Regular Governing Board Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

Published on Friday, October 3, 2025

Date and Time
Thursday, October 9, 2025, at 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/1FkME4Q_UAgoq8JRfKQo8HUCom2rtWc5A/view

ACCESSIBILITY

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.

PUBLIC ACCESS TO DOCUMENTS

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. Public comments may be made at the following times:

- **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."

In accordance with Education Code 49061 and 49073.2, students and parents/guardians have the option to request that directory information or personal information of the student or parent/guardian be excluded from the minutes. Such requests must be made in writing to the secretary or clerk of the Board.

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.

Page

1. OPENING ITEMS

a. Call Public Session to Order

b. Roll Call / Quorum

c. Pledge of Allegiance

d. Approval of the Agenda

2. SPOTLIGHT THE COASTSIDE WAY!

a. Celebrating Our Success

1. **Pilarcitos High School**
    a. Recognition of Suzanne Pendergast for Outstanding Contributions at Pilarcitos High School

b. Pilarcitos High School Presentation_2025-26 (Presentation) 8 - 19

Supporting Documents/Attachments:

1. Pilarciots High School Board Presentation 10.09.2025.pdf

c. Student Board Members Report

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

3. GENERAL BUSINESS

a. Authorization to Proceed with Design Development for Phase 1 Construction at Half Moon Bay High School (Presentation/Action) 20 - 34

Supporting Documents/Attachments:

1. Authorization to Proceed with Design Development for Phase 1 Construction at Half Moon Bay High School

4. 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

5. 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. Approval of Half Moon Bay High School Cross Country Overnight Field Trip to Anaheim, California, October 23–26, 2025, to Participate in the Mt. SAC Invitational — 35

b. Approval of Code to the Future Agreement for Artificial Intelligence Program for Elementary Schools - October 13, 2025 – August 31, 2030 — 36 - 44

Supporting Documents/Attachments:

1. Code to the Future Proposal.pdf

c. Approval of Designing Schools Artificial Intelligence Professional Development for Secondary Schools for the 2025-26 School Year — 45 - 51

Supporting Documents/Attachments:

1. Designing Schools AI Advance Proposal

d. Approval of Youth Cinema Project Agreement for HMBHS Elective English Class 2025–28 — 52 - 57

Supporting Documents/Attachments:

1. YCP Agreement of Services for HMBHS_2025–28

e. Approval of Educators Cooperative Proposal to Support CTE Pathways for the 2025–26 School Year — 58 - 62

Supporting Documents/Attachments:

1. Educators Cooperative Proposal for Comprehensive CTE System 2025–26.pdf

f. Approval of 2025–26 Agricultural Education Incentive Grant — 63 - 71

Supporting Documents/Attachments:

1. 2025-26 Agricultural Incentive Grant Application.pdf

g. Approval of the Student/Teacher (Academic) Calendars for 2026-27 and 2027-28 — 72 - 74

Supporting Documents/Attachments:

1. 2026-27 Academic Calendar DRAFT.pdf
2. 2027-28 Academic Calendar DRAFT.pdf

h. Approval of Certificated Personnel Report — 75

i. Approval of Classified Personnel Report — 76

j. Approval of Updated Job Descriptions: Athletic Trainer, Expanded Learning Supervisor, and Chief Academic Officer — 77 - 86

Supporting Documents/Attachments:

1. Athletic Trainer Job Description.pdf
2. Expanded Learning Program Site Supervisor Job Description.pdf
3. Chief Academic Officer Job Description.pdf

k. CUSD Enrollment Report — 87 - 88

Supporting Documents/Attachments:

1. 2025-26 Enrollment Report Period 1

l. Information on Warrant Register Report Processed — 89 - 103

Supporting Documents/Attachments:

1. 090125-093025 Warrant Register

m. Approval of Donations to Cabrillo Unified School District — 104 - 105

Supporting Documents/Attachments:

1. Summary Site Donations 10.09.2025

n. Approval of Purchase of Three School Buses and Installation of Safety Vision Camera Systems - Revised — 106 - 117

Supporting Documents/Attachments:

1. Model1 Bus Quote
2. Safety Vision Bus Cameras with Installation Quote

Note: *The Board memo was revised during the meeting to reflect the purchase of three school buses: one wheelchair-accessible bus (instead of two) and two ambulatory buses (instead of two).*

o. Approval of Williams Uniform Complaints Reports for First Quarter of the 2025–26 School Year (Education Code §35186) — 118 - 119

Supporting Documents/Attachments:

1. Williams_UCP_Report_Q1_2025-26.pdf

p. Approval of Governing Board Meeting Minutes 120 - 129

Supporting Documents/Attachments:

1. Regular Meeting - Sep 11 2025 - Minutes - Html

6. GOVERNING BOARD REPORTS

a. Board Members

b. Superintendent Report

7. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion
(Please see the list of items in Agenda Items 7d, 7e, and 7f below.)

b. Public Comments on Closed Session Items

c. Adjournment to Closed Session

d. CONFIDENTIAL STUDENT MATTER: Approval of Individual Services Agreements for Cases 090125 and 090225 (Action)
This item includes confidential attachments, provided exclusively to Board members for Closed Session review.

e. PUBLIC EMPLOYEE APPOINTMENT (Government Code §54957)
Title: Chief Academic Officer

f. CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)
District-Designated Representative: Dr. Ramon Miramontes, Superintendent
Unrepresented Employee: Chief Academic Officer

g. Adjournment of Closed Session

8. RECONVENING OF OPEN SESSION

a. Report Action Taken in Closed Session

b. Ratification of Chief Academic Officer Contract - October 10, 2025 – June 30, 2028 (Action) - Revised 130 - 133

Supporting Documents/Attachments:

1. 2025-28 Chief Academic Officer Contract Castillo_Revised.pdf

Note: *The Chief Academic Officer contract was revised by County Counsel and approved by the Board as revised. The updated version was uploaded on October 10, 2025.*

9. CLOSING ITEMS

a. Adjournment of the Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M.Ed., Interim Assistant Superintendent of Educational Services
CATEGORY: Presentation
ITEM TITLE: Pilarcitos High School Presentation

BACKGROUND INFORMATION

Pilarcitos High School principal, David Jones, will provide an overview of the school's unique site-based programs and academic progress.

FISCAL ANALYSIS

There is no financial impact to the General Fund.

RECOMMENDATION

This item is presented for informational purposes only.

Prepared by: *Josefina Infanzon*

CUSD

Cabrillo Unified School District

2025-26 Presentation Pilarcitos High School

David Jones, Principal

Governing Board Meeting

October 9, 2025

A place where all children dream and achieve.

Pilarcitos: Our Staff, Team, Family

Lizeth Bendana
Dudley Hughes
Molly Schauer
Martina Reiss
Suzanne Pendergast
Loryn Hicks
Magdaelena Carrillo

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About Pilarcitos: Our Mission

- WASC-Accredited Continuation School: PHS serves students with credit deficiencies who can't graduate on time from Half Moon Bay High School (HMBHS), as well as students who thrive in a smaller, supportive setting.
- Individualized Education: The focus is on providing an individualized education plan for each student.
- Independent Study Programs: PHS hosts the District's Independent Study options:
    - Full-time Independent Study
    - Course-Based Independent Study (CBIS/Hybrid) for grades 6-12.

- Restorative Practices: Students learn crucial interpersonal skills, empathetic listening, and creative conflict resolution through the Restorative Circles taught in the Coyote Circle class.

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Pilarcitos Coyotes and SPSA

Hand-in-Hand Learning and Support

- Goal #3 reflects the need for staff, students, and parents to work together to overcome engagement barriers.

Outreach and Outcomes: Graduation and Data Tracking

- Goal #1 highlights the critical need for outreach to non-attending students and the focus of helping our students graduate.

Welcoming Environment

- Goal #4 captures the need to increase attendance and decreasing chronic absenteeism by fostering a welcoming and safe climate.

Literacy and Leadership: College & Career Ready

- Goal #2 centers on helping students build academic literacy.

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Data Overview

Student Group | PHS Percentage	
English Learners	18.8%
Students with Disabilities	37.5%
Homeless	3.1%
Foster Youth	0%
Socioeconomically Disadvantaged	37.5%
Current Total Student Population	
Pilarcitos	32
Independent Study	15
Graduation Rates | 2024-25 (20)	
All Students	65% (13)
Socioeconomically Disadvantaged	46% (6)
Hispanic /Latino	76% (10)
English Learners	7.7% (1)

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Experiential Learning at Pilarcitos High School

While many of our students use the Edgenuity online platform, Pilarcitos also offers a wide range of live classes: The signature programs at Pilarcitos High School are the hands-on learning experiences.

Monarch Mystery

Students take field trips in the Wavecrest open space area to document monarch butterfly numbers.



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Experiential Learning at Pilarcitos High School

Native Plant Restoration

Students study both native and invasive plants at Francis Beach State Park as indicators of climate change.



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Experiential Learning at Pilarcitos High School

Equine Education - Horse Class

Students learn about all aspects of equine care and training, as well as horseback riding (optional).



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Experiential Learning at Pilarcitos High School

Woodworking Class

Students learn about math used in woodworking, teamwork, safety, and creating planter boxes, benches, picnic tables, greenhouses.



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Experiential Learning at Pilarcitos High School

This 12 week program at Elkus Ranch builds student skills in natural and agricultural sciences, while developing their leadership and communication capacities.



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Thank you!

QUESTIONS?

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Breanna Lafontaine

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
Drew Gamet, Bond Program Fiscal Project Director
CATEGORY: Action/Presentation
ITEM TITLE: Authorization to Proceed with Design Development for Phase 1 Construction at Half Moon Bay High School

BACKGROUND INFORMATION

The district has been working with Quattrocchi Kwok Architects to develop a comprehensive Facilities Master Plan for Half Moon Bay High School. At the September 11, 2025, Board meeting, staff presented several phasing options for implementing the first phase of construction improvements. While no formal action was taken, the Board expressed strong interest in an approach that would prioritize relocating high needs special education students into permanent classroom facilities earlier in the project timeline.

The proposed Phase 1 plan responds directly to the Board's direction and allows the district to address critical facility needs while ensuring that our most vulnerable students benefit from improved learning environments as quickly as possible.

REPORT/PROPOSAL

Phase 1 of the Half Moon Bay High School modernization project includes the following scope:

- **Early 2027**: Demolition of Building G and reconstruction of permanent classroom facilities, including accommodations for high needs special education programs
- **2028**: Demolition of modular classrooms and construction of a new aquatics center

This phasing approach aligns with the Board's priority of providing permanent, modern facilities for high needs special education students earlier in the project schedule. The plan also positions the district to address aging portable classrooms and enhance athletic facilities through the aquatics center construction.

A community fundraising group is actively working to expand the scope of the aquatics center beyond the baseline design included in the Facilities Master Plan. The group is raising funds to bridge an anticipated $4 million gap between the FMP baseline cost and an enhanced facility design.

Authorization to proceed with design development will enable the architectural team to prepare detailed plans, specifications, and cost estimates necessary for bidding and construction. This phase typically takes 6-9 months and is essential for maintaining the proposed timeline for early 2027 construction commencement.

FISCAL ANALYSIS

The total estimated cost for Phase 1 is $32,000,000, which includes $15,115,695 for demolition and construction of the new Building G and $14,741,309 for the aquatics center. All funding will come from Measure K Bond funds. Detailed cost estimates will be refined during the design development phase and presented to the Board prior to authorization of construction contracts.

RECOMMENDATION

It is recommended that the Board authorize staff to proceed with design development for Phase 1 construction at Half Moon Bay High School, including the demolition and reconstruction of Building G and subsequent construction of a new aquatics center, funded by Measure K Bond funds.

Prepared by: *Drew Gamet*

Cabrillo Unified School District

Authorization to Proceed with Design Development for Phase 1 Construction at Half Moon Bay High School

Drew Gamet, Bond Program Fiscal Project Director

Governing Board Meeting

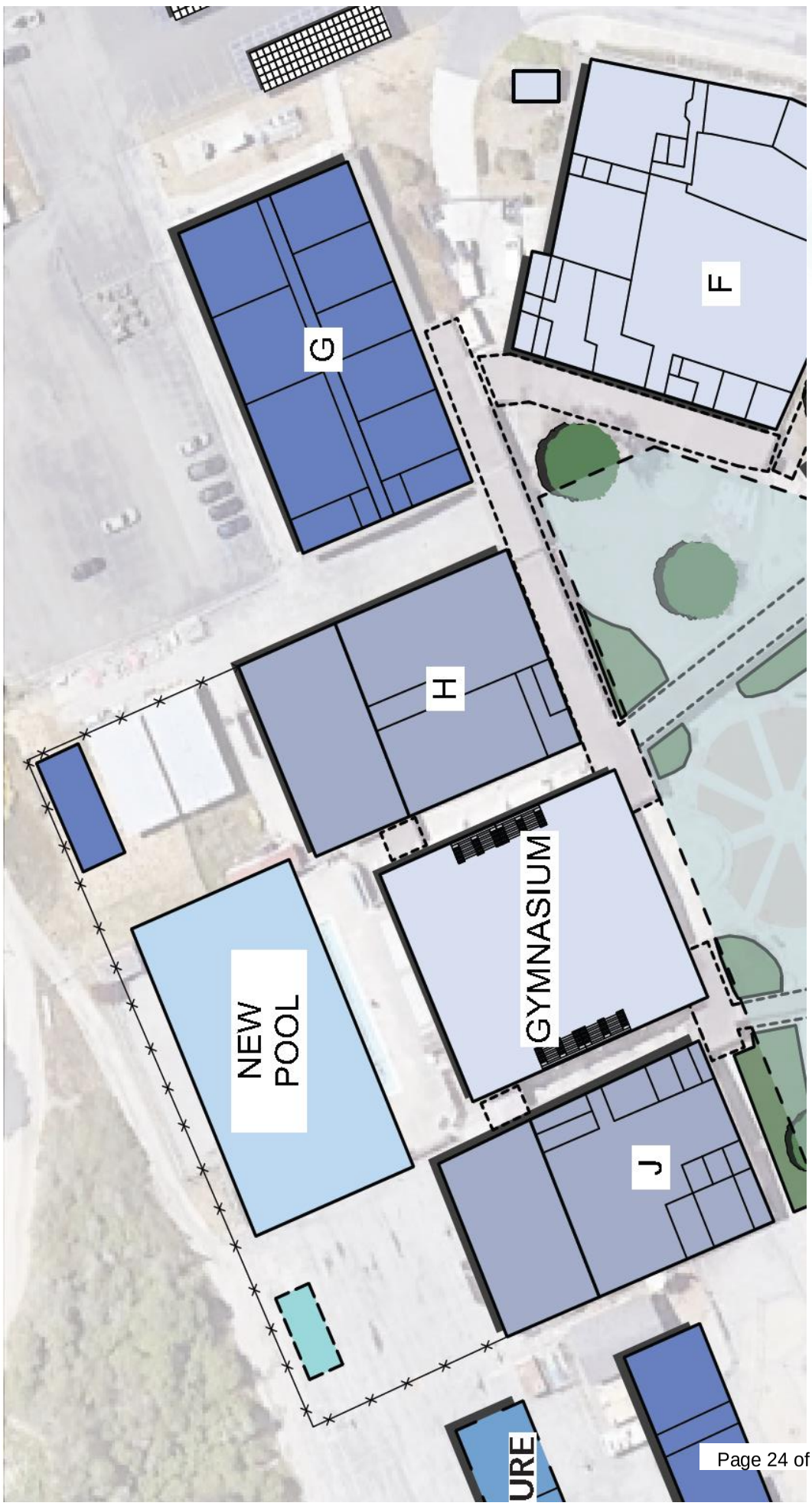
October 9, 2025

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Phase 1 at Half Moon Bay High School

- Pool & Building G construction to commence first
- Prioritizes Special Education facilities and aquatics program restoration
- Balances educational needs with community access
- Estimated Phase 1 Timeline: 24-30 months

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Temporary Classroom Requirements & Costs (2026-2029)

- Building G demolition removes existing classroom capacity
- Temporary classrooms required: 9 portable units
- Infrastructure installation (utilities, data, walkways): $150,000 (one-time)
- Annual rental costs: $270,000 (9 units @ $30,000 per unit)
- Total 2.5-year temporary housing investment: $825,000
- Units will remain in place until Phase 2 completion

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Phase 1 Project Sequencing Building G & Pool Construction Timeline

- Q1 2026: DSA submission and approval process
- Q2 2026: Bid and award construction contracts
- Q3 2026: Mobilization and site preparation
- Q4 2026 - Q2 2028: Active construction
- Summer 2028: Commissioning and move-in

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Concurrent Minor Projects

- Campus-wide utility upgrades (commence Q2 2026)
- Gymnasium minor modernization (Summer 2026)

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Phase 2 Preview - Building A Next Major Project: Building A Replacement

- Timeline: Design begins Q3 2027, construction 2028-2030
- Building G completed and operational before Building A demolition
- Impact: Adds 14 new classrooms (12 standard + 2 CTE labs)
- Temporary classroom phase-out: All 9 units returned after Building A completion
- Net gain after both phases: 6 additional permanent classrooms
- Estimated Phase 2 Investment: $24.7M (escalated to 2028 dollars: ~$27.4M)

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Architectural Services Update Design Team Selection Process - Completed

- RFQ #2025.1 issued August 2025
- 21 firms submitted qualifications
- Evaluation committee interviewed 6 firms on October 8, 2025
- Created qualified pool of (TBD) architectural firms for HMBHS projects
- Each firm demonstrated:
  - K-12 educational facility expertise
  - DSA approval track record
  - Successful bond program experience
  - Local project references

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Next Steps & Timeline Immediate Actions

- Issue Request for Proposals to architectural pool (October 15)
- Architectural proposals due (November 17)
- Board approval of design contracts (December 11 meeting)
- Community input sessions (January 2026)
- Schematic design development (February - April 2026)
- DSA submission target (May 2026)

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Budget Status & Financial Controls
Phase 1 Financial Summary

- Available Measure K Bonds (Series A - 2025): $15,000,000
- Future Series B (2027): $46,130,000 (for subsequent phases)
- Phase 1 Projects Total: $32,000,000 (all inclusive)
  - Building G: $15,115,695
  - Pool: $14,741,309
  - Utilities & Gym Minor Mod: $2,142,996
- Temporary Classrooms: $825,000
- Financing Strategy: Work will be phased to align with available cash flow
  - Series A funds will initiate design and early construction activities
  - Project sequencing ensures sufficient cash on hand throughout Phase 1
  - Series B issuance in 2027 will complete Phase 1 and launch Phase 2

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Recommendation Staff & Recommendations for Board Action

- Receive and file Phase 1 implementation update
- Authorize staff to proceed with RFP for architectural services
- Direct staff to return in December with design contract recommendations
- Approve temporary classroom procurement plan as presented

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Thank you!

QUESTIONS?

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MEMORANDUM

MEETING DATE: September 11, 2025
TO: Members of the Governing Board
FROM: James Barnes, M.Ed., Interim Director of Educational Support Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of Half Moon Bay High School Cross Country, Anaheim, California, October 23–26, 2025, to Participate in the Mt. SAC Invitational

BACKGROUND INFORMATION

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

REPORT/PROPOSAL

Paul Farnsworth, teacher/coach for Half Moon Bay High School, request approval for an overnight field trip to Anaheim, California, on October 23–26, 2025, to attend the Mt. SAC Invitational.

Approximately twenty students will attend the field trip, chaperoned by at least one certificated staff member and four other adults. Transportation will be provided by United Coach Tours. The group will stay at Homewood Suites, located at 2010 S. Harbor Blvd., Anaheim, California 92802.

FISCAL ANALYSIS

The field trip is funded by local grants.

RECOMMENDATION

Approve as submitted.

Prepared by: *Suzanne Pendergast*

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MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M.Ed., Interim Assistant Superintendent of Educational Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of Code to the Future Agreement for Artificial Intelligence Program for Elementary Schools - October 13, 2025 – August 31, 2030

BACKGROUND INFORMATION

Code To The Future (CTTF) is a nationally recognized leader in Computer Science Immersion, this makes schools more fun while preparing kids for the future. CTTF is an organization that inspires students to become aware of their incredible potential and equip them with the skills necessary for success in school and life.

PROPOSAL/REPORT

Our agreement with Code to the Future for our elementary schools will introduce students to AI, coding, and robotics instruction. They will develop a plan for the educators to bring Computer Science Immersion into our 4th and 5th grade classrooms. While CTTF offers a curriculum for K–5, we will start with the upper elementary grades this year. This is a five-year program. In Year 0 (this year), the CTTF Coach will teach all lessons while the classroom teacher observes and learns from the coach. In Year 1 (next year), teachers will begin shadowing the Coach. In Year 2 and beyond, teachers will lead instruction with continued support from the Coach. The program is set to begin the week of October 13th, 2025.

A total of 325 4th and 5th grade students will benefit from this program. Please refer to the CTTF proposal for details.

Enrichment Program Focus

The Code to the Future LEAD AI Initiative is an exciting new program coming to Cabrillo Unified that will equip 4th and 5th grade students with the knowledge and skills to thrive in a world shaped by artificial intelligence and robotics. Through hands-on, project-based learning, students will shift from being users of AI to becoming creators, developing their own machine learning projects while gaining a critical understanding of how AI works and how humans direct its use. Lessons are led by expert coaches who deliver engaging instruction directly to students while teachers learn alongside them, requiring no extra preparation or training. Each cycle culminates in an “Epic Build,” where students showcase their creativity and innovation to families and the community. This initiative not only strengthens computer science immersion but also builds problem-solving, critical thinking, and collaboration skills that prepare students for the future of work.

FISCAL ANALYSIS

The total project cost will not exceed $Total $416,000 for 5 years to be paid with the Learning Recovery Emergency Block Grant (LREBG) when broken down, this investment equals $256 per student, per year over the five-year span.

Length of Contract October 13, 2025 - August 31, 2030

The payments for this project are scheduled as follows:

October 16, 2025, $190,000
July 15, 2026, $190,000
July 15, 2027, $12,000
July 15, 2028, $12,000
July 15, 2029, $12,000

RECOMMENDATION

Approve as submitted.

Prepared by: *Josefina Infanzon*

AGREEMENT BETWEEN CODE TO THE FUTURE AND CABRILLO UNIFIED SCHOOL DISTRICT FOR CURRICULUM AND INTEGRATION

The offered terms of this contract expire if this contract is not signed by the school district by October 13, 2025

This agreement is made and entered into this 13th day of October, 2025, by and between the Code To The Future, hereinafter called "CTTF" and Cabrillo Unified School District, hereinafter called "CUSD". This Agreement will delineate the responsibilities, terms, and reimbursements for the relationship between CTTF and CUSD. This Agreement is offered with the best of intentions to clarify and manage expectations for the effective start to the Lead AI and Robotics Program in October, 2025.

1. Terms of Agreement
Duration: October 13, 2025 - August 31, 2030
Costs: Full details in Exhibit "A."

2. Curriculum and Materials License
As an expert in the area of Computer Science Education, CTTF has developed Curricula, Content, Lesson plans, Epic builds and other materials that it holds as proprietary information subject to and protected by the laws of the State of California and throughout the United States and elsewhere. A significant amount of CTTF's expenses and creative energy goes into creating the most advanced educational tools for the benefit of its clients and partners.

In exchange for providing CTTF's partners and clients access to its extremely confidential information, trade secrets and proprietary work product, CUSD agrees to not distribute and/or use the proprietary information and Confidential Information of CTTF without the express and written consent of CTTF.

3. Partnership
CUSD acknowledges the value to both parties in highlighting the partnership between CTTF and CUSD. CTTF agrees to make press and other materials available to CUSD. Beginning in the second Year ("Year 1"), CUSD agrees to allow CTTF to host recurring tours of the Lead AI Implementation, including up to five (5) visits per year at each of the sites with a Lead AI Program, spread gradually throughout each school year. CTTF agrees to utilize best practices from tours in other districts to minimize the impact on teachers and school site staff.

Any new district partnerships that CTTF forms as a result of the tours hosted by CTTF in CUSD may result in in-kind donations from CTTF to CUSD in the form of additional days of curriculum support provided to CUSD at no additional cost, not to exceed ten (10) additional days of curriculum support. The additional number of days of curriculum support will depend on the value and scope of each agreement and is at the sole discretion of CTTF.

4. Equipment Required
CUSD acknowledges that computers, robotics kits, and other equipment are critical to the success of its Lead AI and Robotics Program, and that CUSD is responsible for the purchasing and maintenance of this equipment. CTTF recommends 1:1 laptops as optimal, but a more limited implementation featuring fewer laptops could be facilitated.

5. Quality Control Procedures
CUSD agrees to adhere to CTTF quality-control procedures, including the following: identifying a CUSD staff member to be responsible for quality control on the implementation and ensuring that the items on this agreement are met. This staff member will report directly to the Superintendent or to the Superintendent's designee.

6. Curriculum Support
Days allocated for a given school or time can be re-allocated to another school/department as needed. Support includes CTTF staff modeling the lessons in the classroom for the teachers, helping teach some lessons in the classroom, partaking in PLC debriefing and feedback opportunities, and facilitating specific lessons. Upon the successful implementation of the curriculum into each of the school sites, further curriculum training and support shall be conducted bi-annually at CTTF off-site training seminars in California. Attendance by at least one District Staff member per school site is required but a virtual option may be offered instead. These training seminars provide information and training regarding annual curriculum changes, increase depth of tools knowledge, facilitate use of best practices, and provide feedback opportunities. Training seminars are 2-4 days depending on your district's needs and scale of new information and curriculum changes.

Summary of Training and Support Days for the year 2025-26

On-site CTTF coach delivering instruction at Hatch Elementary:	35 days
On-site CTTF coach delivering instruction at *Kings Mountain/Farallone View/El Granada Elementary:	35 days

Summary of Curriculum Support Days for the year 2026-27

On-site CTTF coach delivering instruction at Hatch Elementary:	35 days
On-site CTTF coach delivering instruction at *Kings Mountain/Farallone View/ El Granada Elementary:	35 days
Professional Development & Technical Assistance for CUSD teachers and staff	2 days

Summary of Curriculum Support Days for the years 2027-28

Off-Site Curriculum Training and Support for 4 Elementary Schools	up to 4 days per school

Summary of Curriculum Support Days for the years 2028-29

Off-Site Curriculum Training and Support for 4 Elementary Schools	up to 4 days per school

Summary of Curriculum Support Days for the years 2029-30

Off-Site Curriculum Training and Support for 4 Elementary Schools	up to 4 days per school

*Coaching days for Kings Mountain, El Granada, and Farallone View will be concurrent with the CTTF coach splitting time between the three schools.

7. Schools Identified
CUSD shall identify the specific sites that this Agreement will apply to each year prior to the first week of coaching each year.

8. Independent Contractor Status
Status: CTTF is an independent contractor. Nothing contained in this agreement creates a joint venture, partnership, employer/employee, principal-and-agent, or any similar relationship between the parties.

No Authority: CTTF has no authority to, and shall not, act as agent for or on behalf of CUSD or represent or bind it in any manner.

No Benefits: CTTF and its employees will not be entitled to any of the benefits afforded to CUSD employees.

9. Insurance
CTTF shall maintain public liability and property damage insurance to protect them and CUSD from all claims for personal injury, including accidental death, as well as from all claims for property damages arising from the operations under this Agreement. The minimum amounts of such insurance shall be as hereinafter set forth:

Commercial General Liability $1,000,000 per occurrence/$2,000,000 aggregate Workers Compensation and Employer's Liability $500,000 each accident

CTTF shall file with CUSD Certificates of Insurance indicating a thirty-day (30) cancellation notice naming CUSD as an additional insured.

10. Indemnification
A. CTTF hereby indemnifies, defends, and holds harmless CUSD, its Board, officers, employees, agents, independent contractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including, but not limited to, consequential damages, loss of use, extra expense, cost of temporary classrooms, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of CTTF, it's employees, agents, subcontractors, independent contractors, or other representatives.

B. CUSD hereby indemnifies, defends, and holds harmless CTTF, its Board, officers, employees, agents, independent contractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including, but not limited to, consequential damages, loss of use, extra expense, cost of temporary classrooms, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of CUSD, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

C. CTTF shall have no obligation to indemnify, defend, or hold harmless CUSD, its Board, officers, employees, agents, independent contractors, consultants, and other representatives for CUSD's sole negligence or willful misconduct; and CUSD shall have no obligation to indemnify, defend, or hold harmless CTTF, its Board, officers, employees, agents, independent contractors, consultants, and other representatives for CTTF sole negligence or willful misconduct. This indemnity shall survive the termination of the Agreement of final payment hereunder, and is in

addition to any other rights or remedies that CTTF or CUSD may have under the law or this contract.

11. Termination
Any notice of termination of the Agreement by either party shall be delivered in writing and shall not be deemed effective until the date of delivery.

With Cause by CUSD: CUSD may terminate this Agreement if CTTF fails to comply with any provision of the Agreement and CTTF fails to reasonably cure such breach within thirty (30) days following written notice from CUSD to CTTF. Written notice by CUSD shall contain the reasons for such intention to terminate and unless within thirty (30) calendar days of CTTF's receipt of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) calendar days cease and terminate.

With Cause by CTTF: Upon CUSD's failure to comply with any material provision of this Agreement and its failure to cure such breach within thirty (30) days written notice from CTTF, CTTF may terminate this Agreement upon ten (10) additional days written notice to CUSD and shall have no further obligation to CUSD. CUSD shall pay for all services, if any, incurred up to the final date of the termination.

Without Cause by CUSD: It is acknowledged that CTTF will incur substantial economic damages and losses of types and in amounts which are impossible to compute and ascertain with certainty arising from the early termination of this Agreement. Accordingly, in lieu of determining the actual costs arising from CTTF's change of position/damages associated with early termination of the Agreement, CUSD agrees that there will be a fee for early termination of this Agreement. The fee schedule set forth herein is intended to represent CTTF's actual costs/damages and are not intended as a penalty, and CUSD shall pay them to CTTF without limiting CTTF's right to otherwise terminate this Agreement for default or as otherwise provided elsewhere herein. If CUSD terminates the Agreement for any reason prior to October 16, 2025 other than with cause, the fee shall be the remainder owed for the first year only and no refund of any prepayment of the first year shall be returned to CUSD. If CUSD terminates the Agreement on or after October 16, 2025 other than with Cause, the fee will be the remainder of payments due for the school year in which the CUSD terminates and no refund of any prepayment of that year shall be returned to CUSD and CTTF shall have no further obligation to CUSD beyond the date of termination.

Without cause by CTTF: If CTTF terminates the Agreement without Cause as stated above, CTTF will refund the prorated remainder of any prepayment paid by CUSD and CTTF shall have no further obligation to CUSD beyond the date of termination.

12. Notices
Any notices required to be given under this Agreement shall be given, in writing, to the attention of the person identified below. Notice will be deemed as given upon receipt of the addressee.

To CTTF:	To CUSD:
Code To The Future	Cabrillo Unified School District
Andrew Svehaug	Ramon Miramontes, Superintendent
13415 SE Silver Circle	498 Kelly Ave
Vancouver, WA 98683	Half Moon Bay, CA 94019

13. Confidentiality Practices
Definition of Confidential Information: The term "Confidential Information" shall include any of CTTF's confidential, proprietary or trade secret information that is disclosed to CUSD or any of its employees/agents or anyone associated with CUSD who otherwise learns during the course of this Agreement such as, but not limited to, curriculum, copyrights, trademarks, service marks emblems or other indicia of origin used by CTTF, teaching methods, client or customer lists, business plans, financial statements, software diagrams, flow charts, client or customer information/lists, and other business information. Confidential Information shall not include any information which is (i) publicly available through no act of the CUSD, (ii) is rightly received by CUSD from a third party without restriction, or (iii) is independently developed by CUSD prior to or after this Agreement with CTTF

Confidentiality Obligations: Both parties shall hold all Confidential Information in confidence in accordance with the terms of this agreement. CUSD acknowledges and agrees that CTTF desires to maintain the confidentiality of its Confidential Information and is making such information available to CUSD for use only in consent with the terms of this Agreement. CUSD further acknowledges and agrees that CTTF's Confidential Information is proprietary to and a valuable trade secret of CTTF and that any disclosure or unauthorized use thereof will cause irreparable loss and harm to CTTF. Therefore, CUSD agrees to not disclose CTTF's Confidential Information except as (i) may be required by law; and (ii) to outside counsel, accountants, and other representatives of CUSD. If CUSD is ever legally compelled to disclose any of the Confidential information (by deposition, interrogatory, request for documents,

subpoena, civil investigative demand or similar process), CUSD will provide prompt written notice to CTTF of such requirement so that CTTF may seek a protective order or other such appropriate remedy and/or waive compliance with the terms hereof. In the event that such protective order or other remedy is not obtained or CTTF waives compliance with the provision thereof, CUSD agrees to furnish only that portion of the confidential Information which CUSD is advised by written opinion of counsel is legally required and to exercise best efforts to obtain assurance that the confidential treatment will be accorded such Confidential Information. Upon termination of this Agreement, CUSD agrees to promptly return to CTTF any and all Confidential Information of CTTF and all copies thereof. The mutual obligations concerning Confidential Information shall survive the termination of this Agreement.

CUSD staff will be the only individuals granted access to the CTTF Curriculum under this agreement. CUSD agrees to keep the curriculum confidential, and not to share with other districts, contractors, organizations, or any non-CUSD employees. CUSD also agrees that each of its Educational Staff and District Employees who have or are provided access to CTTF's proprietary information and/or Confidential Information will execute a Non-Disclosure and Confidentiality Agreement in the Form attached hereto as "Exhibit B".

14. Family/Client Confidentiality

All parties agree to abide by all statutes for the protection of family/client confidentiality. Medical information, case files, photographs taken of the students, contact information or information regarding students or their families may not be released without expressed written permission.

15. License and Use Limits

License and access to CTTF tools, curriculum, and Confidential Information expire after the contracted period as defined between CTTF and CUSD. CUSD shall not provide, use, or distribute CTTF tools, curriculum, or Confidential information to school sites other than those identified in this Agreement without express written consent by CTTF. Upon termination of this Agreement either by expiration or early termination, CUSD shall provide CTTF with all documents produced, maintained or collected by CUSD pursuant to this Agreement, whether or not such documents are final or draft documents.

16. No Solicitation

During the terms of this Agreement and for a period of three (3) years following the termination of this Agreement, CUSD will not, directly or indirectly, solicit or otherwise induce any directors, owners, agents or employees of CUSD to leave CUSD. CTTF shall not engage in any business activities with CUSD's agents or employees without prior written consent.

17. Mediation

If a dispute arises out of or relates to the Contract, or the breach of the Contract, and if the dispute cannot be settled through negotiation, the parties agree to try in good faith to settle the dispute by mediation. Mediation is a condition precedent to arbitration, litigation or any other judicial or alternative dispute resolution proceeding. The mediation shall be administered by the American Arbitration Association ("AAA") under its Commercial Mediation Rules. In the event the parties are unable to agree on a mediator, a mediator shall be appointed by the administrator with AAA. All reasonable efforts will be made to complete the mediation within 30 days of the first mediation session. Each side shall bear an equal share of the mediation costs unless the parties agree otherwise. The process shall be confidential based on terms acceptable to the mediator and/or AAA.

18. Arbitration

All disputes not resolved by mediation arising under or in connection with this Agreement, shall be submitted to a mutually agreeable arbitrator, or if the parties are unable to agree on an arbitrator within fifteen (15) days after a written demand for arbitration is made by either party, to American Arbitration Association ("AAA"), for binding arbitration in the Clark County, Washington. The parties shall have the discovery rights provided in Commercial Arbitration Rules. The arbitration hearing shall be commenced within ninety (90) days after the selection of an arbitrator by mutual agreement or, absent such mutual agreement, the filing of the application with AAA by either party hereto, and a decision shall be rendered by the arbitrator within thirty (30) days after the conclusion of the hearing. The arbitrator shall have complete authority to interpret this Section and to render any and all relief, legal and equitable, appropriate under California law, including the award of punitive damages where legally available and warranted. The arbitrator shall award costs of the proceeding, including reasonable attorneys' fees and the arbitrator's fee and costs, to the party determined to have substantially prevailed. Judgment on the award can be entered in a court of competent jurisdiction.

19. Revisions

This agreement may be revised at any time by the mutual written agreement of the parties.

20. Governing Law

This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Washington.

21. Severability Clause
If any provision of this agreement is found to be unenforceable, all other provisions will remain in full force and effect.

Code to the Future	Cabrillo Unified School District
By: _____	By: _____
Andrew Svehaug Founder and CEO	Ramon Miramontes Superintendent
Date:	Date:

EXHIBIT “A”

COSTS AND SCHEDULE OF PAYMENTS

PAYMENT SCHEDULE

Pricing
2025-2026 $190,000
2026-2027 $190,000
2027-2028 $12,000
2028-2029 $12,000
2029-2030 $12,000

Length of Contract October 13, 2025 - August 31, 2030

Payment Terms
October 16, 2025 $190,000
July 15, 2026 $190,000
July 15, 2027 $12,000
July 15, 2028 $12,000
July 15, 2029 $12,000

All payments/required deposits are non-refundable.

EXHIBIT “B”

NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

In consideration and as a condition of the Educational Staff’s (“Staff”) continued relationship with CODE TO THE FUTURE or any of its subsidiaries (collectively, "CTTF"), Staff agrees and understands as follows:

Staff understands and acknowledges that during the course of his or her working relationship with the CTTF, Staff may come into contact with or be provided with CTTF’s confidential information, Trade Secrets, intellectual property, and curriculum, which the CTTF has not released to the general public (collectively, "Confidential Information").

Staff further understands CTTF has signed an agreement with Staff’s School District that requires the School District and all of its employees, including Staff, to keep the CTTF’s Confidential Information secret, confidential, and strictly limits its use and disclosure.

Staff acknowledges that: (a) During both the duration of relationship between the Parties and under the terms of the Agreement with CTTF, Educator may acquire CTTF’s Confidential Information; (b) Disclosure of Confidential Information to others will be in violation of the agreement with the school district and will be highly detrimental to the interests of CTTF and its clients; and (c) Confidential Information is the property of the CTTF.

Accordingly, Staff agrees that at all times during the course of his or her working relationship with CTTF, Staff will hold in strictest confidence any and all Confidential Information of CTTF, meaning that Staff will not: (a) at any time, disclose any Confidential Information to any other person, firm, or corporation without written authorization of CTTF; (b) use Confidential Information for any purpose other than that required by their contemplated contractual relationship with CTTF and for the benefit of CTTF; and (c) at any time, or in any way, take or reproduce Confidential Information unless required by said contemplated contractual relationship. Except as essential to Staff’s obligations pursuant to their relationship with CTTF, Staff shall not make any duplication or other copy of the Confidential Information including CTTF’s curriculum. Staff shall not remove Confidential Information or proprietary property or documents without written authorization. Immediately upon request from CTTF, Staff shall return to CTTF all Confidential Information, material or proprietary property or documents.

AGREED AND ACKNOWLEDGED:

EDUCATIONAL STAFF:

Printed Name: _____ Date: _____

Signature: _____

School: _____

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M.Ed., Interim Assistant Superintendent of Educational Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of Designing Schools Artificial Intelligence Professional Development for Secondary Schools for the 2025-26 School Year

BACKGROUND INFORMATION

"Designing Schools" with Dr. Sabba Quidwai provides professional development for a strategic and creative process of reimagining traditional educational environments to meet the evolving needs of students and society. It involves integrating design thinking principles to create dynamic, equitable, and future-ready learning spaces that foster collaboration, student-centered learning, and innovation, rather than just focusing on traditional structures and content delivery. The process prioritizes understanding how students learn and incorporating that knowledge into the design of their learning environments. Their methodology is used to develop creative solutions to educational challenges, encouraging empathy, innovation, and a focus on the unique qualities that make educators and students indispensable.

PROPOSAL

Designing Schools will be working to:

- Align on priorities and shared goals for AI integration
- Identify opportunities to amplify existing initiatives
- Establish guiding principles and a clear, inspiring vision for the role
- of AI in teaching, learning, and leadership

The project will include 3 Phases described in their AI Advance Proposal for Secondary Schools that will run as follows:

Phase 1: 09/16, 09/17, 10/08, and 11/05
Phase 2: 01/14, 02/25, and 03/18
Phase 3: 4/22, 04/23, 05/06, 06/09, 06/10, and 06/11

FISCAL ANALYSIS

The total project cost will not exceed $60,000 payable on a monthly basis ($6,000 a month) which includes in-person workshops, design and facilitation of cohorts, customized resources, online courses and a copy of the Design Schools book for each cohort member and will be paid with Title II funding.

RECOMMENDATION

Approve as submitted.

Prepared by: Josefina Infanzon



CULTURES OF INNOVATION BEGIN
WITH A CULTURE OF EMPATHY

AI ADVANCE:
Build Your AI Dream Team with Gemini and Canva

wth Dr. Sabba Quidwai



Welcome to Designing Schools. I'm Dr. Sabba Quidwai, and I appreciate your trust as we design the future of learning . My passion for reimagining education began during my time as a high school teacher, and it has since grown into an unwavering belief that a culture of innovation begins with empathy.

This belief has allowed me to work with some of the top education organizations like Singapore American School, County Offices of Education in California, higher education organizations like the University of Southern California, and top companies like Apple, Vizio, Wix, and more.

This belief now shapes every aspect of my work in helping organizations create environments that are not only ready for the future, but are also human-centered at their core. I'm deeply committed to empowering individuals with the knowledge, skills, and mindsets they need to thrive in our AI-driven world.

The intersection of empathy, technology, and education is where I find my inspiration, and I am dedicated to supporting everyone with the tools they need to become successful leaders and global citizens in today's world.

At Designing Schools, we look forward to partnering with you and deeply appreciate your trust. Let's design the future together.

Dr. Sabba Quidwai

CEO | Designing Schools Inc.

OUR GOALS

Our shared goal is to design a human-centered, future-ready approach to AI integration that builds confidence, clarity, and momentum across the district.

We'll begin by working closely with your leadership team to:

- Align on priorities and shared goals for AI integration
- Identify opportunities to amplify existing initiatives
- Establish guiding principles and a clear, inspiring vision for the role of AI in teaching, learning, and leadership

A core strategy in this work will be an innovation cohort where educators learn how to integrate AI into their teaching and learning practices.

AI ADVANCE: Turning AI Tools into Trusted Teammates

Phase 1 - An AI Mindset (Sept - Nov)
AI isn't just another tool, it changes the very conditions of teaching and learning. In this first phase, we'll make the essential mindset shifts: not a tool, a teammate; not a shortcut, a skillset; and not about rules, but values. Together we'll ask: What does academic integrity mean when answers are instantly available? What does good teaching look like when planning and feedback can be automated? What does deep learning look like when students can generate content in seconds? Using Gemini and Canva, educators will explore how to design experiences that prioritize thinking, creativity, and student agency. By the end of this phase, we'll have the clarity and confidence to not just add AI into old routines, but to begin redefining what powerful, learner-centered teaching looks like.

Phase 2 - The Classroom Lab (Jan - March)
This phase is about testing what new models of teaching and learning look like in practice. Educators will bring the mindset shifts from Phase 1 into their classrooms, experimenting with how AI can support authentic assessment, differentiated learning pathways, and student-led projects. We'll use Gemini to prototype and iterate on lesson designs, and Canva to help students and teachers create products that showcase deeper understanding. Coaching and office hours will provide space to reflect, troubleshoot, and refine. By the end of this phase, teachers will have examples of redesigned practices that keep integrity, creativity, and student agency at the center.

Phase 3 - Innovation in Action (April - June)
The final phase is about visibility and momentum. Teachers will showcase their work at a district-wide symposium, highlighting not just how AI saved time, but how it reshaped learning for their students. We'll elevate stories of integrity, agency, and creativity, showing how classrooms became places of experimentation and innovation. At the same time, we'll co-design a roadmap with leaders and educators for sustaining this culture beyond the school year.

Office Hours in Between Sessions
A chance to get hands-on support, ask questions, share your ideas, and get feedback as you implement the ideas in the session .

YOUR INVESTMENT

MONTHLY OVERVIEW	VALUE
Monthly Retainer Includes in-person workshops, design and facilitation of cohorts, customized resources, online courses, and a copy of the Designing Schools book for each cohort member. **Dates:** Phase 1: 9/16 and 17 | 10/8 | 11/5 Phase 2: 1/14 | 2/25 | 3/18 Phase 3: 4/22-23 | 5/6 | 6/9-11*	$6000/month (inclusive of travel)

Your monthly retainer is designed to provide exceptional value, comprehensive support, and a seamless experience. Here's what it includes:

- **Flexible Access**: A dedicated scheduling link for effortless booking of sessions, strategy discussions, cohort check-ins, or on-demand support.
- **Expert Facilitation**: Dr. Quidwai will serve as your primary point of contact, guiding your team through design thinking workshops, AI leadership sessions, and ongoing strategy support.
- **Strategic Alignment**: For the first two months, we'll hold regular calls with your core leadership team to ensure full alignment on goals and priorities.
- **Adaptive Program Design**: Our work is not limited to educator cohorts. We can co-design AI initiatives for families, students, and community members, extending the impact of this work district-wide.

Ongoing Insight & Reporting: Each month, you'll receive a detailed summary outlining key accomplishments, progress toward objectives, giving you clear insights into the value and impact of our collaboration.


designing
SCHOOLS

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M.Ed., Interim Assistant Superintendent of Educational Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of Youth Cinema Project Agreement for HMBHS Elective English Class 2025-28

BACKGROUND INFORMATION

The Youth Cinema Project (YCP) is a signature program of the Latino Film Institute, a 501(c)(3) nonprofit organization. YCP uses filmmaking to engage students, strengthen academic skills, and foster personal growth. The in-school curriculum aligns with California ELA and Media Arts Standards and integrates 21st century learning skills. Across all formats, YCP supports English development, social-emotional learning, and career readiness. Students gain confidence, build community, and share their work.

PROPOSAL

The proposed agreement for the YCP with Cabrillo Unified School District (CUSD) features the above curriculum under guidance of professional YCP Filmmaking Mentors for students to collaborate to write, produce, and complete a short narrative film. Each class will meet twice a week for 90 minutes throughout the school year. The details of the Agreement and cost are included in the Proposed YCP-CUSD Service Agreement which in summary will include 2 Mentors per week, instruction, training & Year-Round Development and Program Management with a total cost including 20% discount on three-year contract 2025-26, 2026-27 and 2027-28.

FISCAL ANALYSIS

The total project cost will not exceed $182,848.11 to be paid with California Proposition 28, also known as Art and Music K-12 Education Funding Initiative allocated to Half Moon Bay High School. Payments will be made on a yearly basis as follows:

Total for Year 1 (2025-2026): $60,949.37
Total for Year 2 (2026-2027): $60,949.37
Total for Year 3 (2027-2028): $60,949.37

GRAND TOTAL WITH DISCOUNT $182,848.11

RECOMMENDATION

Approve as submitted.

Prepared by: *Josefina Infanzon*



SERVICE AGREEMENT FOR
YCP SIGNATURE AFTERSCHOOL PROGRAM WITH
CABRILLO UNIFIED SCHOOL DISTRCT
HALF MOOON BAY HIGH SCHOOL

Set forth below are the proposed costs and expenses for the Youth Cinema Project ("YCP") Signature Program for Cabrillo Unified School District (the "District") at Half Moon Bay High School.

The Signature Push-In Program is delivered during regular school hours and features a curriculum aligned with California English Language Arts and Media Arts standards. Under the guidance of professional YCP Filmmaking Mentors, students collaborate to write, produce, and complete a short narrative film. Each class meets twice a week for 90 minutes throughout the school year.

1. Instruction

Each class will require two Youth Cinema Project mentors trained and provided by YCP. All YCP personnel undergo DOJ LiveScan fingerprinting and criminal background checks. In addition the district will assign a credentialed classroom teacher and/or instructional aid to each class to oversee the mentor's interactions with students at all times. Each session requires one (1) hour of prep time and one (1) hour of supplemental pay per mentor outside of teaching hours.

Mentor #1: 7 hours per week x 34 weeks = 238 hours x $124 = **$29,542**
Mentor #2: 7 hours per week x 34 weeks = 238 hours x $124 = **$29,512**
TOTAL = **$59,024**
Instruction for one (1) class x $59,024 = **$59,024**

2. Orientation and Staff Development:

Prior to the start of the program, school teachers and administrators assigned to the program will participate in an orientation conducted by Youth Cinema Project staff. Mentor orientation and development will also be conducted year-round for each class. The total annual number of hours for orientation, training, and staff development for one signature class is 27 hours.

Orientation, Training, and Staff Development cost for one class per school year:
27 x $124= **$3,348**

3. Program Management, Coordination, and Support:

The program will be overseen by Youth Cinema Project management. Coordination and support includes but is not limited to the recruiting, scheduling and placement of Youth Cinema Project instructors and mentors, scheduling and managing student film production logistics, and solicitation and coordination of other activities designed to enhance our curriculum. The year will culminate with the Los Angeles Latino International Film Festival (LALIFF), the film festival where students will screen their final projects at a movie theater and they will have the opportunity to participate in panels and Q&As.

Program Management for one class per school year = **$13,814.71**

4. Equipment Requirements

YCP will provide a list of the equipment required for the program. The School or District will be responsible for the purchase and will own said equipment. The cost of equipment depends on the grade.

5. Cost Overview

The cost for one class per school year (without equipment) is:

Instruction	$59,024.00
Training & Year-Round Development	$3,348.00
Program Management	$13,814.71
TOTAL	**$76,186.71**

6. Multi-year discount:

YCP offers a **20%** discount on three year contracts. Totals including discount would be as follows:

Total for Year 1 (2025-2026):	**$60,949.37**
Total for Year 2 (2026-2027):	**$60,949.37**
Total for Year 3 (2027-2028):	**$60,949.37**
GRAND TOTAL WITH DISCOUNT	**$182,848.11**

Scope of Services

In accordance with the contents of this Agreement, the District is hiring YCP as an Independent Contractor to provide instructional filmmaking including: screenwriting, storyboarding, casting, directing, production, editing, sound recording, lighting, editing and other film related skills. YCP will provide the curriculum and lesson plans for each class and course.

Billings

YCP will bill the District on a monthly basis. All amounts due will be payable to the "**Youth Cinema Project**." The District agrees to pay the full amount set forth in our statements within thirty (30) days of receipt of our invoices.

All communication shall be directed to:

ATTN: Youth Cinema Project
143 South Glendale Ave. #204
Glendale, CA 91205

Cooperation in Program Assessment

YCP will be taking active measures to assess the quality and effectiveness of its program. The District agrees to use its best efforts to collaborate and supply all requested data (to the extent not legally prohibited) in support of this effort.

Intellectual Property

YCP recognizes that the films produced by the students are property of the District. The District hereby grants YCP a license to use the student films for purposes of marketing the program and showcasing the students' work at LALIFF, on the YCP website, YouTube and other social media platforms, other film festivals, partner websites, and other media in perpetuity. Students can share films or other video content created in the class on their own social media.

Parents will have the right to decide if their student's name, voice, image, photos, sound recordings, video recordings, and/or written work can be published or disclosed by choosing one of the following:

- □ Full media consent. I grant permission for video recordings and photographs to be taken of my student and/or my student's work, including acting on camera and the process of filmmaking during her/his participation in YCP. I also grant to the School District and the Latino Film Institute the irrevocable and unrestricted right and permission to use, distribute, promote and publish my student's video recordings, photos, image, voice, likeness, name and work in connection with YCP.
- □ Limited media consent. I authorize the School District and the Latino Film Institute to use my student's name and work in connection with YCP. My student's photos, image, voice, likeness cannot be used and they cannot appear on camera.

If the parent does not complete, sign and return this Media Release, the student will participate in YCP but his/her name will not be credited in any film or broadcasting and his/her image, videos and photos will not be used or distributed.

Term and Termination

Please check one of the following options:

- **Option 1:** District takes the Multi-Year option for one class (Section 6):

Total for Year 1 (2025-2026):	**$60,949.37**
Total for Year 2 (2026-2027):	**$60,949.37**
Total for Year 3 (2027-2028):	**$60,949.37**
GRAND TOTAL WITH DISCOUNT	**$182,848.11**

Thus, this agreement shall be effective as of August 01, 2025 and shall remain in effect through June 30, 2028.

The District shall have the right to terminate this agreement with or without cause at any time. In such an event, the District shall pay YCP all amounts for time and cost incurred as of the date of such termination. The parties acknowledge that the District received a 20% discount on all services, and that YCP provided such discounts in return for a three-year service agreement. In the event that the District terminates this agreement prior to the end of the third year, the District will pay YCP an amount equal to the 20% discount on services rendered by YCP from the first date of this agreement through the date of its termination by the District.

- **Option 2:** District takes a single year contract for one class: **$76,186.71**

Thus, this agreement shall be effective as of August 01, 2025 and shall remain in effect through June 30, 2026.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

I have read and I am authorized to agree to the foregoing:

By:_____
Name:
Title:
Address: _____
_____

Date: _____

AND

By: _____
Axel Caballero
Chief Executive Officer
Latino Film Institute | Youth Cinema Project
Address: 143 South Glendale Ave. #204
Glendale, CA 91205
United States

Date: _____

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

GOVERNING BOARD
Mary Beth Alexander
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Carmen Daniel
Breanna Lafontaine

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M.Ed., Interim Assistant Superintendent of Educational Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of Educators Cooperative Proposal to Support CTE Pathways for the 2025–26 School Year

BACKGROUND INFORMATION

Educators Cooperative has a proven track record of providing comprehensive support to scale and maximize the impact of programs for organizations in both their start-up and expansion phases of growth. Through strategic planning and direct technical assistance, they help develop the right structures and employ best practices to maximize an organization's potential. To that end, Cabrillo Unified is partnering with Educators Cooperative to expand the Career Technical Education (CTE) pathway for our high school students.

Cabrillo Unified School District is poised to expand 21st-century learning opportunities that connect every student to high-demand careers. Educators Cooperative will provide strategic technical assistance and implementation support to help Cabrillo Unified School District build a high-quality, future-ready Career Technical Education (CTE) system aligned with California's Master Plan for Career Education. This partnership will guide the district through a multi-year process of assessment, planning, and implementation, ensuring that 21st-century skills, workforce connections, and career pathways are embedded across classrooms, before- and after-school programs, and community partnerships.

PROPOSAL

Professional Development Focus

A major component of this work will be targeted professional development (PD) for teachers, site leaders, and district staff. Educators Cooperative will:

- Design and deliver customized PD workshops focused on integrating CTE standards and career-ready skills into core instruction.
- Coach teachers in instructional strategies that bring real-world applications into the classroom, with emphasis on project-based learning, industry partnerships, and 21st-century skill development.
- Support site leaders and administrators with leadership development sessions to strengthen their capacity to sustain CTE pathways and manage cross-sector collaborations.
- Provide ongoing technical assistance through onsite visits and virtual learning communities, ensuring that educators receive continued support beyond one-time trainings.
- Facilitate collaboration between educators and industry partners so teachers can align curriculum with emerging workforce needs and students can gain exposure to authentic career experiences.

This comprehensive PD model ensures that Cabrillo Unified staff are not only trained in the technical aspects of CTE but are also equipped to embed career-readiness into the broader student experience. Support will prioritize leadership development, pathway expansion, work-based learning, and sustainable funding strategies.

Educators Cooperative's Proposal is included here for your review.

FISCAL ANALYSIS

The total project cost will not exceed $125,000, to be paid with the Career Technical Education (CTE) Program Grant.

RECOMMENDATION

Approve as submitted.

Prepared by: *Josefina Infanzon*

Proposal for **Cabrillo Unified School District**

Offered by **Educators Cooperative - September 2025**

Educators Cooperative

"Wellbeing is about the combination of our love for what we do each day, the quality of our relationships, the security of our finances, the vibrancy of our physical health, and the pride we take in what we have contributed to our communities. Most importantly, it's about how these five elements interact." - Jim Harter, *Wellbeing: The Five Essential Elements*

Cabrillo Unified is uniquely positioned to connect every student to high-demand careers and 21st-century skills through an ambitious, districtwide Career Technical Education (CTE) initiative.

Overview

Cabrillo Unified School District is poised to expand 21st-century learning opportunities that connect every student to high-demand careers. Educators Cooperative will provide strategic technical assistance and implementation support to help Cabrillo Unified School District build a high-quality, future-ready Career Technical Education (CTE) system aligned with California's Master Plan for Career Education. This partnership will guide the district through a multi-year process of assessment, planning, and implementation, ensuring that 21st-century skills, workforce connections, and career pathways are embedded across classrooms, before- and after-school programs, and community partnerships. Support will include both onsite and virtual services and will prioritize leadership development, pathway expansion, work-based learning, and sustainable funding strategies.

Objectives

The objective is to create a comprehensive, high-quality CTE system that:

- Align programs with California CTE standards and regional labor market needs.
- Expand career-connected experiences during the school day and in before- and after-school programs.
- Build strong partnerships with employers, postsecondary institutions, and community organizations.
- Ensure equitable access to high-demand career pathways for all students.
- Establish data systems to monitor student outcomes and drive improvement.

Customized Support

Educators Cooperative will deliver a three-phase implementation strategy tailored to Cabrillo's needs. Each phase is designed for approximately one academic year, with flexibility to adjust to district priorities.:

Phase 1 – CTE Program Assessment (Foundation Building)

• Conduct a districtwide CTE assessment using a simplified checklist to identify current strengths and gaps.

• Establish a leadership structure, designate a CTE coordinator, and launch initial data systems.

• Complete an inventory of current CTE courses and pathways, reviewing alignment with regional labor market needs.

Phase 2 – Prioritization & Program Enhancement

• Develop coherent pathway sequences in priority sectors such as healthcare, advanced manufacturing, IT, and clean energy.

• Expand work-based learning opportunities, including internships, mentorships, and pre-apprenticeship programs.

• Provide professional development for teachers and counselors to integrate career exploration and individualized career planning.

Phase 3 – System Integration & Sustainability

• Coordinate with regional workforce collaboratives and community colleges to expand dual enrollment and competency-based assessments.

• Establish continuous improvement systems, employer advisory committees, and sustainability plans to secure ongoing funding.

• Create marketing and outreach strategies to recruit students—particularly those from underrepresented populations—into high-wage, high-demand pathways.

Transformative Student Outcomes

By the conclusion of this project, Cabrillo students will:

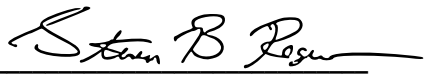
- Build future-ready skills: communication, collaboration, creativity, and adaptability.
- Gain exposure to regional workforce trends and high-demand industries.
- Participate in before- and after-school innovation labs that integrate STEM exploration, career planning, and real-world problem solving.
- Monitor and update their personal career plans, supported by a districtwide data system and common career language.

Costs Associated with Implementation

Support will include a range of workshops, leadership sessions, and extended-day program development. Travel costs are included in the total cost. No additional fees or costs will be incurred beyond the amount below. This proposal is offered with the best intentions and can be modified to meet the needs of the district. Offerings will be adjusted under the guidance of district leadership based on participant feedback.

Total Project Cost Not to Exceed $125,000

All travel costs are included in the total price. Preplanning meetings and customized development are included in the pricing. Any customized materials developed for coaching sessions will be made available for future use with no ongoing fees.



Steve Regur, Ed.D., CEO
Educators Cooperative
educators.coop
2973 Harbor Blvd, #774
Costa Mesa, CA 92626
EIN 45-1417246

Dr. Ramon Miramontes, Superintendent
Cabrillo Unified School District

Educators Cooperative looks forward to partnering with Cabrillo Unified School District to design and implement a 21st-century CTE system that equips every student for success in college, career, and life.

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Israel Castillo, M.Ed., Interim Assistant Superintendent of Educational Services
Andrew Boysen, Principal, Half Moon Bay High School
CATEGORY: Consent/Action
ITEM TITLE: Approval of 2025–26 Agricultural Education Incentive Grant

BACKGROUND INFORMATION

The Agricultural Education Incentive Grant (AIG) Program (California Senate Bill 813 [1983] and California Education Code, Article 7.5 Agriculture Career Technical Education Incentive Program (sections 52460-52462) provides support for agricultural education programs to improve the quality of their agricultural career technical education (CTE) programs.

PROPOSAL

This AIG will provide up to support the $15,980 Agriculture Program at Half Moon Bay High School (HMBHS) by funding instructional materials, teacher and student travel and conferences including Future Farmers of America (FFA), and improvements to the greenhouses and outdoor Ag Lab/Farm facilities.

If awarded, the AIG requires a 1:1 match of general funds earmarked for CTE. Both CTE expenditures from the general fund and other CTE grants can be used as matching funds for the AIG grant including the Specialized Secondary Programs Grant (SSP), the Carl D. Perkins V grant, and the Golden State Pathways Grant for Agriculture, providing an additional $15,980 from other sources to support CTE. This Agricultural Incentive Grant also demonstrates that CUSD is leveraging and braiding CTE funds, thus giving CUSD special consideration when applying for other CTE grants.

FISCAL ANALYSIS

This is a Grant that will be supporting the CTE program at HMBHS, there is no fiscal impact to the General Fund.

RECOMMENDATION

Approve as submitted.

Prepared by: *Josefina Infanzon*

Application for Funding
Agricultural Career Technical Education
Incentive Grant Program Year 2025–2026

Project Duration: July 1, 2025, to June 30, 2026

School Site: Half Moon Bay High School

District: Cabrillo Unified School District

Certification:

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Signature of Authorized Agent	Authorized Agent Title
Signature of Agriculture Teacher Responsible for Program	Andrew Boysen Digitally signed by Andrew Boysen DN: cn=Andrew Boysen, o=CUSD, ou=HMBHS, email=boysena@cabrillo.k12.ca.us, c=US Date: 2025.07.06 13:00:15 -07'00' Signature of Principal

Agriculture Teacher Summer Contact Cell Number: (650) 766-6869

Local Educational Agency (LEA) Board Approval Date: 08/21/2025

Printed Name of Agriculture Teachers for 2024–25:

Hana Lani Hanson

Sonia Myers

PART A – Base Level Funding

In order to qualify for the Agriculture Education Incentive Grant an LEA must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

Note: Stand-alone middle school programs will only be required to complete Part A.

☑ 1. Properly Credentialed Teachers:
Log onto the California Commission on Teacher Credentialing (CTC) and provide printout of credentials or provide a copy of current credentials. (2025 - Required for teachers that were hired for 2024-25.)

☑ 2. Professional Development:
Provide printout from teacher journal in Agriculture Experience Tracker (AET) verifying professional development activities. Each teacher (50% of their teaching load in agriculture) must have participated in six approved professional development activities.
(2025 - Required for all teachers employed during 2024-25 school year.)

☑ 3. Course Sequence:
Provide documents/evidence of at least one three-year course sequence. (2025 - Nothing required unless the sequence has changed since last year.)

☑ 4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE):
Provide a copy of course syllabus identifying grading of FFA and SAE. (2025 - Only required for **New** courses that were taught in 2024-25 or if changes have been made to your department policies.)

☑ 5. Alternative Credits:
Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc. (2025 - Nothing required unless there has been changes in 2024-25.)

☑ 6. Future Farmers of America Constitution and By-Laws:
Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted. (2025 - Nothing required unless there has been changes in 2024-25.)

☑ 7. Future Farmers of America Meetings:
Use meeting manager in AET or provide minutes for a minimum of six chapter meetings. (2025 - Required.)

☑ 8. Agriculture Advisory Committee:
Provide meeting minutes for two Agriculture Advisory Committee meetings. (2025 - Required)

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criterion must be provided to the Regional Supervisor.

PART A – Base Level Funding (Continued)

Qualified Program ($4,500) to each site		4500
Number of Agriculture Teachers teaching at least one approved agriculture course in 2024-25?	2	
Teacher based funding (Number of teachers x $500)		1000
Number of Students as identified on the 2024-25 FFA Membership roster?	248	
Student based funding (Number of students x $10)		2480
Class size funding A (number of teachers meeting level A in all classes – 31 in classroom/25 in shop classes)	1	
Class size A funding (Number of teachers meeting level A class size x $1,000)		1000
Class size funding B (number of teachers meeting level B in all classes – 28 in classroom/22 in shop classes)	2	
Class size B funding (Number of teachers meeting level B class size x $2,000)		2000

Total Part A Funding: 10,980

PART B – Additional Funding

LEA's may qualify for additional funding based on their ability to meet specific classroom, leadership, and experiential learning (SAE) criteria. It is not necessary for a program to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting criteria will be taken from entries in the AET. The AET report will be developed based on data as of June 30th. Funding in each section will be based on the number of points accumulated in that section. This report will be used to complete Part B and will be included as part of the application.

Based on the 2024-25 Agricultural Education Incentive Grant Report, and points accumulated, the LEA may qualify for base level funding through the classroom section, leadership section, and experiential learning (SAE) section.

An LEA shall qualify for Part B funding in each section if they meet the predetermined base level. Bonus funding is earned if a program exceeds the predetermined base level by twenty percent (20%). LEA's meeting the base level shall receive $2,250 plus $250 per qualified teacher. LEA's meeting the bonus level shall receive an additional $2,250 plus an additional $250 per qualified teacher.

Note: An LEA may qualify for Level A, Level B, or no funding in each section but shall not qualify for both funding levels in a section. Example: The LEA qualifies for Level A funding in the Classroom Section, Level B in the Leadership Section and no funding in the SAE section.

PART B – Additional Funding (Continued)

Classroom Section

Points Earned as Identified in the AET Report	331.2	
Level A Funding: (number of teachers x $250) + $2,250		
Level B Funding: (number of teachers x $500) + $4,500		
Total Classroom Section Funding		0

Leadership Section

Points Earned as Identified in the AET Report	387.4	
Level A Funding: (number of teachers x $250) + $2,250		
Level B Funding: (number of teachers x $500) + $4,500		
Total Leadership Section Funding		0

Experiential Learning SAE Section

Points Earned as Identified in the AET Report	1046.9	
Level A Funding: (number of teachers x $250) + $2,250		
Level B Funding: (number of teachers x $500) + $4,500		
Total Experiential Learning SAE Section		0

Total Part B Funding: 0

Part C – Program Funding

LEAs may qualify for additional funding based on their ability to meet specific program criteria. To qualify for Program Funding, a program must show evidence of meeting all criteria identified. Evidence must be submitted at the time the original application is submitted to the Region Supervisor.

Part C – Program Funding (Continued)

To qualify for Part C Program Funding, a site must show evidence of meeting the following. If any item is not met, the program is not eligible to apply for Part C funding.

☑ Each teacher (50 percent of their teaching load in agriculture) must have participated in eight approved professional development activities.

☑ Agenda and Minutes for three Agriculture Education Advisory Committee meetings.

☑ Each teacher (50 percent of their teaching load in agriculture) must have an extended contract and/or a project supervision period. The project supervision period must be in addition to the provided prep period.

If a program has met the three required criteria, they are eligible for funding and must complete the following Sections.

Section A – Earn one point for each criterion met.

☑ Held an FFA Officer team retreat or other planning activity prior to the start of school and continued to hold meetings during the year to plan FFA activities.

☑ In addition to the Agricultural Education Advisory Committee, the program has an Agriculture Boosters Club and/or an FFA Alumni Chapter.

☐ Program hosted a Student Teacher.

Total Points Section A: 2
(3 Points Possible)

Section B – Earn points based on AET California Ag CTE Incentive Grant Application Report. Points Earned as Identified in the AET Report for D–Program:

Total Points Section B: 169.6
(Section A + Section B Points)

Section A Funding: ($5,000) 5000

Section B Funding: ($7,500) 0

Total Part C Funding: 5000

Part A Base Level Funding: 10,980

Part B Additional Funding: 0

Part C Program Funding: 5000

Grand Total Funding: 15,980

Budget Report
Agricultural Career Technical Education
Incentive Grant

Due Date: Budget Report is due in Regional Supervisor's Office by October 15.

Program Year: _____

School Site: _____

District: _____

Electronic Signature of Person Preparing Report

Electronic Signature of Agriculture Teacher Responsible for Program

Budget Category 4000: Books and Supplies

Item	Budget (Column A)	Budget Match (Column B)
Classroom Materials & Fair Supplies	1500	1500
Total 4000	1500	1500

Budget Category 5000: Services and Operating Expenses, Travel, Conferences, Rentals, etc.*
*Each Line Item in Object Code 5000 must be matched.

Item	Budget (Column A)	Budget Match (Column B)
Gas & Auto Maintenance	6000	6000
Registrtation Packets	3000	3000
Travel	5480	5480
Total 5000	14,480	14,480

Budget Category 6000: Capital Outlay*
*Each Line Item in Object Code 6000 must be matched.

Item	Budget (Column A)	Budget Match (Column B)
Total 6000	0	0

Grand Totals: 0 0

Posted by: California Department of Education - April 2025

CABRILLO UNIFIED SCHOOL DISTRICT

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SUPERINTENDENT
Dr. Ramon Miramontes

GOVERNING BOARD
Mary Beth Alexander
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Carmen Daniel
Breanna Lafontaine

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A.Ed., Senior Human Resources Administrator
CATEGORY: Consent/Action
ITEM TITLE: Approval of the Student/Teacher (Academic) Calendars for 2026-27 and 2027-28

BACKGROUND INFORMATION

Representatives of Cabrillo Unified Teachers Association (CUTA) and California School Employees Association (CSEA) jointly collaborated with district leaders on the CUSD 2026-27 and 2027-28 Student/Teacher (Academic) calendars as part of the CUSD Calendar Committee. Members of both associations voted on and ratified the calendars.

REPORT/PROPOSAL

The enclosed 2026-27 and 2027-28 Student/Teacher (Academic) Calendars represent agreements made between representatives of CSEA, CUTA, and CUSD district leadership and are now presented to the Governing Board for approval. These calendars reflect the negotiated agreement between CUTA and CUSD during the 2024-25 negotiations cycle, which eliminated Super Fridays and added two full professional development days to the school year. This update ensures both a family-friendly calendar and aligns with staff commitment to better organizing and utilizing professional development time. Pending final approval of these calendars, CUSD staff and families will be notified accordingly, and the calendars will be posted on the CUSD website.

FISCAL ANALYSIS

The fiscal impact will be reflected in the next budget revision.

RECOMMENDATION

Staff recommend approval of the Student/Teacher (Academic) Calendars for 2026-27 and 2027-28 as submitted.

Prepared by: *Bianca Forrester and Erick Perez*

CABRILLO UNIFIED SCHOOL DISTRICT

STUDENT/TEACHER CALENDAR

2026-2027

JULY 2026

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

AUGUST 2026 — 13 days

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

SEPTEMBER 2026 — 21 days

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

OCTOBER 2026 — 21 days

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

NOVEMBER 2026 — 15 days

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

DECEMBER 2026 — 14 days

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

★ First Day for All Students ..... Aug. 13
★ Last Day of 1st Semester -Minimum Day .... Dec. 18
★ Last Day for Students -Minimum Day ..... June 4

Elementary Schools Trimesters:
▲ End of First Trimester (55 days) ..... Oct. 30
▲ End of Second Trimester (61 days) ..... Feb. 26
★ End of Third Trimester (64 days) ..... June 4

Cunha Intermediate School/HMBHS/Pilarcitos HS:
■ End of First Quarter (41 days) ..... Oct. 9
■ End of Second Quarter (43 days) ..... Dec. 18
■ End of Third Quarter (47 days) ..... Mar. 19
★ End of Fourth Quarter (49 days) .....June 4

Total Student Days ..... 180 days
Total Teacher Days ..... 187 days

LEGAL HOLIDAYS: H (Actual) = Non-School Days
Independence Day ..... July 4
Labor Day ..... Sept. 7
Veterans Day Observed ..... Nov. 11
Thanksgiving Day ..... Nov. 26
Day after Thanksgiving ..... Nov. 27
Federal Holiday Observed ..... Dec. 24-25
New Year's Day ..... Jan. 1
Martin Luther King Day ..... Jan. 18
President Days Observed* ..... Feb. 15 & 19
Friday of Spring Vacation* ..... Apr. 16
Memorial Day ..... May 31
Juneteenth Day** ..... June 18

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

BOARD ADOPTED SCHOOL RECESSES/NON-SCHOOL DAYS: X = Non-School Days
Thanksgiving Recess ..... Nov. 23 to Nov. 27
Winter Recess ..... Dec. 22 to Jan. 5
Presidents' Week ..... Feb. 15 to Feb. 19
Spring Recess ..... Apr. 12-16

PARENT CONFERENCE / REPORT CARDS
Elementary Schools:
Conferences - Minimum Days ..... Oct. 5-9
Conferences - Minimum Days ..... Mar. 8-12
Cunha Intermediate School:
Conferences - Minimum Days ..... Oct. 27-30

STAFF DEVELOPMENT: SD = Non-School Days for Students
Aug. 10
PROFESSIONAL DEVELOPMENT: PD = Non-School Days for Students 8:00 am- 4:00 pm
October 19 Jan. 5
TEACHER WORK DAYS: W = Non-School Days for Students
Aug. 11 & 12 Jan. 4 June 7

JANUARY 2027 — 17 days

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

FEBRUARY 2027 — 15 days

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

MARCH 2027 — 23 days

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

APRIL 2027 — 17 days

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

MAY 2027 — 20 days

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

JUNE 2027 — 4 days

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

CABRILLO UNIFIED SCHOOL DISTRICT

STUDENT/TEACHER CALENDAR

2027-2028

JULY 2027

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

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

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

OCTOBER 2027 20 days

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

NOVEMBER 2027 16 days

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

DECEMBER 2027 13 days

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

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PARENT CONFERENCE / REPORT CARDS
Elementary Schools:
Conferences - Minimum Days ..... Oct. 4-8
Conferences - Minimum Days ..... Mar. 6-10
Cunha Intermediate School:
Conferences - Minimum Days ..... Oct. 26-29

STAFF DEVELOPMENT: SD =Non-School Days for Students

Aug. 9

PROFESSIONAL DEVELOPMENT: PD =Non-School Days for Students 8:00 am - 4:00 pm

October 18 Jan. 4

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

Aug. 10 & 11 Jan. 3 June 5

JANUARY 2028 18 days

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

FEBRUARY 2028 16 days

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

MARCH 2028 23 days

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

APRIL 2028 15 days

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

MAY 2028 22 days

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

JUNE 2028 2 days

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

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A.Ed., Senior Human Resources Administrator
CATEGORY: Consent/Action
ITEM TITLE: Approval of Certificated Personnel Report

BACKGROUND INFORMATION

1. **OFFER OF PROBATIONARY EMPLOYMENT FOR 2025-26**

   Amber Jackson, Substitute Teacher, District Office, effective September 29, 2025

   Wiebke Michels, English Second Language Teacher, La Costa Adult School, effective September 22, 2025

   Kayla Picard-Martinez, Substitute Teacher, District Office, effective September 11, 2025

FISCAL ANALYSIS

The fiscal impact will be reflected in the next budget revision.

RECOMMENDATION

Staff recommends approval of the October 9, 2025, Certificated Personnel Report as submitted.

Prepared by: *Erick Perez*

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MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A.Ed., Senior Human Resources Administrator
CATEGORY: Consent/Action
ITEM TITLE: Approval of Classified Personnel Report

BACKGROUND INFORMATION

1. **OFFER OF PROBATIONARY EMPLOYMENT FOR 2025-26**

   Maylin Bautista, Expanded Learning Professional, Hatch Elementary, effective September 11, 2025

   Cristal Dos Santos, Athletic Trainer, Half Moon Bay High School, effective September 29, 2025

   Dawn Freeland, Science Specialist, Kings Mountain Elementary, effective September 26, 2025

   Cady Rutherford, Paraprofessional SPED-II, El Granada Elementary, effective September 23, 2025

2. **PROMOTION**

   Jonathan Ortiz Torres, formerly Custodian II at Half Moon Bay High School, promoted to Grounds Maintenance worker, effective September 24, 2025

FISCAL ANALYSIS

The fiscal impact will be reflected in the next budget revision.

RECOMMENDATION

Staff recommends approval of the October 9, 2025, Classified Personnel Report as submitted.

Prepared by: *Erick Perez*

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MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A.Ed., Senior Human Resources Administrator
CATEGORY: Consent/Action
ITEM TITLE: Approval of updated Job Descriptions: Athletic Trainer, Expanded Learning Supervisor, and Chief Academic Officer

BACKGROUND INFORMATION

The job description for the Athletic Trainer has been updated to better align duties with core responsibilities. The job description for the Expanded Learning Supervisor has been updated to better align with core competencies. The job description for the Assistant/Deputy Superintendent of Educational Services has been revised to reflect the new title of Chief Academic Officer for consistency.

FISCAL ANALYSIS

These updated job descriptions represent a refinement of existing positions, and in the case of the Chief Academic Officer a change in title, rather than the creation of new roles. These positions will be reflected in the next budget revision.

RECOMMENDATION

Staff recommend approval of the updated job descriptions as submitted

Prepared by: *Bianca Forrester and Erick Perez*

CABRILLO UNIFIED SCHOOL DISTRICT

POSITION TITLE:
Athletic Trainer

PRIMARY FUNCTIONS:
Under general supervision of the athletic director, the athletic trainer engages in sports medicine. Sports medicine includes injury prevention, recognition, assessment and evaluation; and the organization and administration, education and counseling of student-athlete injuries. Under the direction of a physician, the Athletic Trainer may provide treatment, rehabilitation, and reconditioning of the student-athlete injuries. Records are maintained in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

DUTIES AND RESPONSIBILITES:

- Injury Prevention – Creates and supervises pre-season, in season postseason and off-season conditioning programs to assist student-athletes in gaining and maintain maximum physical conditioning.
- Injury Recognition, Assessment – Assesses the extent of possible injuries through injury site palpations, estimations of range-of-motion, muscle strength, joint flexibility and neurological, sensory and motor test. The student's input is considered an integral part of the assessment; refers setting.
- Treatment, Rehabilitation and Reconditioning – Under the direction of physician, assists in the implementation of a treatment rehabilitations plan and/or reconditioning strategies. Assess measure to determine effectiveness of the plan. Recommends discontinuation of the treatment student-athletes; under the supervision of a physician, initiates the District's return to play protocol following a concussion.
- Organization and Administration – Documents all treatments and management provided to students in writing which become part of the student's school health records: complies with HIPAA and FERPA requirement to coaches, faculty and the community.
- Reporting – Completes accident reports for student athletic injuries could require a medical referral and submits it to the Health Office immediately or as soon as practical.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from a four-year CAATE accredited Athletic Training
- Education program.
- Athletic Trainer, Certified (ATC) by the Board of Certification credential.
- Master's Degree, desirable.
- At least one year working in athletic training.

SPECIFIC QUALIFICATIONS:

- Should possess personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others.
- Physical and mental capabilities are necessary to assume responsibilities involved in working with teachers, students, and parents. Possesses enthusiasm for and interest in the educational programs of the District.

KNOWLEDGE AND ABILITIES:

- Principles of anatomy, physiology, kinesiology, and nutrition.
- Diagnostic signs and symptoms and related treatment of various physical injuries.
- Principles, techniques and procedures used in the prevention, care and rehabilitation of athletic injuries.
- Various types of therapeutic treatments, equipment and conditioning programs.
- First aid medical procedures, including CPR.
- Safety guidelines and regulations in athletic and therapeutic activities.
- Sports injury record keeping and privacy laws.
- Communicate satisfactorily in oral and written form in English as necessary.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relations with students and adults and relate effectively with parents and community.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board
- Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS:

- Seeing sufficient to observe type and extent of injury
- Hearing and speaking sufficient to exchange information.
- Stamina sufficient to walk or stand for extended periods of time.
- Frequent repetitive bending, stooping, squatting, kneeling and overhead
- reaching.
- Manual dexterity to operate equipment and manipulate various materials and objects.
- Physical strength to frequently lift, carry, push, pull or otherwise move objects of up to 50 pounds in force.

Pending Board Approval _____

CABRILLO UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXPANDED LEARNING PROGRAM SITE SUPERVISOR

BASIC FUNCTION:

Under the supervision of the Family Engagement, Early Learning, and Special Program Coordinator, Site Director, or Designee, the Expanded Learning Program Site Supervisor ensures the implementation of the California Department of Education Expanded Learning Program in line with the school district academic plan; prepares and delivers instructional materials; supervises staff and students at a designated school site; plans, organizes, coordinates, and implements the operations and activities of assigned Expanded Learning Programs to enhance educational effectiveness and efficiency; supervises and evaluates the performance of classified personnel; and coordinates all aspects of family engagement to expanded learning opportunities within the district.

REPRESENTATIVE DUTIES:

- Administers, plans, and delivers a curricular program based on California state approved standards and quality educational resources; in consideration of individual student needs, assists students in achieving academic, social, and emotional goals
- Assesses students' social and emotional needs; works in collaboration with school personnel, parents, students, and community agencies to provide guidance and counseling
- Consults with school administrators in planning and developing school activities related to an extension of the instructional and guidance programs of the school
- Consistently assesses student achievement through screening, progress monitoring, diagnostic tools, and outcome measures
- Communicates with parents/guardians through a variety of means
- Coordinates and plans the work of Expanded Learning Program Site Lead and Paraprofessional(s) assigned to the classroom; prepares and maintains a current work schedule for Expanded Learning Program staff
- Plans, coordinates, and implements Expanded Learning Program to enhance educational effectiveness and efficiency; assists in ensuring that related activities comply with established California state curricular standards and federal initiatives governing the education of all TK-5th grade students
- Oversees the preparation of and is responsible for the creation and maintenance of accurate records, reports, files, and documentation as assigned for each student enrolled. This includes, but is not limited to, student goals and objectives, academic growth, and conference information from parents and other professionals.
- Completes and submits Expanded Learning Program attendance records and all other reports; prepares county and/or state reports as assigned and/or required
- Provides individual and group instruction designed to meet individual needs; motivates students to meet and/or exceed established goals
- Assists with interviews, selects, supervises, and evaluates the performance of assigned staff; coordinates and directs employee assignments and reviews work to assure compliance with established plans, strategies, standards, requirements, and procedures as needed. Works with employees to correct identified deficiencies. Reviews recommended transfers, reassignments, disciplinary actions, and/or termination.

- Trains and provides work direction and guidance to assigned personnel; assigns duties and reviews work to ensure accuracy and completeness; provides input concerning employee interviews and evaluations
- Coordinates with school administrators in planning and developing school activities related to, and as an extension of, the instructional and guidance programs of the school
- Attends and participates in a variety of assigned meetings, committees, conferences, in-services, and/or special events
- Complies with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent
- Exhibits professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy
- Maintains a safe work environment
- Operates a variety of office equipment, including but not limited to a computer and assigned software applications

KNOWLEDGE AND ABILITIES:

- Effective office principles, procedures, and practices including indexing, filing systems and maintenance, telephone techniques, and report writing
- Proper document construction and editorial enhancement techniques
- Knowledge of Child Development principles, curriculum, and instruction
- Knowledge of district goals and objectives in relation to before/after school support
- Knowledge of Title V and Title XXII State regulations and Licensing requirements
- Knowledge of district policies in relation to Child Development programs
- Ability to facilitate a high level of parent engagement
- Ability to evaluate program effectiveness
- Ability to coordinate program functions
- Ability to interpret policy, procedures, and data
- Strong oral and written communication skills

ABILITY TO:

- Follow and understand oral and written instructions without immediate supervision
- Use advanced discretion in organizing activities and setting priorities to meet established deadlines
- Establish and maintain a wide variety of records and filing systems
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Ability to problem-solve during day-to-day activities
- Ability to deal effectively with members including discipline issues
- Ability to pass required background checks
- Willingness to adhere to rigid COVID safety guidelines

EDUCATION AND EXPERIENCE:

Required:

- Associate of Arts Degree (or 60 units) with 24 Early Childhood Education (ECE)/CD units (incl. core); plus 6 units administration; plus 2 units adult supervision. Early Childhood Education permit Site Supervisor permit preferable
- 350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults
- 12 units in the School-Age including core courses [2]

Alternative Qualifications:

- BA or higher w/12 units of ECE, plus 3 units supervised field experience in ECE setting; or a Teaching or Administrative credential with 12 units of ECE plus 3 units supervised field experience in ECE setting OR
- Teaching or Administrative Credential with 12 units of ECE or School-Age. Three (3) units of supervised field experience in either ECE or School-Age. Minimum of 6 units must be in School-Age.

WORKING CONDITIONS:

ENVIRONMENT:

- Duties are performed in a classroom environment; subject to constant interruptions

PHYSICAL ABILITIES:

- Sitting, standing, or walking for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Reaching with hands and arms
- Hearing and speaking to exchange information in person or on the telephone and to record minutes at meetings and/or make presentations
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling, or crouching to file materials/assist children
- Climbing or balancing
- Understandable voice and speech pattern
- Must frequently lift, push, pull, or carry up to ten (10) pounds and occasionally lift and/or move up to forty (40) pounds

Pending Board Approval _____

CABRILLO UNIFIED SCHOOL DISTRICT

POSITION TITLE:
Chief Academic Officer

PRIMARY FUNCTIONS:
Under the direction of the Superintendent, the Chief Academic Officer will be responsible for maintaining and enhancing the TK-12 instructional program and providing staff development programs for the district.

DUTIES AND RESPONSIBILITES:

Curriculum and Instruction

- Coordinates curriculum development in all subject areas, and provides leadership and curriculum assistance to schools.
- Coordinates evaluation, selection and adoption of textbooks, supplemental books, and other instructional materials pursuant to district policy. Supervises the ordering and distribution of such materials. Maintains curriculum cycle for textbook adoption.
- Coordinates the revision, development, and implementation of curriculum frameworks' standards, courses of study, and grade-level objectives.
- Serves as curriculum advisor to school site councils, district and county curriculum committees.
- Assists school sites in development, refinement and evaluation of common core curriculum.
- Initiates and directs opportunities for curriculum enhancement activities through development of special programs and grant proposals.
- Assists principals and teachers with the continuation of 21st Century instructional strategies and the formation of new, innovative instructional programs.
- Provides assistance and direction in the research of curricular and instructional activities.
- Develops and aligns courses of study with state frameworks and model curriculum standards focusing on vertical and horizontal articulation with an emphasis on 5th to 6th grade and 8th to 9th grade articulation.
- Assists in developing the integration of computers into the instructional strategies/ curriculum of the district.
- Actively participates in the development of school procedures which affect the instructional program.
- Provides the Superintendent with ongoing information regarding various curriculum activities within the district.

- Jointly serves as liaison with county, regional and state agencies in the areas of curriculum and staff development.
- Assists school teams in the development of Single Plan for Student Achievement (SPSA) and evaluation.
- Represents the district at appropriate curriculum meetings, conferences, and workshops.
- Maintains quality public relations with the community and open communication with parents through a variety of means. Holds parent meetings and conferences when needed.
- Maintains accountability of assigned budget.

Staff Development

- Develops a district-wide comprehensive multi-year staff development plan for certificated, instructional assistants, and management personnel. Plans and implements a district-wide program for emphasizing effective teaching strategies.
- Provides necessary resources, materials, and programs for all formal curriculum committees. Revises committees to represent all grades and curricular areas. Develops calendar for meeting dates in all areas. Develops objectives for committees based on curriculum cycle. Develops reporting procedures that address how standards and objectives are met.
- Coordinates grade level curriculum meetings to support ongoing staff development.
- Organizes and recruits candidates for mentor program based on broad emphasis for the year. Provides systematic evaluations of projects and regularly-scheduled meetings of mentors. Develops final evaluation procedure of mentor programs for the governing board. Revises application and timeline criteria for mentor objectives.
- Develops and coordinates district training academies for certificated, instructional assistants, current and future administrators.
- Acts as district staff development manager for new teachers in the teacher credentialing program.
- Develops a two-year inservice, two-tier program for teachers new to the district or the professional field.

Special Programs/Project Responsibilities

- Coordinates and administers grant writing and Local Control Accountability Plan (LCAP) specific to the areas of responsibility.
- Assists staff with developing and implementing a data collection system to support teaching and learning.
- Analyzes, develops and interprets information needed for district testing programs that are congruent with the curriculum for both student and program evaluation.

- Aligns multiple measures of testing to teaching objectives within grades.
- Revises district proficiency tests, as necessary.
- Coordinates program review and monitors training with the county. Provides support for schools in addressing state WASC and program reviews. Provides site inservice for program reviews. Coordinates site self-study reviews.
- Assists administration in preparation of consolidated application and school plans.
- Provides needs assessment information.
- Assists in development of an effective curriculum articulation system for grades TK-12.
- Develops yearly district staff development calendar.
- Ensures that all school plans meet goals.
- Develops a program evaluation process.
- Assists Administration in preparation of district and school sites for compliance audit.
- Other related duties as assigned.

QUALIFICATIONS:

Professional Qualifications:

- Administrative Services Credential.
- M.A. Degree with course work required for administration.
- Three years of successful curriculum coordination and/or staff development experience.
- Five years of successful classroom teaching experience.
- Knowledge of state and federal programs.
- Knowledgeable in current research, pedagogy, curriculum and staff development approaches.
- Expertise in curriculum evaluation and assessment.
- Able to work with staff and administration in a positive manner.
- Must have a valid California driver's license and a personal car available for school business as the need arises.
- Bilingualism (English/Spanish) desired.

Personal Qualifications:

- Demonstrates leadership skills and the ability to augment shared decision-making processes.
- Ability to be innovative and creative, act as a catalyst in education reform, encourage staff cohesiveness, and assist and motivate others to improve the educational process.

- Treats all staff members as a team and demonstrates accountability.
- Demonstrates performance on the job according to district standards.
- Ability to communicate effectively with both Spanish and English-speaking community members.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, hearing and speaking to exchange information on the telephone or in person, vision to read documents, reaching horizontally and above the shoulders to retrieve files and supplies, and lifting objects weighing up to 20 pounds.

Pending Board Approval _____

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MEMORANDUM

MEETING DATE: October 9, 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, as well as supplemental and concentration grants, which are calculated based on student demographic factors. The chart presented depicts the CUSD enrollment and is provided for information purposes only Enter background information.

REPORT/PROPOSAL

2025-26 Enrollment Report Period 1.

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
2025-2026 SCHOOL YEAR
ENROLLMENT REPORT

School Month No. **1** **Date:** **9/5/2025**

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
TK	42	29	60	5	-	-	-	0	136
K	47	34	88	5	-	-	-	0	174
1	45	19	66	7	-	-	-	0	137
2	54	28	89	10	-	-	-	0	181
3	50	26	94	8	-	-	-	0	178
4	40	25	80	10	-	-	-	0	155
5	52	30	80	3	-	-	-	0	165
6	-	-	-	-	144	-	-	0	144
7	-	-	-	-	178	-	-	1	179
8	-	-	-	-	164	-	-	0	164
9	-	-	-	-	-	192	0	0	192
10	-	-	-	-	-	218	1	0	219
11	-	-	-	-	-	193	13	4	210
12	-	-	-	-	-	246	13	9	268
TOTAL ENROLLMENT	**330**	**191**	**557**	**48**	**486**	**849**	**27**	**14**	**2502**
Total Enrollment as of 9/06/24	329	171	561	45	524	898	35	6	2569
Difference between 9/6/24 Total Enrollment and 9/5/25 Total Enrollment	**1**	**20**	**-4**	**3**	**-38**	**-49**	**-8**	**8**	**-67**
Total Enrollment as of 6/05/25	326	173	548	48	517	873	37	25	2547
Difference between 6/05/25 Total Enrollment and 9/05/25 Total Enrollment	**4**	**18**	**9**	**0**	**-31**	**-24**	**-10**	**-11**	**-45**

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MEMORANDUM

MEETING DATE: October 9, 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 (ERP).

REPORT/PROPOSAL

Staff hereby presents to the CUSD Board the warrants processed from September 1, 2025, to September 30, 2025. Certain names have been redacted from this document to protect privacy and maintain confidentiality.

FISCAL ANALYSIS

The register of warrants processed by CUSD indicates all CUSD financial activity. The total warrant/ETF amount for the month of September 2025 is $4,591,184.61.

RECOMMENDATION

Receive the warrant register processed for the September 2025 period.

Prepared by: *Holly Lynne*

Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
712358	09/02/2025	MODENA, STEPHANIE C	13-9510	EP250165		21.28
712359	09/02/2025	Campbell Keller	21-4400	PO250887	77,143.49	
				PO251079	5,977.90	83,121.39
712360	09/02/2025	Quattrocchi Kwok Architects	21-9510	EP 250188		15,484.10
712361	09/02/2025	SMCSIG-HEALTH CARE CONSORTIUM C/O KEENAN & ASSOC-SETECH	01-9553	H&W AUG 2025	27,529.41	
			01-9564	H&W AUG 2025	334,545.85	362,075.26
712362	09/02/2025	RAPTOR TECHNOLOGIES	01-5800	Replace ILobby w. Raptor Visitor/Vol. Management		78,679.41
712363	09/02/2025	TREJO, JOVY	01-5200	Reimb for milage		3.50
712364	09/02/2025	U.s Bancorp Service Center	01-4300	AUG 25 Business Billing Statement		19.78
712365	09/02/2025	Albertsons | Safeway	01-4300	ELOP Safeway Bill 0825	730.94	
				HR Safeway Bill 0825	71.51	
				STEAM Safeway Bill 0825	226.06	1,028.51
712366	09/02/2025	American Portables	01-4300	Open PO for FYE 2025-2026		132.47
712367	09/02/2025	Benchmark Education Company	01-4100	Addl. Benchmark Deluxe Packages for HA 2025-26		40,590.96
712368	09/02/2025	Linde Gas & Equipment Inc.	01-4300	OPEN PO - Riordan		692.65
712369	09/02/2025	Multi-health Systems Inc. C/o T60002	01-4300	PO to purchase protocols from MHS		151.51
712370	09/02/2025	MYINT, SU LATT	01-8699	REISSUED CHECK		180.08
712371	09/02/2025	Napa Auto Parts	01-4300	Napa Bill		263.51
712372	09/02/2025	Odp Business Solutions	01-4300	Open PO Business Dept for office supplies		76.60
712373	09/02/2025	Primo Brands BlueTriton Brands, Inc.	01-4300	Water Delivery		138.93
712374	09/02/2025	REBECCA S. TOWER	11-5800	1250 Deposit 0825		1,250.00
712375	09/02/2025	Ricoh Usa Inc	01-4300	HS Toner		41.00
712376	09/02/2025	U.s Bancorp Service Center	01-4300	AUG 25 Business Billing Statement		3,269.75
712377	09/02/2025	A+ Livescan Services	01-5800	Open PO for Livescan 25-26		350.00
712378	09/02/2025	Big Creek Lumber	01-4300	District Office Maintenance Dept. Open P.O.2025-26		159.12
712379	09/02/2025	CLARK PEST CONTROL	01-5800	District-Wide Pest Control Services		110.00
712380	09/02/2025	Department Of Justice Accounting Office	01-5800	Open PO for Dept Of Justice 25-26		490.00
712381	09/02/2025	Math Learning Center	01-4100	Bridges Math work		13,897.46
712382	09/02/2025	Mcgraw-hill Education	01-4100	Marine Science addl text for HMBHS for 2025-26		1,494.17
712383	09/02/2025	Mobile Modular Mgmt Corp	25-5600	Open PO Lease for Spec needs portable at HS		1,139.05
712384	09/02/2025	Rice Trucking-Soil Farm	01-4300	Grounds Supplies		738.36

ıe preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the eceding Checks be approved.

Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
712385	09/02/2025	[redacted]	01-5100	Open PO to reimburse [redacted] 2024-25 SY	14,009.00	
				Open PO to reimburse [redacted] for ESY 2024	1,637.50	
				Open PO to reimburse [redacted] for ESY 2025	1,625.00	
				PO to reimburse [redacted] for Fusion 2023	1,500.00	
				PO to reimburse [redacted] for Stanbridge 23-24	17,000.00	35,771.50
712386	09/02/2025	Scholastic Inc	01-4300	Scholastic magazine subscription for FV TK-5th gr	1,421.77	
				Scholastic Magazine subscription for TK-5th gr HA	3,844.25	
				Scholastic magazines subscription for 2025-26	2,347.42	7,613.44
712387	09/02/2025	Svsoa Silicon Valley Sports Official	01-5800	Football Referee Invoice		1,467.00
712388	09/02/2025	The Tech	01-5210	Cunha field trip		3,252.00
712389	09/02/2025	Toni Thompson	01-5200	Reimb for July milage		364.00
712390	09/02/2025	Trade Credit Services Hassett Hardware	01-4300	Building Supplies for MOT Dept.		2,241.17
712391	09/02/2025	ABBOTT'S PRO-POWER	01-6500	Lawn Mower Parts		79.23
712392	09/02/2025	ACSIG	01-9572	07/2025 Vision Benefits		3,926.05
712393	09/02/2025	CLARK PEST CONTROL	01-5800	Pest-Away Service for FV	110.00	
				Pest-Away Service for Hatch	185.00	295.00
712394	09/02/2025	Colbi Technologies	21-5800	June Applications		1,150.00
712829	09/04/2025	Fastrak Invoice Processing Dep	01-4300	Fastrak Toll 080525		8.00
712830	09/04/2025	IMAGINE LEARNING LLC	11-5800	contract renewal		13,000.00
712831	09/04/2025	Linde Gas & Equipment Inc.	01-4300	OPEN PO - Riordan		6.53
712832	09/04/2025	SSFUSD	01-5800	Payroll Training and Support 23-24		5,275.02
712833	09/04/2025	Vista Higher Learning	01-4100	Galeria and Descubre addl texts for HMBHS 2025-26		25,373.42
712834	09/04/2025	Benchmark Education Company	01-4100	Benchmark Advance Pkgs for El Granada for 2025-26		24,058.34
712835	09/04/2025	Jacqueline & Doug Machado	01-5100	PO to reimburse Machado's for 2025-26 school year		16,500.00
712836	09/04/2025	Odp Business Solutions	01-4300	Open PO Business Dept for office supplies		29.81
712837	09/04/2025	Wilson Language Training	01-4300	Wilson Fundations for all Elementary Schools		11,364.51
712838	09/04/2025	ACSIG Dental	01-9571	07/2025 Dental Benefits		43,301.78

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Checks Dated 09/01/2025 through 09/30/2025

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712839	09/04/2025	LEGAL AID SOCIETY OF SM COUNTY	01-5810	Attorney Fees		7,500.00
712840	09/04/2025	San Joaquin C.o.e.	01-5800	MediCal Billing		15.00
712841	09/04/2025	SMCSIG-HEALTH CARE CONSORTIUM C/O KEENAN & ASSOC-SETECH	01-9553	09/2025 Health Benefits	28,173.39	
			01-9564	09/2025 Health Benefits	358,033.84	386,207.23
712842	09/04/2025	ANCHOR RELOCATION SERVICES INC	21-5800	PO251024, work done in July 2025		5,949.32
712843	09/04/2025	Mobile Modular Mgmt Corp	21-5600	Quote # Q-492107, 3 Classroom Units + Services		88,888.00
712844	09/04/2025	Quattrocchi Kwok Architects	21-9510	EP 250187	172.50	
				EP 250188	20,832.79	
				EP 250189	11,618.90	
				EP 250203	34,045.00	66,669.19
712845	09/04/2025	MIRAMONTES, RAMON	01-5200	Mileage Reimbursement for Dr. Ramon Miramontes		3,346.00
712846	09/04/2025	School Mate	Cancelled	Standard Folders		509.14 *
		Cancelled on 09/10/2025, Cancel Register # AP09112025				
712847	09/04/2025	Gold Star Foods Inc.	13-4710	Misc Food for all sites	1,636.72	
			13-4711	Misc Food for all sites	53.44	
			13-4712	Misc Food for all sites	272.24	1,962.40
712848	09/04/2025	Straw Hat Pizza	13-4710	School Lunches		399.75
712849	09/04/2025	Sysco Food Services Of Sf Inc	13-4300	Ala Carte Market Foods & Supplies	111.74	
			13-4710	Ala Carte Market Foods & Supplies	926.79	
			13-4712	Ala Carte Market Foods & Supplies	3,101.77	4,140.30
712850	09/04/2025	Ash Salcido	01-5200	Milage Feb 2025	53.69	
				Milage June 2024	33.03	
				Milage March 2025	83.72	170.44
712851	09/04/2025	Big Creek Lumber	01-4300	May 2025 Invoice		475.26
712852	09/04/2025	FELTS, BRYAN M	01-5200	Milage Aug 2025		123.48
712853	09/04/2025	Skyview Tree Service Inc	01-5603	Tree Services Multiple Sites and Properties		7,500.00
712854	09/04/2025	Svsoa Silicon Valley Sports Official	01-5800	Football Referees	3,444.00	
				Volleyball - JV Referees	1,372.00	
				Volleyball Referees	1,078.20	
				Volleyball-Freshman Referee	308.00	6,202.20
712855	09/04/2025	Total School Solutions	01-5800	Consults Brett McFadden Aug 2024		7,730.72
713386	09/08/2025	Pacific Gas And Electric	01-5502	Open PO for District PG&E		23,513.92
713387	09/08/2025	VIRGEN RUIZ, NANCY	01-5200	AUG 2025 MILAGE REIMB		5.46
713388	09/08/2025	Gold Star Foods Inc.	13-4790	Misc Food for all sites		12.50
713389	09/08/2025	TAFT, TAYLOR G	01-5200	Milage Jan 2025		9.80

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713390	09/08/2025	Total School Solutions	01-5800	Consults Brett McFadden Aug 2025		5,472.50
713391	09/08/2025	David's Bagels	13-4712	Bagels for HS		161.00
713392	09/08/2025	Straw Hat Pizza	13-4710	School Lunches		431.73
713393	09/08/2025	Sysco Food Services Of Sf Inc	13-4300	Ala Carte Market Foods & Supplies	858.07	
			13-4710	Ala Carte Market Foods & Supplies	25.99	
			13-4712	Ala Carte Market Foods & Supplies	784.91	1,668.97
713394	09/08/2025	ACSA	01-5200	PO to pay for 2025-26 SPED Academy for James		1,350.00
713395	09/08/2025	Amazon Capital Services	01-4300	AMAZON SUPPLIES FOR DC	500.84	
				ASVA Test Prep guide for Pilarcitos HS for 2025-26	62.22	
				Big Lift purchase	485.96	
				Credit	20.87-	
				ELOP Materials	1,203.25	
				ELOP Summer Camp Materials	32.94	
				Office Supplies	479.39	
				Office Supplies for Business Department	44.15	
				Open PO to purchase office supplies from Amazon	2,721.17	
				Purchase for Health Tech	65.80	
				Purchase STEAM supplies	117.49	
				Safety Jackets	493.29	
			21-4300	Bond order	29.63	6,215.26
713396	09/08/2025	Apple Inc.	01-4300	Apple Quote 2213664236		14,502.34
713397	09/08/2025	At&t	01-4300	Back Up Internet @ Cunha		1,400.30
713398	09/08/2025	AYA HEALTHCARE INC	01-5800	Open PO to contract with AYA for PreK SDC teacher		7,425.00
713399	09/08/2025	BENDANA, LIZETH M	01-4300	Reimbursement for Lizeth Bendana		487.83
713400	09/08/2025	Dahlia Diaz	01-4300	Reimbursement		646.79
713401	09/08/2025	Ellen Silva Creative Services	01-4300	Open PO for Ellen Silva, Creative Services		100.00
713402	09/08/2025	LearnUp Centers	01-5800	Open PO to pay Learn Up per Settlement Agreement		3,565.00
713403	09/08/2025	Main Street Scholars	01-5100	Open PO for Theresa Ramirez to Main St. Scholars		12,500.00
713404	09/08/2025	Metlife Small Market	01-9564	MetLife Billing		400.75
713405	09/08/2025	NICOLE WALTERS	01-5864	Open PO for PT services from Nicole Walters 25-26		1,665.00
713406	09/08/2025	RELIAS LLC	11-4300	Instructional support		120.80

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713407	09/08/2025	San Joaquin C.O.E Program Business Service	01-5800	Open PO tp pay for SJCOE MediCal Billing services		180.00
713408	09/08/2025	Sweetwater	01-4300	Sweetwater Quote 10851302		9,200.46
713682	09/09/2025	David's Bagels	13-4712	Bagels for HS		57.50
713683	09/09/2025	Heartland School Solutions	13-5602	Annual Fee for Comp Services		7,540.00
713684	09/09/2025	Amazon Capital Services	01-4300	Purchase STEAM supplies		16.47
713685	09/09/2025	Apple Inc.	01-4300	Apple Quote 2213664236		21.92
713686	09/09/2025	Math Learning Center	01-4100	Math Bridges workbooks for Farallone View 2025-26		8,472.13
713687	09/09/2025	Spectrum Center	01-5100	Open PO for [redacted] to attend Spectrum for 25-26	12,036.00	
			01-5867	Open PO for [redacted] to attend Spectrum for 25-26	204.79	12,240.79
713688	09/09/2025	APPROACH LLC ATTN: MEGAN SHROY	11-5800	Contract Renewal		4,216.00
713689	09/09/2025	Art In Action	01-4300	VAPA materials for FV TK-5th gr for 2025-26	3,755.03	
				VAPA materials for KM TK-5th gr students 2025-26	1,250.81	5,005.84
713690	09/09/2025	Big Creek Lumber	01-4300	District Office Maintenance Dept. Open P.O.2025-26		493.88
713691	09/09/2025	Cintas	01-5603	Uniform Cleaning Services and rental.		212.96
713692	09/09/2025	CORTES, MARIA EUGENIA Y	01-5200	Mileage Aug 2025		183.40
713693	09/09/2025	Custom Ink	01-4300	Pullover hoodie order		330.82
713694	09/09/2025	Kayla Picard-Martinez	01-4300	Reimb for Amity fingerprints		135.00
713695	09/09/2025	Multi-health Systems Inc. C/o T60002	01-4300	Invoice from 10/18/24		275.00
713696	09/09/2025	Republic Services #925	01-5504	Waste Disposal, All Sites 25-26		487.92
713697	09/09/2025	Ricoh Usa Inc	01-5601	Open PO for Ricoh Machine Lease 25-26		4,817.26
713698	09/09/2025	Sound And Signal	01-5603	Alarm Repairs and Services		198.00
713699	09/09/2025	Southern Counties Lubricants, LLC	01-4300	Fuel and diesel supply for District transportation		1,687.18
713700	09/09/2025	Sysco - San Francisco	01-4300	Sysco - ELOP snacks		2,093.43
713701	09/09/2025	U.s Bancorp Service Center	01-4300	Leticia CC Aug25		5,368.25
714325	09/11/2025	Art In Action	01-4300	VAPA materials for TK-5th EG students for 2025-26	5,877.40	
				VAPA materials for TK-5th gr Hatch 2025-26	10,040.44	15,917.84
714326	09/11/2025	Cintas	01-5603	Uniform Cleaning Services and rental.		64.04
714327	09/11/2025	DOIDGE, CAROLINE E	01-5200	Mileage Aug 2025		27.79
714328	09/11/2025	School Innovations & Achievement	01-5800	June2025 Billing		25,000.00

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714329	09/11/2025	Art In Action	01-4300	Additional VAPA materials for Kings Mountain 25-26		181.25
714330	09/11/2025	Bfi Of CA INC-Ox Mtn Landfill	01-5504	Green Waste Dropoff 25-26		677.53
714331	09/11/2025	California Water Service	01-5503	KM Water Bill		496.27
714332	09/11/2025	Christine Borba-Furtado	01-5200	Reimb for Aug mileage		292.60
714333	09/11/2025	Department Of Social Services Ms 9-3-67	12-4300	414004405		484.00
714334	09/11/2025	GAMET, ANDREW R	01-4300	Reimb for fans		230.68
714335	09/11/2025	NORTH COAST BACKFLOW LLC	01-5800	Backflow testing for all sites		320.00
714336	09/11/2025	Pacific Gas And Electric	01-5502	Open PO for District PG&E		504.25
714337	09/11/2025	Recology Of The Coast	01-5504	Open PO for Recology of the Coast 25-26		353.70
714338	09/11/2025	Republic Services #925	01-5504	Waste Disposal, All Sites 25-26		5,410.53
714339	09/11/2025	Steven Melo Inc	01-5603	Weed Abatement – All Sites & Properties		2,000.00
714340	09/11/2025	Toni Thompson	01-5200	Reimb for Aug mileage		218.40
714341	09/11/2025	Wested Attn: Wested Operating Account	01-5800	WestEd Operating Account		1,662.40
714342	09/11/2025	Christina Frediani	01-4300	AUG 2025 Reimbursements	40.00	
			01-5800	AUG 2025 Invoice	3,500.00	3,540.00
714343	09/11/2025	Cresco Equipment Rentals	01-5604	June 2025 Invoice		962.96
714344	09/11/2025	JONES, DAVID F	01-4300	Raffle Prizes		250.00
714345	09/11/2025	NASCO	01-4300	May 2025 Invoice		178.63
715025	09/15/2025	NASCO	01-4300	June 2025 Invoice		4.40
715026	09/15/2025	American Portables	21-5600	ADA LUXURY TRAILER RENTAL - 10 MONTHS		3,650.00
715027	09/15/2025	At&t	01-5901	AUG25 PHONE BILLS	5,145.12	
			01-5902	AUG25 PHONE BILLS	155.40	
			13-5901	AUG25 PHONE BILLS	31.58	5,332.10
715028	09/15/2025	CIS INC	21-6290	PO250146		9,830.00
715029	09/15/2025	Coastside News Group, Inc.	11-4300	Graduation Ad		638.00
715030	09/15/2025	COUNTY OF SAN MATEO BHRS ATTN: JUSTIN WONG	01-5800	June 2025		7,200.00
715031	09/15/2025	County School Service Fund	01-5200	6 Campus Supervisor Training Registration		480.00
715032	09/15/2025	Curriculum Study Commission	01-5200	Lang Arts Conference for 4 teachers		3,670.00
715033	09/15/2025	Lopez Fence	25-6170	KMES Fence Project		14,086.78
715034	09/15/2025	Miracle Play Systems	01-5603	FV Slide replacement		2,415.65
715035	09/15/2025	Opening Technologies	21-4300	EG Phase I Security Fencing Gate Project		447.34
715036	09/15/2025	The Avalon Academy	01-5100	PO250431	9,441.00	
				PO250433	19,173.00	
			01-5800	PO250431	170.00	
				PO250433	937.25	
			01-5861	PO250433	1,296.00	

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715036	09/15/2025	The Avalon Academy	01-5864	PO250431	2,064.00	
				PO250433	2,715.00	
			01-5867	PO250431	1,134.00	
				PO250433	2,754.00	39,684.25
715037	09/15/2025	The Speech Pathology Group	01-5867	June 2025 Services		16,498.25
715038	09/15/2025	ABLENET INC	01-4300	PO to purchase Switch from AbleNet for Shadi B		82.41
715039	09/15/2025	ACTIVE INTERNET TECH, LLC	01-5800	FINALSITE Order, Year 1 of 5		21,500.00
715040	09/15/2025	At&t Mobility	01-5901	Open PO for AT&T Mobility		248.84
715041	09/15/2025	Cdw Government	01-4300	Bretford Cube TVC32 cart for Bechar's class iPads		2,186.51
715042	09/15/2025	Enabling Devices	01-4300	PO to purchase Mounting System for Shadi B		240.90
715043	09/15/2025	Kis	01-4300	Barracuda Firewall License for IT Security		11,379.66
715044	09/15/2025	Mobile Modular Mgmt Corp	21-5600	PO 250792 Leased in 25-26		6,615.00
715045	09/15/2025	PEREZ, ERICK L	01-4300	snacks for meeting		51.42
715046	09/15/2025	Savvas Learning Company Llc	01-4100	My World History Social Science License Renewal		24,279.50
715047	09/15/2025	Sound And Signal	01-5603	Alarm Repairs and Services		624.08
715048	09/15/2025	Wilson Language Training	01-4300	Wilson Fundations for EG	3,259.52	
				Wilson Fundations for FV	2,561.14	
				Wilson Fundations for Hatch	8,468.62	
				Wilson Fundations for KM	369.72	14,659.00
715049	09/15/2025	Best Sidelifter, Inc	01-5603	Containers Relocated from District Office		2,770.87
715050	09/15/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		152.82
715051	09/15/2025	Cian Murphy	01-5800	Videos with S. Riordan		2,000.00
715052	09/15/2025	Learning A-z	01-4300	K-5 literacy-RAZ		4,968.50
715053	09/15/2025	Sysco - San Francisco	01-4300	Sysco - ELOP snacks		558.85
715417	09/16/2025	Coastside County Water Distric	01-5503	Coastside County Water		18,450.51
715418	09/16/2025	Recology Of The Coast	01-5504	Open PO for Recology of the Coast 25-26		169.56
715419	09/16/2025	Sci Consulting Group	01-5800	Measure I parcel tax administration		7,150.00
715420	09/16/2025	ARC FACILITIES	21-5800	ARC Facilities Platform Annual Sub		24,919.00
715421	09/16/2025	Best Sidelifter, Inc	01-5603	Containers Relocated from District Office		5,940.00
715422	09/16/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		7.42
715423	09/16/2025	ARCADIO'S PRODUCE INC.	13-4710	Milk & Produce for HS		221.10
715424	09/16/2025	David's Bagels	13-4712	Bagels for HS		69.00

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715425	09/16/2025	Orkin Exterminating Co	13-5800	Pest Control		172.00
715426	09/16/2025	Straw Hat Pizza	13-4710	Pizza	127.92	
				School Lunches	431.73	559.65
715427	09/16/2025	ACSA	01-5300	Pyment for J. Marsh		1,573.73
715428	09/16/2025	At&t	01-4300	Back Up Internet @ Cunha		2,809.68
715429	09/16/2025	Dooley Corporation David Dooley	01-5800	Open PO for Valeria to rec'v mentoring from Dooley		2,680.00
715430	09/16/2025	Hopskipdrive Inc	01-5863	Open PO for HopSkipDrive to transport for 2025-26		2,584.00
715431	09/16/2025	On Point Language Solutions	01-5800	Open PO for SPED to rec'v Interpreting from Onpoin		555.00
715432	09/16/2025	Par Inc	01-4300	PO to purchase online protocols from PAR	456.50	
				PO to purchase protocols from PAR	1,639.91	2,096.41
715433	09/16/2025	Trade Credit Services Hassett Hardware	01-4300	Building Supplies for MOT Dept.		349.27
715904	09/18/2025	Pacific Autism Learning Serv	01-5800	Open PO for PALS to provide behavior for Gabby		7,142.51
715905	09/18/2025	Primo Brands BlueTriton Brands, Inc.	01-4300	Water Delivery		99.66
715906	09/18/2025	Nob Hill Catering	13-4710	Lunch:Hatch,ElGranad,Farallone.KMtn & Cunha		10,718.95
715907	09/18/2025	Oliver Packaging & Equipment C	13-4300	Supplies for Heat Searler		1,685.52
715908	09/18/2025	CORE WEST INC	21-6200	FV Modernization General Contractor	1,245,044.42	
				June 2025 Pay App	901,016.78	2,146,061.20
715909	09/18/2025	A+ Livescan Services	01-5800	Open PO for Livescan 25-26		730.00
715910	09/18/2025	Albertsons | Safeway	01-4300	Safeway 25/26		319.88
715911	09/18/2025	Andrea Ruiz	01-5200	Reimb for July/Aug 2025 mileage		80.08
715912	09/18/2025	BUTTERFOSS, LAURA E	01-4300	Reimburment for Laura B for purchasing Just Words		196.88
715913	09/18/2025	CARY, NICHOLAS S	01-5200	Mileage July/Aug 2025		135.80
715914	09/18/2025	Department Of Justice Accounting Office	01-5800	Open PO for Dept Of Justice 25-26		1,108.00
715915	09/18/2025	Odp Business Solutions	01-4300	Envelopes for office	184.29	
				Supplies for SPED	113.51	297.80
715916	09/18/2025	The Avalon Academy	01-5100	Open PO for [redacted] to attend 2025-26	19,235.33	
			01-5800	Open PO for [redacted] attend 2025-26	1,526.25	
			01-5864	Open PO for [redacted] to attend 2025-26	3,867.25	
			01-5867	Open PO for [redacted] attend 2025-26	2,475.00	27,103.83

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716498	09/22/2025	ACSIG	01-9572	AUG25 Vision Benefits		5,133.53
716499	09/22/2025	ACSIG Dental	01-9571	AUG25 Dental Benefits		35,634.46
716500	09/22/2025	CIS INC	01-8699	REISSUE W#613533		10,840.00
716501	09/22/2025	Grainger Inc.	01-4300	Misc. Supplies For Cunha GYM		66.29
716502	09/22/2025	Opening Technologies	21-4300	Received in July 2025, PO250996		15,134.19
716503	09/22/2025	Quattrocchi Kwok Architects	21-9510	EP 250186		18,965.03
716504	09/22/2025	Nob Hill Catering	13-4710	Lunch:Hatch,ElGranad,Farallone.KMtn & Cunha		20,091.99
716505	09/22/2025	JUAREZ, ADRIANA	13-4710	Food Supplies		88.37
716506	09/22/2025	Liminex, Inc.	01-4300	GoGuardian license for students and teachers		28,526.00
716507	09/22/2025	Odp Business Solutions	01-4300	Supplies for SPED		32.73
716508	09/22/2025	The Avalon Academy	01-5100	Open PO for [redacted] to attend 2025-26	25,606.67	
			01-5800	Open PO for [redacted] to attend 2025-26	1,650.00	
			01-5864	Open PO for [redacted] to attend 2025-26	3,965.50	
			01-5867	Open PO for [redacted] to attend 2025-26	4,290.00	35,512.17
716509	09/22/2025	AYA HEALTHCARE INC	01-5800	Open PO to contract with AYA for PreK SDC teacher		4,400.00
716510	09/22/2025	BALABAN, MELANIE L	01-5200	Milage for Sept 2025		52.64
716511	09/22/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		168.12
716512	09/22/2025	Briggs Ot Peter Briggs	01-5864	Open PO for OT assessments from Briggs OT 2025-26		2,400.00
716513	09/22/2025	Esther B Clark School	01-5100	Open PO for Eros Martinez to attend Esther B Clark	8,921.40	
			01-5861	Open PO for Eros Martinez to attend Esther B Clark	2,322.75	11,244.15
716514	09/22/2025	Kis	21-5800	Alarm System to be installed at EG School		10,642.28
716515	09/22/2025	LearnUp Centers	01-5800	Open PO to pay Learn Up per Settlement Agreement		1,150.00
716516	09/22/2025	Matthew Spigelman	01-4300	Reimbursements for supplies for Dolphin Club		260.26
716517	09/22/2025	MOBILE SERVE	01-5800	Mobile Serve Contract Renewal		1,800.00
716518	09/22/2025	PEARSON EDUCATION	01-4100	Environment Science AP Textbook for HMBHS 2025-26		3,987.14

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Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
716519	09/22/2025	PERMABOUND	01-4300	Replacement Books		3,022.44
716520	09/22/2025	Soliant	01-5867	Open PO for SLP - Amanda Duquette for 2025-26 SY		17,812.50
716521	09/22/2025	Uline Attn: Accounts Receivable	01-4300	Air Freshener for Locker Rooms		286.56
716522	09/22/2025	CASH	21-5200	CASH Conference for Drew		810.00
716523	09/22/2025	U.s Bancorp Service Center	21-5200	CASH Conference for Drew		418.32
716875	09/23/2025	Esther B Clark School	01-5100	Open PO for [redacted] to attend Esther B Clark	9,101.80	
			01-5861	Open PO for [redacted] attend Esther B Clark	1,141.00	10,242.80
716876	09/23/2025	Odp Business Solutions	01-4300	Office Depot - Health Aide & Office		32.33
716877	09/23/2025	Spectrum Center	01-5100	Open PO for [redacted] to attend Spectrum for 25-26	7,221.60	
			01-5867	Open PO for [redacted] to attend Spectrum for 25-26	111.30	7,332.90
716878	09/23/2025	DBA Collaborative Ed Advisors	01-5800	CUSD K12SWP R7 2024-27 MOU board approve 8-21-25		40,000.00
716879	09/23/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		39.54
716880	09/23/2025	Daily Journal Corporation Ca. Newspaper Serv Bureau	01-4300	Feb 2025 Invoice		494.12
716881	09/23/2025	Dannis Woliver Kelley Accounts Receivable	01-5300	Ed Lab Law Series 25-26 for Bianca Forrester		2,000.00
716882	09/23/2025	GIGAKOM	21-4400	Network Equipment for Bond Projects		4,871.60
716883	09/23/2025	Jostens	01-4300	Diploma		18.46
716884	09/23/2025	Multi-health Systems Inc. C/o T60002	01-4300	PO to purchase Conners Early Childhood Forms Onlin		472.50
716885	09/23/2025	Odp Business Solutions	01-4300	Office Depot - Health Aide & Office		146.98
716886	09/23/2025	REBECCA S. TOWER	01-4300	Cougar Logo TShirts		750.00
716887	09/23/2025	SULLIVAN, JACKIE L	01-4300	reimbursement for negotiation snacks		48.22
716888	09/23/2025	TREANOR, AMY K	01-4300	Math Dept Reimbursement		554.34
716889	09/23/2025	Wex Bank	01-4300	Open PO - Gas Cards		85.17
717583	09/24/2025	U.s Bancorp Service Center	21-5200	CASH Conference for Drew		311.61
717584	09/24/2025	Odp Business Solutions	01-4300	Office Depot - Health Aide & Office		14.66
717585	09/24/2025	Pacific Gas And Electric	01-5502	Open PO for District PG&E		22,902.79
717586	09/24/2025	American Arbitration Assoc inc	01-5800	Case#01-25-0004-6166		150.00
717587	09/24/2025	Caroline Morton	01-5800	Open PO to pay Caroline Morton for Supervision		5,850.00
717588	09/24/2025	Farmer John's Pumpkin Farm	12-5210	Field Trip		465.00
717589	09/24/2025	Grainger Inc.	01-4300	OPEN PO - Riordan		1,348.89

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Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
717590	09/24/2025	Southern Counties Lubricants, LLC	01-4300	Fuel and diesel supply for District transportation		1,741.74
717591	09/24/2025	U.s Bancorp Service Center	01-4200	Leticia CC Sept 2025	168.19	
			01-4300	Israel CC Sept 2025	63.40	231.59
718752	09/29/2025	DALE SCOTT & CO INC.	01-5810	Post-election services parcel tax fee		25,000.00
718753	09/29/2025	Jostens	01-4300	Diploma invoice for June2025 Graduation		14.38
718754	09/29/2025	Division Of State Architect	21-6220	DSA Fees for Hatch Shade Structure		1,382.36
718755	09/29/2025	Carolina Biological Supply	01-4300	Classroom supplies		2,394.43
718756	09/29/2025	Kis	21-5800	Alarm System to be installed at FV School		33,383.43
718757	09/29/2025	Ponzuric Learning Solutions attn: Jenny L Ponzuric	01-5800	PO to purchase PSW for the 2025-26 school year		1,944.00
718758	09/29/2025	Powerschool Group Llc	01-5800	SIS PowerSchool Training Onsite		7,200.00
718759	09/29/2025	SCHOOL FACILITY CONSULTANTS	21-5800	Open Purchase Order for School Facility Cons.		1,786.25
718760	09/29/2025	Tk Elevator Corporation	01-5603	Elevator Maintenance and Repair Services		819.00
718761	09/29/2025	U.s Bancorp Service Center	01-4200	SEPT 25 Business Billing	612.34	
			01-4300	AUG 25 Business Billing Statement	92.76	
				SEPT 25 Business Billiing	782.10	
				SEPT 25 Business Billing	1,719.88	
			11-4300	SEPT 25 Business Billing	1,041.64	
			11-5200	SEPT 25 Business Billing	970.85	5,219.57
718762	09/29/2025	Wps	01-4300	PO to purchase Online forms from WPS for psychs		527.75
718763	09/29/2025	David's Bagels	13-4712	Bagels for HS		161.00
718764	09/29/2025	Gold Star Foods Inc.	13-4710	Misc Food for all sites	835.81	
			13-4711	Misc Food for all sites	58.92	
			13-4712	Misc Food for all sites	868.03	1,762.76
718765	09/29/2025	Straw Hat Pizza	13-4710	Pizza	63.96	
				School Lunches	511.68	575.64
718766	09/29/2025	Sysco - San Francisco	13-4300	Ala Carte Market Foods & Supplies	1,491.67	
			13-4710	Ala Carte Market Foods & Supplies	935.90	
			13-4712	Ala Carte Market Foods & Supplies	845.18	3,272.75
718767	09/29/2025	Alpine Awards	01-4300	Order#3112637		234.17
718768	09/29/2025	Andreini Bros Inc.	01-4300	Catch Basin Flooding-PHS		1,690.00
718769	09/29/2025	Big Creek Lumber	01-4300	Opne PO for Big Creek HMB High School SY 25-26		216.05
718770	09/29/2025	Enabling Devices	01-4300	PO to purchase Mounting System for Shadi B		240.90

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Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
718771	09/29/2025	Fox Security & Communications	01-5800	Security Alarm Monitoring		2,025.00
718772	09/29/2025	Gerry Lopez	01-4300	Math/ELA/Art Program - ELOP	6,300.00	
			01-5800	PO251154	12,500.00	18,800.00
718773	09/29/2025	Gold Star Foods Inc.	01-4300	ELOP Snacks		1,740.58
718774	09/29/2025	HANSON, HANA LANI J	01-4300	CATA Reimbursment	77.70	
				Washington DC Reimbursment	210.55	
			01-5200	Washington DC Reimbursment	563.99	852.24
718775	09/29/2025	Inclusive TLC	01-4300	PO to purchase iSwitch from Inclusive for Shadi B		225.00
718776	09/29/2025	Linde Gas & Equipment Inc.	01-4300	OPEN PO - Riordan		149.65
718777	09/29/2025	Mobile Modular Mgmt Corp	25-5600	Open PO Lease for Spec needs portable at HS		1,139.05
718778	09/29/2025	Opening Technologies	01-4300	Supplies, Locks, Doors and Repairs		6,420.07
718779	09/29/2025	Paulo's Auto Care	01-5603	Vehicle Repair & Maintenance Services		186.59
718780	09/29/2025	Powerschool Group Llc	01-5800	Monsido website ADA compliance check		5,891.42
718781	09/29/2025	Primo Brands BlueTriton Brands, Inc.	01-4300	Water Delivery		178.59
718782	09/29/2025	Small School Districts' Assoc ATTN: Invoice #01823	01-4300	Membership Application		2,700.00
718783	09/29/2025	Sysco - San Francisco	01-4300	Sysco - ELOP snacks		738.06
718784	09/29/2025	The Heal Project	01-5800	HEAL Project TK-1st grade fieldtrip Y2 and Y3		14,000.00
718785	09/29/2025	U.s Bancorp Service Center	01-4300	SEPT 25 Business Billing		275.00
718786	09/29/2025	AMERICAN FIDELITY ADMINISTRATIVE SERVICES LLC	01-5800	Time & Eligibility Svc		501.00
718787	09/29/2025	Ca Dept Of Tax & Fee Administr	01-9580	Sales & Use Tax Fee		2,637.56
718788	09/29/2025	Daily Journal Corporation Ca. Newspaper Serv Bureau	21-5800	Early Ed Ctr Addition		563.20
718789	09/29/2025	GTSoft Inc.	01-4300	Add on Feature		300.00
718790	09/29/2025	JONES, DAVID F	01-5800	ADMIN CREDENTIAL Y2		3,879.45
718791	09/29/2025	VANIR CONSTRUCTION MANAGEMENT	01-6170	Turf Replacement Project Management Services	15,050.00	
			21-6170	Turf Replacement Project Management Services	15,050.00	30,100.00
718792	09/29/2025	Amazon Capital Services	01-4200	Textbooks	46.65	
			01-4300	25-26 Supply Purchases for IT	501.60	
				Amazon - school supplies	477.51	
				Amazon order for Nancy Arevalos	235.11	
				AMAZON SUPPLIES FOR DC	786.45	
				Composition Books - AVID	77.34	
				EETD Grant	465.84	
				ELOP Materials	2,197.64	

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Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
718792	09/29/2025	Amazon Capital Services	01-4300	ELOP Summer Camp Materials	758.92	
				Furniture for Counselors	453.14	
				Hatch K3 - TK Classroom Materials	1,200.18	
				Kinder Enrichment Program/ Teacher Materials	1,159.69	
				Office Supplies	60.34	
				Office Supplies for Business Department	471.82	
				Office Supplies for transportation	1,202.01	
				Open PO for Low Incidence Student needs	564.21	
				Open PO to purchase office supplies from Amazon	765.99	
				Supplies - World Language	632.71	
				Supplies for Kinder Enrichment Program	231.86	
				Supplies for Office	542.33	
				Supplies for school year	131.22	
				Susan V order	218.84	
				TK Supplies	1,652.93	
				Whiteboard, office supplies	54.92	
			11-4300	Instructional Supplies	1,490.54	
			21-4300	Order # 112-3917989-8370627, Cabinets for teachers	297.48	16,677.27
718793	09/29/2025	American Portables	01-4300	Open PO for FYE 2025-2026		132.47
718794	09/29/2025	BROOKWOOD PARTNERS ATTN: ALAN KATZ	40-5800	Design and outreach in prep for the Coastal DevelopPermit		1,820.00
718795	09/29/2025	COUNTY SCHOOL SERVICE FUND	01-4300	SMCOE - Outdoor Ed T-shirts Inv. #19752 $60.00		60.00
718796	09/29/2025	Esbro Chemical	01-4300	Chemical Supplies for High School Pool		1,787.11
718797	09/29/2025	F.i.t. Environmental Services	01-5800	Asbestos Testing – School Sites		3,054.00
718798	09/29/2025	Peninsula Truck Repair Inc	01-5603	Bus services and repairs		2,297.76
718799	09/29/2025	PEREZ, ERICK L	01-5200	Mileage for 051325		192.40
718800	09/29/2025	Service Unlimited	01-5603	Heating Repair and Maintenance Services		1,018.75
718801	09/29/2025	Trade Credit Services Hassett Hardware	01-4300	Building Supplies for MOT Dept.		219.50
718802	09/29/2025	WALERA, KATHERINE R	01-5200	Mileage for JULY2025		252.00
DDP-00000001	09/04/2025	ALVAREZ, ESTEFANIA	01-4300	DMV services and MOT Training Supplies	60.00	
			01-5200	DMV services and MOT Training Supplies	43.50	103.50
				Total Number of Checks	**289**	**4,591,693.75**

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Checks Dated 09/01/2025 through 09/30/2025

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount

	Count	Amount
Cancel	1	509.14
Net Issue		4,591,184.61

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	232	1,937,087.24
11	Adult Education Fund	7	22,727.83
12	Child Development Fund	2	949.00
13	Cafeteria Fund	23	55,805.74
21	Building Fund	26	2,556,429.92
25	Capital Facilities Fund	3	16,364.88
40	Special Reserve Fund Cap	1	1,820.00
	Total Number of Checks	288	4,591,184.61
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		**4,591,184.61**

ıe preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the eceding Checks be approved.

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 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 10.09.2025.

FISCAL ANALYSIS

There is no financial impact on the General Fund.

RECOMMENDATION

Approve as submitted.

Prepared by: *Holly Lynne*

October 9, 2025 Board Meeting
Summary Site Donations

Site	Items	Donor	Amount	Site Total Donations
HMBHS	Money for the HMB Brewery Co. Scholarship	The Brewery in Half Moon Bay	$5,000	
				$5,000

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

GOVERNING BOARD
Mary Beth Alexander
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Carmen Daniel
Breanna Lafontaine

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Jennifer Marsh, Chief Business Officer
CATEGORY: Consent/Action
ITEM TITLE: Approval of Purchase of Three School Buses and Installation of Safety Vision Camera Systems - Revised

BACKGROUND INFORMATION

The Cabrillo Unified School District seeks approval to purchase three (3) Magellan school buses (1 wheelchair bus and 2 ambulatory buses) from Model 1. The procurement of these vehicles will be accomplished through the use of Piggyback Bid No. 2122-SC11-01. Utilizing a piggyback bid ensures compliance with public contracting requirements while maximizing cost-efficiency.

On August 21, 2025, the Cabrillo Unified School District Board of Trustees adopted Resolution No. 23-2025, which authorizes the district to make purchases using piggyback bids. This resolution provides the necessary authority for staff to proceed with this acquisition under the specified piggyback bid contract.

The purchase of these buses will enhance the district's transportation capacity, improve service reliability, and ensure compliance with state and federal requirements related to student access and safety.

Additionally, the District has prioritized student safety by exploring the installation of onboard video camera systems. Video cameras enhance accountability and safety by deterring bullying, vandalism, and misconduct, while providing evidence in the event of an incident. They also support bus drivers by reducing distractions and allowing administrators to investigate complaints or accidents more effectively.

REPORT/PROPOSAL

Three price quotes were obtained for the buses:

Dealership	Manufacturer	Cost for Two 25-Passenger Buses	Cost for W/C Bus	Total Cost
Model1	Collins	$258,516.18	$134,750.28	$393,266.46
A-Z Bus Sales	Collins	$280,698.82	$151,202.07	$431,900.89
A-Z Bus Sales	Micro Bird	$279,205.66	$151,460.62	$430,666.28

Model1 Provided the most competitive pricing and demonstrated strong responsiveness. They are also well-regarded for post-purchase service and support.

FISCAL ANALYSIS

The total cost of purchasing the three Collins buses from Model1 is $393,266.46. To equip the buses with Safety Vision camera systems, the district will incur an additional $11,341.31. The combined cost for the buses and camera systems is $404,607.77, which will be funded through Fund 40.

RECOMMENDATION

Staff recommends the approval of the purchase of the three new school buses, Safe Drive AI-2 Recorder systems, and interior AHD cameras for those buses.

Prepared by: *Holly Lynne*

Model 1 Commercial Vehicles, Inc.
14740 Ramona Ave
Chino, CA 91710

Phone: (909) 203-4800
Fax: (909) 465-5529
model1.com

BUYER'S ORDER CONTRACT

Date:	October 3, 2025	**Unit #(s):**	
Buyer Name:	Cabrillo Unified School District		
Contact:	Jarrett Garife	**Phone:**	831-383-1762
Address:	498 Kelly Ave	**Fax:**	
City, State, Zip:	Half Moon Bay, CA 94019	**E-Mail:**	jgconsulting831@gmail.com
Buyer ID:		**Salesperson:**	Alexander Ramirez
Ship To Address:	Attn: Jarrett Garife - Cabrillo Unified School District - 498 Kelly Ave		
Ship To Address Cont'd:	Half Moon Bay, CA 94019		
Ship To Phone:	831-383-1762	**Ship To Email:**	jgconsulting831@gmail.com
Finance Source:		**Contact:**	
Address:		**Phone:**	
City, State, Zip:		**County:**	
Description of Vehicle:	Magellan School Bus. Piggyback Bid #2122-SC11-01-A		
2023 Magellan School Bus, 25 Passenger, Chevy 3500 chassis, Rear view camera with Monitor in Mirror			
VIN #:			
Engine Type:	Gas	**Shipping Terms:**	CPT Shipping
Number of Passengers:	25	**Wheelchair Positions:**	
Estimated Delivery Date:	45 Days After PO	**Payment Terms:**	Net 7

		Unit Price	$ 120,096.00
		Delivery	$ -
Possession State:	**CA**	Incentive (Non-Taxable)	$ (1,400.00)
		Rebates (Taxable)	$ -
		Doc Prep Fee (Taxable)	$ 85.00
		Base Selling Price	**$ 118,781.00**
			$ -
		ADA Amount (Non Taxable)	$ 7,500.00
		Total Taxable Amount	$ 111,281.00
		Sales Tax* (Estimated)	**$ 10,432.59**
9.375%			$ -
Notes:			$ -
*** The tax and fees reflected on this agreement are based on the regulations applicable at the time of drafting this contract. The actual amounts due will be based on the regulations applicable at the time title for each vehicle transfer.**			$ -
		DMV Fees* (Estimated)	$ -
All rebates and incentives will be signed over to Dealer.		DMV Electronic Filing Fee	$ 34.00
California State Tire Fee of $1.75 per tire applies to all new vehicle purchase or leases.		Tire Fee	$ 10.50
		Fees Sub-Total	**$ 44.50**
		Total Price Per Unit	**$ 129,258.09**
		Quantity	2
		Contract Total	**$ 258,516.18**
		0.00	
		Customer Net Trade	$ -
		Customer Deposit	$ -
			$ -
		Balance Due	**$ 258,516.18**

Remit To: PO Box 713176, Chicago, IL 60677-0376

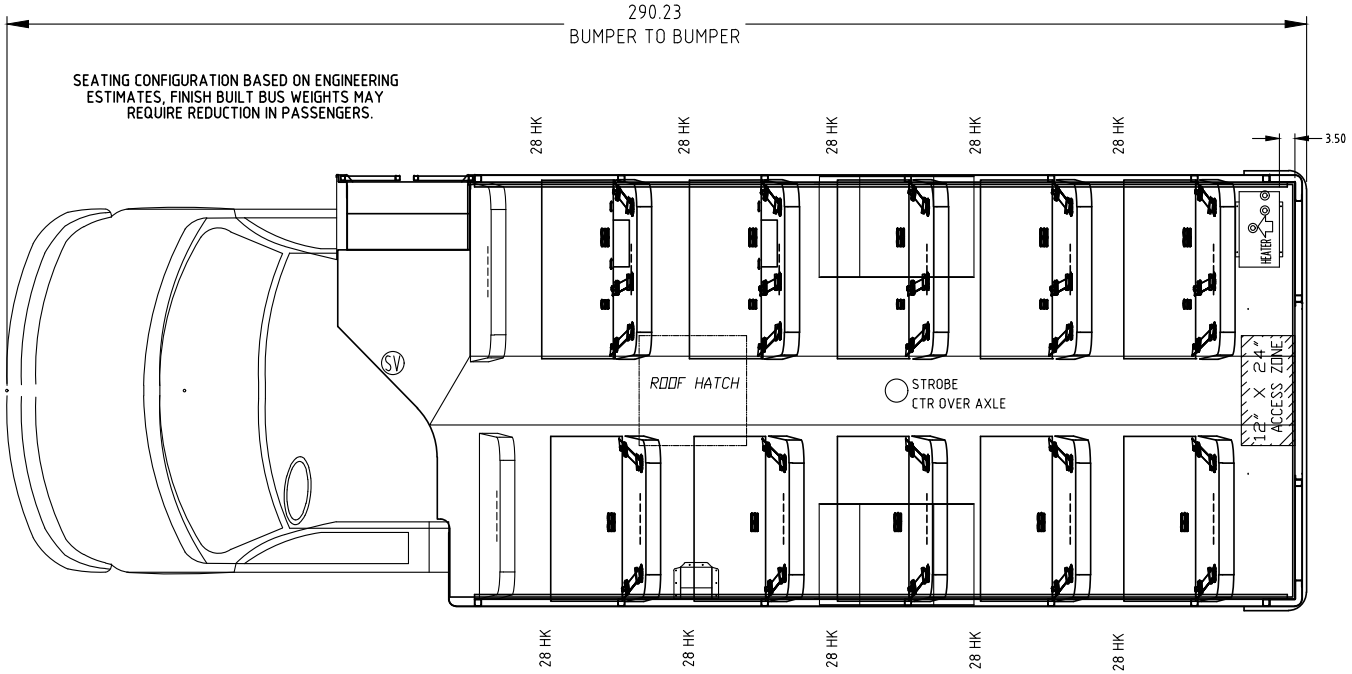
General Terms and Conditions of Dealer Vehicle Sale

Quote for Cabrillo Unified School District to purchase REV model Magellan School Bus

Capacity: Up to 25

October 3, 2025

Line	Price Calculations	Bid Option Reference #	Per Bus	2 Buses
Bid price based on the South County Support Services Agency Bid #2122-SC11-01(C)			$91,750.00	
	2022-2023 Bid2122-SC11-01 Escalator		$27,606.00	
	2023-2024 Bid2122-SC11-01 Escalator		$4,587.50	
	2024-2025 Bid2122-SC11-01 Escalator		$4,587.50	
	Additional Approved Options…			
1	Decrease GVWR	2	($400.00)	
2	Change to Chevy Chassis	8	($1,200.00)	
3	Add integrated child seat (two @$375 each)	29	$750.00	
4	Remove Wheelchair Transportation Equipment	39	($4,000.00)	
5	add back up camera with monitor in mirror	70	$1,600.00	
6	70,000 Btu free-blow A/C system with dual compressors	81	$6,500.00	
	2023 Model Year Dealer Discount		*-$13,000.00*	
	Sub-total		$118,781.00	$237,562.00
	Add sales tax	9.375%	$10,432.59	$20,865.18
	Total		$129,213.59	$258,427.18
	DMV Fee		$34.00	$68.00
	CA Tire Fee		$10.50	$21.00
			$0.00	
	Invoice Amount		$129,258.09	$258,516.18
	Delivery Date		45 Days After PO	45 Days After PO
	*** Adjusted for non-taxable special needs equipment**			
	A/C System		$7,500.00	
	Total non-taxable items		$7,500.00	
	Municipal lease option with $1 buyout: (Estimated Budget Numbers: Formal quote will be emailed sepratley with applicable market rates)		**$129,258.09**	**$258,516.18**
	Three Year Option (annual payments) 6.65%		$45,886.62	$91,773.24
	Five Year Option (annual payments) 6.3%		$29,083.07	$58,166.14
	Seven Year Option (annual payments) 6.2%		$21,844.62	$43,689.24



DH516

CREATIVE BUS SALES SEATING PLAN

25 Passengers

5 LH Seats
- 5 36 inch 3 POINT LH Seats

5 RH Seats
- 2 39 inch 3 POINT FLEX ICS RH Seats
- 3 39 inch 3 POINT FLEX RH Seats

LOAD SAFETY EQUIPMENT LOOSE

Approved By: _____ Date: _____

5/8" PLYWOOD SUBFLOOR TEMPLATE DRAWING #442662

	MAGELLAN BUS P.O. BOX 2946 HUTCHINSON, KS. 67504-2946 FORM: F-7.3.06 REVISION 0	THIS DRAWING AND ALL INFORMATION THEREON IS THE PROPERTY OF REV GROUP	DRAWN BY	DeLOCK
			DATE	03/02/23
TITLE CHEVY DH516 SCHOOL BUS			DRAWING NO.	86880-81DH516-C314G

Model 1 Commercial Vehicles, Inc.
14740 Ramona Ave
Chino, CA 91710

Phone: (909) 203-4800
Fax: (909) 465-5529
model1.com

BUYER'S ORDER CONTRACT

Date:	October 3, 2025	**Unit #(s):**	TBD
Buyer Name:	Cabrillo Unified School District		
Contact:	Jarrett Garife	**Phone:**	831-383-1762
Address:	498 Kelly Ave	**Fax:**	
City, State, Zip:	Half Moon Bay, CA 94019	**E-Mail:**	jgconsulting831@gmail.com
Buyer ID:		**Salesperson:**	Alexander Ramirez
Ship To Address:	Attn: Jarrett Garife - Cabrillo Unified School District - 498 Kelly Ave		
Ship To Address Cont'd:	Half Moon Bay, CA 94019		
Ship To Phone:	831-383-1762	**Ship To Email:**	jgconsulting831@gmail.com
Finance Source:		**Contact:**	
Address:		**Phone:**	
City, State, Zip:		**County:**	
Description of Vehicle:	Magellan School Bus. Piggyback Bid #2122-SC11-01-A		
2024 Magellan School Bus, 25 Passenger with variable WC positions, Chevy 4500 chassis, Rear view camera with Monitor in Mirror			
VIN #:			
Engine Type:	Gas	**Shipping Terms:**	CPT Shipping
Number of Passengers:	25	**Wheelchair Positions:**	5
Estimated Delivery Date:	December 1, 2025	**Payment Terms:**	Net 7

		Unit Price	$ 127,196.00
		Delivery	$ -
Possession State:	**CA**	Incentive (Non-Taxable)	$ (1,400.00)
		Rebates (Taxable)	$ (1,200.00)
		Doc Prep Fee (Taxable)	$ 85.00
		Base Selling Price	**$ 124,681.00**
			$ -
		ADA Amount (Non Taxable)	$ 18,950.00
		Total Taxable Amount	$ 106,931.00
		Sales Tax* (Estimated)	**$ 10,024.78**
9.375%	**CA - Half Moon Bay**		$ -
			$ -
			$ -
		DMV Fees* (Estimated)	$ -
		DMV Electronic Filing Fee	$ 34.00
		Tire Fee	$ 10.50
		Fees Sub-Total	**$ 44.50**
		Total Price Per Unit	**$ 134,750.28**
		Quantity	1
		Contract Total	**$ 134,750.28**
		0.00	
		Customer Net Trade	$ -
		Customer Deposit	$ -
			$ -
		Balance Due	**$ 134,750.28**

Notes:
*** The tax and fees reflected on this agreement are based on the regulations applicable at the time of drafting this contract. The actual amounts due will be based on the regulations applicable at the time title for each vehicle transfer.**

All rebates and incentives will be signed over to Dealer.

California State Tire Fee of $1.75 per tire applies to all new vehicle purchase or leases.

Remit To: PO Box 713176, Chicago, IL 60677-0376

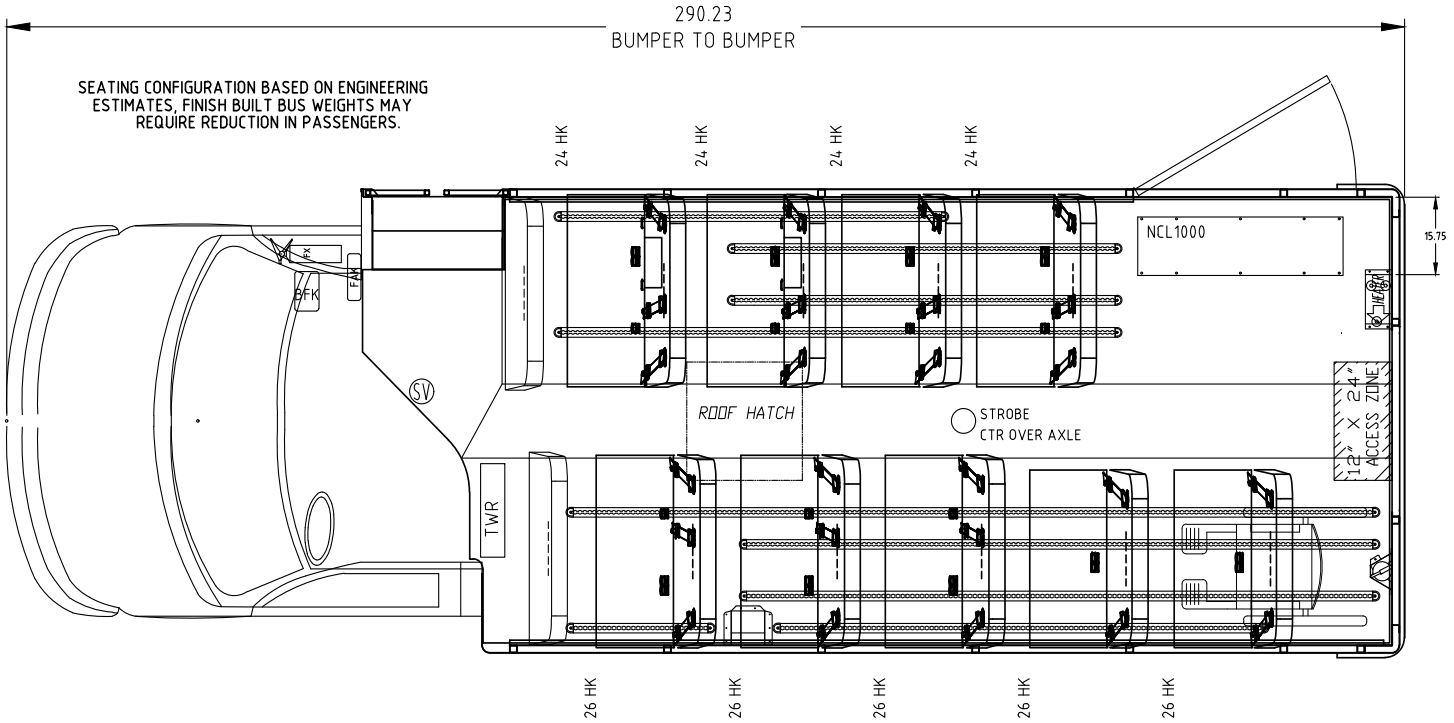
General Terms and Conditions of Dealer Vehicle Sale

Quote for Cabrillo Unified School District to purchase REV model Magellan School Bus

Capacity: Up to 25

June 2, 2025

Line	Price Calculations	Bid Option Reference #	Per Bus	1 Buses
Bid price based on the South County Support Services Agency Bid #2122-SC11-01(C)			$91,750.00	
	2022-2023 Bid2122-SC11-01 Escalator		$27,606.00	
	2023-2024 Bid2122-SC11-01 Escalator		$4,587.50	
	2024-2025 Bid2122-SC11-01 Escalator		$4,587.50	
	Additional Approved Options…			
1	Change to Chevy Chassis	8	($1,200.00)	
2	Add integrated child seat (two @$375 each)	29	$750.00	
3	Upgrade to 1000-lb wheelchair lift	40	$1,500.00	
4	add back up camera with monitor in mirror	70	$1,600.00	
5	70,000 Btu free-blow A/C system with dual compressors	81	$6,500.00	
	2024 Model Year Dealer Discount		*-$13,000.00*	
	Discount			
	Sub-total		$124,681.00	$124,681.00
	Add sales tax	9.375%	$10,024.78	$10,024.78
	Total		$134,705.78	$134,705.78
	DMV Fee		$34.00	$34.00
	CA Tire Fee		$10.50	$10.50
			$0.00	
	Invoice Amount		$134,750.28	$134,750.28
	Delivery Date		12/1/2025	12/1/2025
	*** Adjusted for non-taxable special needs equipment**			
	Wheelchair lift, lift door and lift accessories		$6,700.00	
	Wheelchair stations (five @ $950 each)		$4,750.00	
	A/C System		$7,500.00	
	Total non-taxable items		$18,950.00	
	Municipal lease option with $1 buyout: (Estimated Budget Numbers: Formal quote will be emailed sepratley with applicable market rates)		**$134,750.28**	**$134,750.28**
	Three Year Option (annual payments) 6.65%		$47,836.35	$47,836.35
	Five Year Option (annual payments) 6.3%		$30,318.81	$30,318.81
	Seven Year Option (annual payments) 6.2%		$22,772.80	$22,772.80



DE516WR

CREATIVE CA SEATING PLAN

25 Passengers

5 LH Seats
- 3 39 inch 3 POINT FLEX LH Seats
- 2 36 inch 3 POINT LH Seats

4 RH Seats
- 2 39 inch 3 POINT FLEX ICS RH Seats
- 2 39 inch 3 POINT FLEX RH Seats

LOAD 1 BELT BAGS LOOSE

Jason Hohalek 8/28/2023

Approved By: _____ Date: _____

5/8" PLYWOOD SUBFLOOR TEMPLATE DRAWING #442662

	MAGELLAN BUS P.O. BOX 2946 HUTCHINSON, KS. 67504-2946 FORM: F-7.3.06 REVISION 0	THIS DRAWING AND ALL INFORMATION THEREON IS THE PROPERTY OF REV GROUP	DRAWN BY	RM
			DATE	08/14/23
TITLE CHEVY DE516WR SCHOOL BUS			DRAWING NO.	86886-93DE516WR-C314G

Safety Vision
6100 W. Sam Houston Pkwy. N.
Houston, Texas 77041-5113
800.880.8855
713.896.6600
customerservice@safetyvision.com

Quote Number: Q-22010
Delivery Method: 2526
Primary Contact:
Issued On: 8/6/2025
Expires On: 9/5/2025

Bill To:
Cabrillo Unified School District
498 Kelly Ave
Half Moon Bay, CA 94019-6102

Ship To:
Cabrillo Unified School District
498 Kelly Ave
Half Moon Bay CA 94019-6102
United States

Two Type A school Busses — Safe Drive AI-2 Recorder with 2 AHD Interior Wide Angle Cameras

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
2	SAFEDRIVE-AI2	Windshield AI Recorder	$1,852.20	$3704.4
2	SV-AI-SMARTHUB	SAFEDRIVE-AI Expansion Model	$0.00	$0
2	SD-MICRO256GB	256GB SD for SAFEDRIVE-HDII on	$0.00	$0
4	39-2.1IR-AHD	Black 1080 AHD 2.1MM Cam w/ IR	$0.00	$0
2	SVS-5MMF	16FT 4IN M/F Threaded Cable	$0.00	$0
2	SVS-10MMF	32FT 8IN M/F Threaded Cable	$0.00	$0
			Two Type A school Busses Total:	$3,704.40

One Type A with Wheelchair lift — Safe Drive AI-2 Recorder with 3 AHD Interior Wide Angle Cameras

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
1	SAFEDRIVE-AI2	Windshield AI Recorder	$1,039.02	$1039.02
1	SV-AI-SMARTHUB	SAFEDRIVE-AI Expansion Model	$0.00	$0
1	SD-MICRO256GB	256GB SD for SAFEDRIVE-HDII on	$0.00	$0
3	39-2.1IR-AHD	Black 1080 AHD 2.1MM Cam w/ IR	$0.00	$0
1	SVS-5MMF	16FT 4IN M/F Threaded Cable	$0.00	$0
1	SVS-10MMF	32FT 8IN M/F Threaded Cable	$0.00	$0
1	SVS-15MMF	49FT 4IN M/F Threaded Cable	$0.00	$0
			One Type A with Wheelchair lift Total:	$1,039.02

Software and Maintenance

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
3	4112/4120	Maintenance & Tech Support	$50.00	$150
			Software and Maintenance Total:	$150.00

Shipping Shipping and Handling

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
3	Freight	Freight	$38.70	$116.1
			Shipping Total:	$116.10

Installation Installation cost for 3 Type A busses

QTY	PART #	DESCRIPTION	UNIT PRICE	NET TOTAL
3	Installation	Installation	$1,770.83	$5312.49
			Installation Total:	$5,312.49

Sub Total:	$10,322.01
Sales Tax:	$1,019.30
Grand Total:	$11,341.31

Sales Tax quoted above is an estimate and may differ from the final invoice.
Any duties or tariffs imposed by the US government, deemed applicable to this transaction, will be strictly for the account of Buyer and the Seller shall not be liable for such costs. The Seller agrees to not charge markup on any of these duties or tariffs.

Evergreen Flexible Payment Estimate**

Number of Vehicles: 3

Period ->	36 Months	48 Months	60 Months
Total Monthly	$0.00	$0.00	$0.00
Total Month/Vehicle	$0.00	$0.00	$0.00

**This estimate is not final and may change. Interest rates, payments, terms, and availability of the payment program are subject to change without notice. These terms will be finalized once final approval has been received.

When you renew your Evergreen Program, Safety Vision will upgrade your entire video system to the latest technology at no extra cost, including installation and training. Please note, your payments may adjust if you add equipment or services.

For any further information please do not hesitate to reach us

Regards,
Mason Ledwig
mledwig@safetyvision.com
713-929-1085

Terms and Conditions

Thank you for considering Safety Vision.

Safety Vision's mission is to enhance the safety and efficiency of transportation and logistics operations. We achieve this through our Mobile Video and Video Connected Operations Platform, which enables businesses that rely on physical operations to utilize video metadata for making data-driven decisions to improve their operations. We are pleased to offer you the Safety Vision products and services outlined in this Quotation and Order Form.

Software Licenses

Safety Vision's video connected solution includes the Products listed in this Order Form. Licenses provide all features included in the respective license, including access to the following as applicable:

- Safety Vision Firmware and Software updates
- Support and maintenance for Safety Vision Products as applicable
- Access to learning resources

Payment Terms

Invoices, less installation, 2% 10/Net 30
Installation to be invoiced on a biweekly basis over the installation period.
All returns are subject to a 25% restocking fee.
All items are warrantied for 3 years unless otherwise noted.

Support and Warranty

Safety Vision stands behind its Products. During the applicable contract or warranty period, defective Hardware will be remedied pursuant to our Hardware Warranty Request at https://www.safetyvision.com/support . Additional support information can also be found via this link.

Notification of Confidentiality

You agree that the pricing and payment terms specified in this Order Form shall (i) be held in strict confidence; (ii) not be disclosed to any Safety Vision competitor or other entity, except as preapproved in writing by Safety Vision; and (iii) not be used except to evaluate the suitability of the Safety Vision Products for your business. This Order Form is a legally binding agreement between you (“Customer”) and Safety Vision, LLC (“Safety Vision”). IN WITNESS WHEREOF, Customer has caused this Order Form to be executed by its duly authorized representative.

Installation

If your proposal includes installation, all installation pricing quoted is valid on the expectation that all vehicles will be made available for the project. Additions to the scope of work will be billable at a standard rate of $150 per hour. Return trips will be billable at $150 per hour plus a $1500 trip fee per additional trip. This is an estimate and may change based on customer requirements and external factors.

If a Purchase Order (PO) is required for invoicing, please provide the PO Number: _____

Confirmation and Acceptance

I confirm acceptance of this Order Form on behalf of the Customer identified herein and represent and warrant that I have full and complete authority to bind the Customer to this Order Form, including all terms and conditions herein. Please confirm acceptance of this Order Form by signing below:

Acceptance Details:

Signature: _____

Name:

Date:

PO Number:

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Dr. Ramon Miramontes, Superintendent
James Barnes, M.Ed., Interim Director of Educational Support Services
CATEGORY: Consent/Action
ITEM TITLE: Approval of Williams Uniform Complaints Reports for First Quarter of the 2025–26 School Year (Education Code §35186)

BACKGROUND INFORMATION

In accordance with Education Code §35186, Williams complaints must be filed and resolved through the Uniform Complaint Procedures (UCP). These complaints address deficiencies in instructional materials, emergency or urgent facility conditions posing a threat to the health and safety of students or staff, and teacher vacancies or misassignments.

Complaints can be filed anonymously, and complainants who provide their identity are entitled to a response if requested. Schools are required to make complaint forms available for these purposes. However, complaints submitted in writing must still be accepted, even if not on the official form. Complaints should be filed with the principal or their designee.

Local governing boards are required to report quarterly to the San Mateo County Office of Education (SMCOE) on the nature and number of Williams complaints received. These reports are publicly presented during regular board meetings.

REPORT/PROPOSAL

For the **first quarter** of the 2025–26 school year, the district received **zero** Williams complaints related to instructional materials, facility conditions, or teacher vacancies or misassignments.

FISCAL ANALYSIS

There is no financial impact on the General Fund.

RECOMMENDATION

Staff recommend that the Governing Board approve the first quarter reports on Williams Uniform Complaints, as required by Education Code §35186.

Prepared by: *Rosibel Acosta, Executive Assistant to the Superintendent*

SAN MATEO COUNTY OFFICE OF EDUCATION

Excellence and Equity in Education

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

District: Cabrillo Unified School District

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

Quarter Reported: (check one)

- ☑ 1st Quarter: July 2025 through September 2025 – Due October 2025
- ☐ 2nd Quarter: October 2025 through December 2025 – Due January 2026
- ☐ 3rd Quarter: January 2026 through March 2026 – Due April 2026
- ☐ 4th Quarter: April 2026 through June 2026 – Due July 2026

Date for information to be reported publicly at governing board meeting: 10/09/2025

Please check the box that applies:

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

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

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

Dr. Ramon Miramontes /

Name & Signature of Superintendent

Date: 10/10/2025

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

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Dr. Ramon Miramontes, Superintendent
CATEGORY: Consent/Action
ITEM TITLE: Approval of Governing Board Meeting Minutes

BACKGROUND INFORMATION

The Governing Board routinely reviews and approves minutes from all Regular and Special meetings to ensure accurate record-keeping.

REPORT/PROPOSAL

Included in this board packet are the unadopted minutes for the Governing Board's consideration:

Regular Board Meeting – September 11, 2025

FISCAL ANALYSIS

There is no impact to the General Fund with the approval of the meeting minutes.

RECOMMENDATION

Staff recommends the approval of the Governing Board meeting minutes as submitted.

Prepared by: *Rosibel Acosta, Executive Assistant to the Superintendent*

Regular Governing Board Meeting

(Draft) Meeting Minutes

CABRILLO UNIFIED SCHOOL DISTRICT

Thursday, September 11, 2025 at 6:00 PM
Cunha Intermediate School Library Room, 600 Church Street, Half Moon Bay, California 94019
Video Recording on Pacific Coast TV YouTube Channel:
https://www.youtube.com/playlist?list=PLFUunuheJ0ZVRqCNQQy7IC-5fv3KEKlPr

1. OPENING ITEMS

a. Call Public Session to Order
President Daniel called the meeting to order at 6:00 p.m.

b. Roll Call / Quorum
A quorum of the Board was present.

Board Members Present:
- Carmen Daniel, President
- Lizet Cortes, Vice President - arrived at 6:06 p.m.
- Peter Cerneka, Clerk - arrived at 6:07 p.m.
- Breanna Lafontaine, Member
- Mary Beth Alexander, Member

Absences:
- Maverick Johnson, Student Board Member, Half Moon Bay High School
- Martin Juarez, Student Board Member, Pilarcitos High School

Administrators Present:
- Dr. Ramon Miramontes, Interim Superintendent
- Jennifer Marsh, Chief Business Officer
- Israel Castillo, Interim Assistant Superintendent

c. Pledge of Allegiance
President Daniel led the Pledge of Allegiance.

d. Approval of the Agenda
A motion was made to approve the agenda, as presented.

Moved by: Mary Beth Alexander
Seconded by: Breanna Lafontaine

Aye	Mary Beth Alexander, Carmen Daniel, and Breanna Lafontaine

Passed 3-0

Absences:
Lizet Cortes, Vice President - arrived at 6:06 p.m.
Peter Cerneka, Clerk - arrived at 6:07 p.m.
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

2. SPOTLIGHT THE COASTSIDE WAY!

a. Celebrating Our Success

1. **La Costa Adult School**
    a. Recognition of Magdaelena Carrillo for Outstanding Contributions at La Costa Adult School Open House
    b. Recognition of Lizeth Bendana for Empowering and Supporting La Costa Adult School Staff for the Open House

The Governing Board honored **Magdaelena Carrillo** for her outstanding contributions at the La Costa Adult School Open House. The Board also recognized **Lizeth Bendana** for her efforts in empowering and supporting the La Costa Adult School staff during the event.

b. Student Board Members Report

1. Half Moon Bay High School Student Board Member
Student Board Member Maverick Johnson submitted a report noting a positive school start, a successful first assembly, and preparations for Homecoming, which will be held at the high school this year.
2. Pilarcitos High School Student Board Member
None.

c. La Costa Adult School Presentation

Supporting Documents/Attachments:

1. La Costa Adult School Presentation 2025.pdf

David Jones, La Costa Adult School Principal, presented highlights from the Open House, recognized staff contributions, and outlined current priorities, new course offerings, and initiatives to expand student opportunities and support.

3. GENERAL BUSINESS

Draft

a. Public Hearing and Adoption of Resolution 26-2025 Regarding Sufficiency of Instructional Materials for the 2025–26 School Year (Public Hearing/Action)

Supporting Documents/Attachments:

1. Resolution No. 26-2025_Regarding The Sufficiency of Instructional Materials ,
2. Public Hearing Notice Regarding Sufficiency of Instructional Materials 2025-26

Public Hearing: President Daniel opened the Public Hearing at 6:16 p.m.
With no public comments received, the hearing was closed.
A motion was made to approve Resolution 26-2025, as presented.

Moved by: Carmen Daniel
Seconded by: Breanna Lafontaine

Aye Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

b. Approval of Unaudited Actuals 2024–25 (Action)

Supporting Documents/Attachments:

1. 2024-25 Unaudited Actuals Presentation
2. Unaudited Actuals 2024-25

Jennifer Marsh, Chief Business Officer, presented the Unaudited Actuals report, providing the Governing Board with an overview of the district's financial performance and closing figures for the prior fiscal year.

A motion was made to approve Item 3b, as presented

Moved by: Breanna Lafontaine
Seconded by: Mary Beth Alexander

Aye Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

Draft

c. Adoption of Resolution 25-2025 GANN Limit for the 2025–26 Fiscal Year (Action)

Support Documents/Attachments:

1. Resolution 25-2025 GANN Limit for 2025-26 Fiscal Year
2. Form GANN

A motion was made to approve Resolution 25-2026, as presented.

Moved by: Carmen Daniel
Seconded by: Peter Cerneka

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

d. El Granada Phase 2 Project Consultant Selection for Special Inspections (Action)

A motion was made to approve Item 3d, as presented.

Moved by: Carmen Daniel
Seconded by: Peter Cerneka

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

e. Measure K Bond Project Prioritization (Presentation/Discussion)

Support Documents/Attachments:

1. Measure K Bond Project Prioritization 2025.pdf

Update: *Attachment 3e1, titled Measure K Bond Project Prioritization 2025, was made available to Board members and the public during the meeting and uploaded on September 12, 2025.*
Drew Gamet, Bond Program Fiscal Director, presented the Measure K Bond Project Prioritization, outlining funding limitations, proposed issuance schedule, major construction projects, and options for sequencing facilities improvements at Half Moon Bay High School.

- ***Liesl Taner*** provided public comment in support of the proposed aquatic center, highlighting its importance for student access, equity, community use, and water safety.

Draft

4. COMMUNICATIONS

a. Public Comments on Nonagenda or Consent Items
None.

b. Employee Organizations Report

1. Cabrillo Unified Teachers Association (CUTA) Representatives ***John Carey, CUTA President,*** expressed appreciation for the collaboration with the Board, shared teacher retention ideas from a recent conference, and reflected on the role of teachers during the September 11 attacks.
2. California School Employee Association (CSEA) Representatives ***Lisa Shick, CSEA Secretary,*** conveyed appreciation at the start of the school year and emphasized fostering collaboration with the district to ensure a safe, clean, and supportive learning environment for students.

5. 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 motion was made to approve the Consent Agenda, as presented.

Moved by: Breanna Lafontaine
Seconded by: Peter Cerneka

Aye Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

a. Approval of Half Moon Bay High School Forestry Challenge Team Field Trip to Loma Mar, California, October 8–11, 2025, to Participate in the Santa Cruz Forestry Challenge

b. Approval of Cunha Intermediate School Field Trip to YMCA Camp-Jones Gulch, La Honda, California, October 13–17, 2025, to Participate in the 6th Grade Outdoor Education

Draft

c. Approval of 2024–25 Civil Grand Jury Response to WHO YOU'RE GONNA CALL? Is CTE Preparing High School Students to Fill the Skilled Trade Gap?

Supporting Documents/Attachments:

1. Who You're Gonna Call-CTE_HMBHS-Grand Jury Report

d. Approval of Agreement Between CUSD and Coastside Land Trust for the 2025–26 School Year

Supporting Documents/Attachments:

1. Coastside Land Trust (CLT) MOU 2025-26

e. Approval of Amendment to the HEAL Project Intensive Garden Program and the TK-1st Grade Fall HEAL Farm Fieldtrips MOUs for the Remainder of 2024–27

Supporting Documents/Attachments:

1. Amendment to the THP IGP and TK-1st Grade HEAL Farm Fall Field Trips_2024-27

f. Approval of Prop 28 Annual Report for 2024-25 School Year

Supporting Documents/Attachments:

1. CUSD Prop 28: Arts and Music in Schools Annual Report FY 2024-25
2. Annual Certification Prop 28_2025

g. Approval of Independent Contractor Agreement for Speech and Language Pathologist Services with New Direction Solutions, LLC dba ProCare Therapy for the 2025-26 School Year

Supporting Documents/Attachments:

1. New Direction Solution Speech and Language Pathologist Agreement_2025-26.pdf

h. Approval of Independent Contractor Agreement for Transportation Services with Serra Yellow Cab for the 2025-26 School Year

Supporting Documents/Attachments:

1. Serra Yellow Cab Contract 2025-26.pdf

i. Approval of Certificated Personnel Report

j. Approval of Classified Personnel Report

k. Approval of Non-Bargaining Unit Employees Salary Schedule

Draft

Supporting Documents/Attachments:

1. 2025-26 Non-Bargaining Salary Schedule_pending Board Approval 09. 11. 2025.pdf

l. Approval of Variable Term Waiver for Employment of Pupil Personnel Services: Counseling Credential

m. Approval of Donations to Cabrillo Unified School District
Supporting Documents/Attachments:

1. Summary Site Donations 09.11.2025

n. Information on Warrant Register Report Processed
Supporting Documents/Attachments:

1. 080125-083125 Warrant Register

o. Approval of Governing Board Meeting Minutes
Supporting Documents/Attachments:

1. Study Session - Aug 21 2025 - Minutes - Html
2. Regular Meeting - Aug 21 2025 - Minutes - Html

6. GOVERNING BOARD REPORTS

a. Board Members

Member Breanna Lafontaine reflected on September 11, thanked staff for supporting students, and shared appreciation for inclusive board policies. She reported attending the county funding task force and a high school Project Reboot presentation, highlighting discussions on equitable funding and addressing student cell phone use.

Clerk Peter Cerneka emphasized the importance of transparency, noting district progress and the need for continued communication and preparedness. He highlighted improvements at Hatch School, expressed appreciation for staff and leadership, and mentioned future interest in addressing cell phone policies.

Vice President Lizet Cortes reflected on September 11, welcomed families to the new school year, and emphasized the importance of parent advocacy and involvement. She encouraged the Latino community to ask questions, stay informed, and seek support in navigating tools such as the Schooly app.

Member Mary Beth Alexander discussed the role of the Board, emphasizing policy-making, oversight of the superintendent, and setting district goals. She noted the importance of collaboration, clarified board responsibilities to the community, and expressed appreciation for staff efforts supporting students.

Draft

President Carmen Daniel thanked staff, attendees, and colleagues for their contributions and participation, expressing appreciation before concluding her remarks.

b. Superintendent Report
Superintendent Dr. Ramon Miramontes highlighted upcoming "Principal for a Day" with Rotarians, website updates, and professional development in Spanish immersion, math frameworks, and AI. He emphasized school safety, district-wide collaboration, and board goal-setting. He thanked staff, administrators, and community partners for their commitment, noted progress at Hatch School, and shared outreach plans with Moonridge families to strengthen connections and foster belonging.

7. CLOSED SESSION

a. Identification of Closed Session Topics of Discussion

b. Public Comments on Closed Session Items

c. Adjourn to Closed Session
The Board adjourned to Closed Session at 7:55 p.m.

d. CONFIDENTIAL STUDENT MATTER: Approval of Permanent Exemptions from Physical Education Courses for Half Moon Bay High School 11th & 12th Grades
This item includes confidential attachments, provided exclusively to Board members for Closed Session review.

e. Adjourn Closed Session and Reconvene Open Session
The Board reconvened to Open Session at 8:01 p.m.

f. Report Action Taken in Closed Session
President Daniel reported the following action in Closed Session:
The Board voted 5-0 to approve the permanent exemptions from Physical Education Courses for Half Moon Bay High School 11th & 12th grades.

8. CLOSING ITEMS

a. Adjournment of the Meeting
A motion was made to adjourn the September 11, 2025, Regular Meeting at 8:03 p.m.

Moved by: Mary Beth Alexander
Seconded by: Peter Cerneka

Aye	Mary Beth Alexander, Peter Cerneka, Lizet Cortes, Carmen Daniel, and Breanna Lafontaine

Draft

Passed 5-0

Absences:
Maverick Johnson, Student Board Member, Half Moon Bay High School
Martin Juarez, Student Board Member, Pilarcitos High School

_____
Peter Cerneka, Clerk

Draft

CABRILLO UNIFIED SCHOOL DISTRICT

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

SUPERINTENDENT
Dr. Ramon Miramontes

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

MEMORANDUM

MEETING DATE: October 9, 2025
TO: Members of the Governing Board
FROM: Bianca Forrester, M.A.Ed., Senior Human Resources Administrator
CATEGORY: Action
ITEM TITLE: Ratification of Chief Academic Officer Contract - October 10, 2025 – June 30, 2028

BACKGROUND INFORMATION

In alignment with the district's two-division organizational approach, establishing both a Chief Business Officer and updating the Assistant/Deputy Superintendent position to Chief Academic Officer creates symmetry and consistency within the executive cabinet team.

FISCAL ANALYSIS

The fiscal impact will be reflected in the next budget revision.

RECOMMENDATION

Staff recommend approval as submitted

Prepared by: *Bianca Forrester*

CABRILLO UNIFIED SCHOOL DISTRICT
EMPLOYMENT AGREEMENT FOR
CHIEF ACADEMIC OFFICER
EDUCATIONAL SERVICES DEPARTMENT

THIS AGREEMENT is entered into this 9th day of October, 2025, by and between the Board of Trustees of the Cabrillo Unified School District, hereinafter referred to as the "Board" or "District", and Israel Castillo, hereinafter referred to as the "Chief Academic Officer".

IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. **Term:** The Board hereby agrees to employ the Chief Academic Officer beginning October 10, 2025 and ending June 30, 2028, unless terminated earlier or extended as provided by the terms of this Agreement or as required by law.

2. **Duties:** The Chief Academic Officer shall perform at the highest professional level of competence those duties delineated by the position description and beyond. In the absence of the Superintendent, the Chief Academic Officer shall function as Superintendent-Designee. The Chief Academic Officer will maintain a professional relationship with the Governing Board, the Superintendent, Administrators, Classified Staff, Parents, Teachers, Students, and the Community.

   Prior to the beginning of each school year, the Superintendent and the Chief Academic Officer shall mutually set goals for the year. Goals may be adjusted by mutual consent during the school year. Performance related to these goals will be part of the Chief Academic Officer evaluation.

3. **Compensation:** The District shall pay the Chief Academic Officer an annual base salary in the amount of Two Hundred and Three Thousand, Seven Hundred Twenty-Four Dollars ($203,724). In addition, the District shall pay the Chief Academic Officer an annual Masters' stipend equal to that as provided to other certificated employees. The work year for the Chief Academic Officer shall be 220 days. In the event an adjustment results in an increase or decrease in the length of the work year, or in the event of a mid-year start date, the annual base salary shall be adjusted accordingly. The annual salary shall be payable on the last day of each month in installments of one twelfth (1/12) of the annual salary rate for services rendered during the preceding month.

4. **Fringe Benefits:**

   a. **Health Insurance Benefits:** The Chief Academic Officer will receive the same District medical benefits afforded to all certificated post 2011 hires, up to the Kaiser employee only high plan. Any medical costs exceeding the Kaiser rate will be the responsibility of the Chief Academic Officer.

   b. **Sick Leave:** The Chief Academic Officer shall be provided with one day of sick leave per month, or a maximum of twelve (12) days of sick leave per year.

5. **Work-Related Expenses:** The District shall reimburse the Chief Academic Officer a monthly stipend of $250 for mileage rate for travel while on District business.

6. **Professional Growth:** The District encourages the continuing professional growth of the Chief Academic Officer through activities approved in advance by the Superintendent. The District will pay two membership fees for professional organizations such as Association of California School Administrators annually and the membership of the Chief Academic Officer choice approved by the Superintendent.

7. **Evaluation:** The Superintendent shall evaluate the performance of the Chief Academic Officer in writing. The evaluation shall be based on objective information related to assigned job duties. If the evaluation is partially or wholly unsatisfactory in any respect, the written report shall describe such unsatisfactory performance in reasonable detail. The evaluation shall include recommendations for improvement of all instances that were deemed unsatisfactory.

8. **Termination of Employment:** This Agreement may be terminated prior to the expiration of the contract term as follows:

    a. **Resignation:** The Chief Academic Officer shall notify the Board in writing a minimum of sixty (60) days prior to accepting other employment or resigning from the District. He shall also notify the Board in writing within two (2) days of him becoming aware that he has been selected as a finalist for a full time position with another public or private employer.

    b. Mutual Consent: This Agreement may be terminated at any time by mutual consent of the Board and the Chief Academic Officer.

    c. **Termination for Cause:** The Board may terminate this Agreement for cause. Cause is defined as conduct which is seriously prejudicial to the District, including, but not limited to: (1) unprofessional conduct; (2) unsatisfactory performance; (3) neglect of duty; (4) breach of this Agreement. Should the Board elect to terminate this Contract prior to its expiration, the Board shall notify the Chief Academic Officer in writing with a detailed statement of charges. The Chief Academic Officer will be afforded an opportunity for a hearing, which shall include the right to be represented by counsel and the right to call witnesses. Such hearing shall be conducted before the Board in closed session. If the Board, after considering all evidence presented, decides to terminate this Agreement, it shall provide the Chief Academic Officer with a written decision. The decision of the Board shall be final.

    d. **Dismissal Without Cause:** The Board may dismiss the Chief Academic Officer during the school year without cause upon giving him 30 days written notice. If the Board exercises this option, it will compensate the Chief Academic Officer his regular salary for the remainder of the school year during which he was dismissed. Said payments are to made monthly and will cease on the occasion of him commencing comparable employment if such employment commences before such payments would otherwise be completed.

9. **General Provisions:**

    a. Governing Law and Venue: This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The Parties also agree that in the event of litigation, venue shall be the proper federal and state court located in San Mateo County, California.
    b. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
    c. No Assignment: The Chief Academic Officer may not assign or transfer any rights granted or obligations assumed under this Agreement.
    d. Severability: If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

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

CHIEF ACADEMIC OFFICER
EDUCATIONAL SERVICES DEPARTMENT

Dated: _____ _____
Israel Castillo

CABRILLO UNIFIED SCHOOL DISTRICT

Dated: _____ _____
Dr. Ramon Miramontes, Superintendent