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

4. Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military

   In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.

45. Were in their senior year of high school during the 2019-20 school year, were in good academic standing and on track to graduate at the end of the 2019-20 school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis

## Honorary Diplomas

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

## ~~Student Exits~~

~~The LEA utilizes the CALPADS Codes below to document student exits. All records are kept for six years.~~

| ~~CALPADS Student Exit Category Code~~ | ~~CALPADS Student Exit Category Name~~ | ~~Student Exit Reason~~ | ~~Sufficient Documentation for the Given Student Exit Reason~~ |
|---|---|---|---|
| ~~T180~~ | ~~TransPrivate~~ | ~~Transferred to a private school in California:~~<br><br>~~Student has withdrawn from/left school and has enrolled in a private school in California.~~ | ~~● A request for student records from a receiving private school in California; – or –~~<br>~~● A written record of a response from an official in the receiving school or program acknowledging the student's enrollment; – or –~~<br>~~● A parent's statement accompanied by a private school affidavit (PSA).~~ |
| ~~T200~~ | ~~TransUS~~ | ~~Transferred to a school outside of California (but within the U.S.):~~<br><br>~~The student has withdrawn from/left school and has transferred to another public or private U.S. school outside California.~~ | ~~● A request for student records from a U.S. school outside California; – or –~~<br>~~● A written record of a response from an official in the receiving school or program acknowledging the student's enrollment.~~ |
| ~~T240~~ | ~~TransOutUS~~ | ~~Transferred/moved out of the country:~~<br><br>~~The student has withdrawn from/left school to move to another country.~~ | ~~● A written confirmation that a student has emigrated to another country, such as a documented conversation by school staff and the student's parent (or guardian) that is placed in the student's file.~~<br><br>~~Note: An official written document, such as a request for student records, is not required.~~ |
| ~~E130~~ | ~~Died~~ | ~~Died:~~<br><br>~~The student died while enrolled in school, or the student completed the school year, was expected to return, and died during the summer break.~~ | ~~● A letter from a parent/guardian or family member; – or –~~<br>~~● An obituary.~~<br><br>~~Note: A death certificate is NOT required~~ |

**Policy 6146.4: Differential Graduation And Competency Standards For Students With Disabilities** **Status:** DRAFT

**Original Adopted Date:** 12/11/2008 **| Last Revised Date:** TBD **| Last Reviewed Date:** TBD

The Governing Board recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district's regular course may be needed on an individualized basis to provide FAPE. In accordance with law, each student's ~~The Individualized Education Program~~ individualized education program (IEP) team shall determine the appropriate ~~standards and assessments~~ goals, as well as any appropriate individual accommodations~~, that may be required for students with disabilities~~ necessary for measuring the academic achievement and functional performance of the student on state and districtwide assessments.

~~No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities. (Education Code 35160.5)~~

## Exemption from District-Established Graduation Requirements

District students shall complete all course requirements for high school graduation as specified in Board Policy 6146.1 - High School Graduation Requirements. However, a student with a disability that entered the ninth grade in the 2022-23 school year and later may be exempted from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student's IEP provides for both of the following requirements: (Education Code 51225.31).

1. That the student is eligible to take the alternate assessment as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

Any such exempted student shall receive a diploma and be eligible to participate in any graduation ceremony and school activity related to graduation in which a student of similar age without a disability would be eligible to participate. (Education Code 51225.31)

The district's responsibility to provide FAPE shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the student's IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education code 51225.31)

## ~~High School Diploma and~~ Certificate of Educational Achievement ~~/~~ or Completion

~~Beginning in 2005-2006, a student with disabilities may be awarded a high school diploma upon satisfactory completion of the course of study specified in his/her IEP and upon completion of the high school exit exam. The high school exit exam shall be administered in accordance with requirements and accommodations as specified in the student's IEP.~~

~~All students subject to the requirements of the high school exit exam shall receive "adequate notice" as specified in law and Board policy. (Education Code 48980, 60850)~~

Instead of a high school diploma, a student with a disability may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements: (Education Code 56390)

1. Satisfactorily completed a prescribed alternative course of study approved by the ~~Governing Board~~ board of the district in which the student attended school or the district with jurisdiction over the student as identified in the student's IEP
2. Satisfactorily met ~~his/her~~ the student's IEP goals and objectives during high school as ~~identified in his/her~~ determined by the IEP team

3. Satisfactorily attended high school, participated in the instruction as prescribed in ~~his/her~~ **the student's** IEP, and met the objectives of the statement of transition services

~~In accordance with Education Code 56391, a~~ **A** student with a disability who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate. **(Education Code 56391)**

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**Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education** **Status:** DRAFT

**Original Adopted Date:** 12/11/2008 **| Last Revised Date:** 04/21/2022 **| Last Reviewed Date:** TBD

The Governing Board recognizes its responsibility to provide a free appropriate public education to students with disabilities in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

No ~~district~~ student **with a disability in the district** shall be **referred to,** or placed in**,** an NPS/A unless the student's individualized education program (IEP) team has determined that ~~an appropriate public education alternative does not exist and~~ that the placement is appropriate for the student. (Education Code 56342.1)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A **pursuant to the contract**. (Education Code 56365)

In accordance with law, any student with disabilities placed in an NPS/A shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with disabilities is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

**The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.**

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

## Policy 6161.1: Selection And Evaluation Of Instructional Materials

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 09/08/2022 | **Last Reviewed Date:** TBD

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, **accurately** reflect and value society's diversity**, stimulate thought, the exploration of ideas and intellectual exchanges**, and enhance instructors' ability to educate all students through the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or that have, during the district's review process, been determined to be aligned with the state academic content standards adopted by SBE**, which includes instructional materials for mathematics and English language arts that are aligned to Common Core State Standards**. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and the accompanying administrative regulation. (Education Code 60400)

In selecting or adopting instructional materials, the Board shall consider the recommendation of the Superintendent or designee and/or an advisory committee established to review the materials.

**The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)**

~~Public Hearing on~~ **Sufficiency of Instructional Materials and Public Hearing**

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials, including textbooks, technology-based materials, other educational materials, and tests. Technology-based materials include, but are not limited to, software programs, video disks, compact disks, optical disks, video and audio tapes, lesson plans, databases, and the electronic equipment required to make use of those materials by students and teachers as a learning resource. (Education Code 60010, 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks **and/**or other instructional materials that are aligned to the content standards adopted by SBE and consistent with the content and cycles of the curriculum framework adopted by SBE in each of the following subjects: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English language arts, including the English language development component of an adopted program
5. World language

6. Health

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks or other instructional materials to use in class and to take home. This does not require that each student have two sets of materials. However, materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

If materials are in a digital format, they shall be considered sufficient as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district, and has the ability to use and access them at home. (Education Code 60119)

If the Board determines that there are insufficient textbooks or other instructional materials, the ~~district~~ **Board** shall**, by resolution,** provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks **and/**or instructional materials. **The Board shall submit a copy of the resolution to the County Superintendent of Schools no later than three business days after the hearing.** The Board shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

~~The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)~~

**In addition, if the County Superintendent, in accordance with Education Code 1240, makes the district aware of a school that does not have sufficient textbooks or instructional materials, the district shall take any action to ensure that each student has sufficient materials within two months of the beginning of the school year.**

**Prohibition Against Refusal to Approve or Prohibit the Use of Specified Instructional Materials**

**The use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)**

**Complaints**

Complaints concerning instructional materials shall be handled in accordance with ~~BP/AR~~ **Board Policy** 1312.2 - Complaints Concerning Instructional Materials**, Board Policy 1312.3 – Uniform Complaint Procedures,** or **Administrative Regulation** ~~AR~~ 1312.4 - Williams Uniform Complaint Procedures, as applicable.

## Policy 6161.11: Supplementary Instructional Materials

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 05/30/2013 | **Last Reviewed Date:** TBD

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

1. To provide more complete coverage of one or more subjects included in a given course
2. To meet the various learning ability levels of students in a given age group or grade level
3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

The use of any supplemental instructional material shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials.

Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

~~Supplementary Materials Aligned with Common Core Standards~~

~~To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)~~

~~The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)~~

Appropriateness of Materials

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, ~~he/she~~ the employee shall preview the material to determine whether, in ~~his/her~~ the employee's professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, factual accuracy, appropriateness, including whether the material contains pervasive vulgarity or profanity, and relevance of the materials, as well as the ages and maturity of the students.

The Superintendent or designee may provide training to administrators and teachers in the selection and evaluation of supplementary instructional materials, including the criteria to be utilized and applicable legal considerations.

Complaints

Complaints concerning supplemental instructional materials shall be handled in accordance with Board Policy 1312.2 - Complaints Concerning Instructional Materials and Board Policy 1312.3 – Uniform Complaint Procedures, as applicable.

## Policy 6162.5: Student Assessment

**Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 08/09/18 | **Last Reviewed Date:** TBD

The Governing Board recognizes that student assessments are an important instructional and accountability tool. To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments.

Any student use of technology to complete assessments shall be as specified in Board Policy 5131.9 – Academic Honesty and Board Policy 6163.4 – Student Use of Technology.

Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

**The Superintendent or designee shall ensure that assessments are administered in accordance with law and test publisher's directions, and that test administration procedures are fair and equitable for all students.**

As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

### Interim and Formative Assessments

State interim and formative assessments may be used in combination with other sources of information to gain timely feedback about student progress in an effort to continually adjust instruction to improve learning., and for communicating with students' parents/guardians and identifying professional development goals. Results from interim and formative assessments shall not be used for any high-stakes purpose, including, but not limited to, teacher or other school staff evaluation, accountability, student grade promotion or retention, graduation, course or class placement, identification for gifted or talented education, reclassification of English learners, or identification as an individual with exceptional needs. (Education Code 60642.6, 60642.7)

The Superintendent or designee shall ensure that teachers who administer interim and formative assessments have access to all functions and information designed for teacher use related to such assessments and student performance on the assessments. (Education Code 60642.6)

### Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests required and administered as part of the California Assessment of Student Performance and Progress, or any predecessor assessments, pursuant to Education Code 60640-60649

2. The results of any end-of-course examinations taken

3. The results of any vocational education certification examinations taken

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if ~~he/she~~ **the student** is an adult or emancipated minor. The student or ~~his/her~~ **the student's** parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. **Furthermore, the results of an individual student on the CAASPP may be released to a postsecondary educational institution for the purpose of credit, placement, or admission.** (Education Code 60607)

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**Policy 6163.1: Library Media Centers** **Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 06/26/2014 | **Last Reviewed Date:** TBD

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can ~~help raise~~ inspire a love of reading, stimulate thought, the exploration of ideas and intellectual exchanges, and contribute to the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, contain a broad spectrum of knowledge and viewpoints, accurately reflect and value society's diversity, and prepare students to become lifelong learners.

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and ~~how~~ the distribution of funds ~~will be distributed~~ to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

## Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

## Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

## Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive and/or language needs.

Library materials shall be selected and evaluated through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

The use of any book or other resource in a school library shall not be rejected or prohibited by the Board or district on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. (Education Code 243)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

~~Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.~~

## Fees

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

Students shall be encouraged to return library materials in a timely manner, but no charge shall be assessed for the late return of materials.

## Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to ~~develop~~ support the development of students' information literacy skills. Such instruction shall be aligned with the state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources

2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry

3. Organize, synthesize, create, and communicate information

4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

## Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day

2. The process and frequency by which students are allowed to check out library materials

3. Staffing levels, qualifications, and number of hours worked

4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, **types of materials (fiction, non- fiction, newspapers, magazines, encyclopedias, materials in other languages, and reference materials), alignment with curriculum, provision of a broad spectrum of knowledge and viewpoints,** amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year

5. Any special programs offered at the school to encourage reading and/or library use

6. The adequacy of the facility space and equipment designated for the school library

7. The source(s) and adequacy of funding for school libraries

8. **Knowledge by principals, teachers, and library personnel of the process to follow when a library material(s) is challenged**

The district shall, on or before August 31 each year, report to the ~~CDE~~ **California Department of Education** on the condition of its school libraries for the preceding year ending June 30.
(Education Code 18122)

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**Policy 6173.4: Education For American Indian Students**

**Status:** NEW DRAFT

**Original Adopted Date:** TBD | **Last Revised Date:** TBD | **Last Reviewed Date:** TBD

The Governing Board recognizes that American Indian students may have unique cultural, language, and educational needs that may be addressed by increasing student knowledge about American Indian history, including the history and culture of local tribes, and by providing American Indian students with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

The Superintendent or designee shall provide all students with culturally relevant curriculum related to local American Indian tribes and implement strategies necessary for the improvement of the academic achievement of American Indian students.

In order to discuss, gain a shared understanding of, and develop curriculum for use within the district, and to identify the extent and nature of any achievement gaps between American Indian students and other district students, and strategies to address any such gaps, the district may form a California Indian Education Task Force with tribes local to the region. Participants in the task force meetings may consider issues of mutual concern, which include: (Education Code 33391)

1. Developing a thorough, shared understanding of accurate, high-quality curricular materials about the history, culture, and government of local tribes, and developing such materials for use within the district that include tribal experiences and perspectives

2. Developing a shared understanding of proper or improper instructional materials when these materials use depictions of Native Americans

3. Encouraging the adoption of the curriculum developed by the California Indian Education Task Force

4. Identifying the extent and nature of any achievement gap between American Indian students and other students, and strategies necessary to close it

If formed, the California Indian Education Task Force shall, within one year and thereafter annually, submit a report to the California Department of Education on the findings, including progress of work on Items #1-4, above. (Education Code 33391)

The Superintendent or designee shall identify American Indian students most at-risk of not meeting state academic standards and provide to such students the needed support(s), including making referrals, as appropriate, for special education services or services under Section 504 of the federal Rehabilitation Act of 1973, or other school-based services such as counseling and health services, supplemental instruction, before- or after-school services, and summer learning programs.

Suspension, expulsion, assignment to a supervised suspension classroom, or involuntary transfer to a continuation school of an American Indian student shall be in accordance with law and as specified in Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities), and 6184 - Continuation Education.

The Superintendent or designee shall provide programs to facilitate the successful transition of American Indian students to post-secondary education and employment, which may include college and career fairs in accordance with Labor Code 3074.2, mentorship programs, and counseling services.

As needed, the Superintendent or designee shall provide professional development to teachers and other school staff to assist them in understanding and responding to the unique needs of American Indian students.

At least annually, the Superintendent or designee shall report to the Board on the outcomes of American Indian students including, but not limited to, school attendance, student achievement test results, promotion and retention by grade level, graduation rates, and suspension/expulsion rates.

**Policy 6174: Education For English Learners** **Status:** DRAFT

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 03/11/2021 | **Last Reviewed Date:** TBD

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

1. Courses in the core curriculum areas of reading/language arts, mathematics, science, and history~~-~~/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

   However, an English learner ~~may be denied participation in any such course if the student~~ who has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students~~, and~~ may be denied participation in any such course, if the course of study provided to the student is designed to remedy academic deficits incurred during participation and reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in ~~item~~ Item #1 above

3. Other courses that meet the "~~a-g~~ A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

### Staff Qualifications and Training

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners. Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

### Identification and Assessment

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency using the ~~state's~~ English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation.

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR ~~854.1-854.3~~ **853**. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR ~~854.1-854.3~~ **853**)

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

**Language Acquisition Programs**

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding

2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 – Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)

**Reclassification**

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

**Program Evaluation**

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 313.1
4. The achievement of English learners on standards-based tests in core curricular areas
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
6. Progress toward any other goals for English learners identified in the district's LCAP
7. A comparison of current data with data from at least the previous year in regard to ~~items~~ Items #1-6 above
8. A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

**Policy 6177: Summer Learning Programs** **Status:** ADOPTED

**Original Adopted Date:** 12/11/2008 | **Last Revised Date:** 08/11/2016 | **Last Reviewed Date:** TBD **CSBA:** 03/2023

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills ~~and~~, make academic progress**, and develop social, emotional, and physical needs and interests through hands- on engaging learning experiences**.

Summer programs offered by the district shall be aligned with the district's local control and accountability plan (LCAP), other applicable district and school plans, and the educational program provided during the school year. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social and emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

**Summer School**

~~Superintendent or designee, with Board approval, may establish summer school day and/or evening classes.~~

**The Superintendent or designee shall establish summer school classes pursuant to Education Code 46120.**

The district's summer school program may be used to provide supplemental instruction to students needing remediation and/or enrichment in core academic subjects.

As appropriate, priority for enrollment in summer school programs shall be given to district students who:

1. Need course credits in order to graduate from high school before the beginning of the next school year
2. Have been retained or are at risk of being retained at their grade level
3. Demonstrate academic deficiencies in core curriculum areas
4. Are in targeted student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program
5. **Are in grades transitional kindergarten (TK)-6 and are required to be offered or provided access to Expanded Learning Opportunities Programs pursuant to Education Code 46120 and BP/AR 5184.2 – Before/After School Programs**

The remaining openings shall be offered to other district students on a first-come first-served basis.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

~~Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.~~

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population. In addition, ~~he/she~~ **the Superintendent or designee** may report on the extent to which students successfully achieved the outcomes established for the program.

~~**Additional Summer Learning Opportunities**~~

~~The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.~~

~~Strategies to support summer learning may include, but are not limited to:~~

1. ~~Providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations~~

2. ~~Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity~~

3. ~~Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training programs that include an academic component~~

4. ~~Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals~~

5. ~~Assigning summer vacation homework in core curricular subject(s) or extra credit~~

6. ~~Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects~~

7. ~~Arranging opportunities for community service~~

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**Policy 6178: Career Technical Education** **Status:** DRAFT

**Original Adopted Date:** 12/11/2008 **| Last Revised Date:** 03/14/2019 **| Last Reviewed Date:** TBD CSBA Update

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. ~~The program shall include a rigorous academic component and provide students with practical experience and understanding of all aspects of an industry.~~

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations **by providing a rigorous academic component and practical experience in all aspects of an industry**. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. ~~The Board~~ **CTE courses approved for these purposes** shall ~~ensure that these classes are~~ **be** equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. ~~He/she~~ **The Superintendent or designee** shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

**The Superintendent or designee shall collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities through college and/or career fairs.**

**When planning to hold a college or career fair, the Superintendent or designee shall notify each apprenticeship program in the county. The notification shall include the planned date, time and location of the college or career fair. (Labor Code 3074.2)**

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. ~~He/she~~ **The Superintendent or designee** shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

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